### MEETING MINUTES

#### Elected Officers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>*</th>
<th>Position</th>
<th>Name</th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>President*</td>
<td>Doug McDonald</td>
<td>X</td>
<td>Secretary*</td>
<td>Christina Sebastian</td>
<td>X</td>
</tr>
<tr>
<td>President Elect*</td>
<td>Chance Sparks</td>
<td>X</td>
<td>Past President*</td>
<td>Kim Mickelson</td>
<td>X</td>
</tr>
<tr>
<td>Treasurer*</td>
<td>Angela Martinez</td>
<td>X</td>
<td>TML Rep*/TML Affiliate</td>
<td>Christopher Looney</td>
<td>CC</td>
</tr>
</tbody>
</table>

#### Section Directors

<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
<th>*</th>
<th>Region</th>
<th>Name</th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>Martin Zimmerman</td>
<td>X</td>
<td>Northwest</td>
<td>AJ Fawver</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>(for Shannon Mattingly)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>East</td>
<td>Kyle Kingma</td>
<td>CC</td>
<td>Southwest</td>
<td>Rebecca Pacini</td>
<td>X</td>
</tr>
<tr>
<td>Houston/Sections Rep*</td>
<td>Gary Mitchell</td>
<td>X</td>
<td>Southmost</td>
<td>Xavier Cervantes</td>
<td></td>
</tr>
<tr>
<td>Midwest</td>
<td>Tamara Cook</td>
<td>X</td>
<td>West</td>
<td>Fred Lopez</td>
<td>X</td>
</tr>
<tr>
<td>North Central</td>
<td>Brooks Wilson</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(for Steven Duong)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Standing Committee Chairs

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>*</th>
<th>Liaison</th>
<th>Name</th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDO*</td>
<td>Richard Luedke</td>
<td>X</td>
<td>Government Relations</td>
<td>Kelly Porter</td>
<td>CC</td>
</tr>
<tr>
<td>PODO</td>
<td>Ann Bagley</td>
<td></td>
<td>Advocacy Network Liaison</td>
<td>Craig Farmer</td>
<td>X</td>
</tr>
<tr>
<td>EPL</td>
<td>Monica Rainey</td>
<td>X</td>
<td>University Rep</td>
<td>Ivonne Audirac/Dr. Shen</td>
<td></td>
</tr>
<tr>
<td>Planning Awards</td>
<td>Claire Hempel</td>
<td></td>
<td>Student Rep</td>
<td>Kelsey Poole</td>
<td>X</td>
</tr>
</tbody>
</table>

#### Other Members

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>*</th>
<th>Role</th>
<th>Name</th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Manager</td>
<td>Heather Nick</td>
<td>X</td>
<td>CMO</td>
<td>Barbara Holly</td>
<td></td>
</tr>
<tr>
<td>Chapter Historian</td>
<td>David Gattis</td>
<td>X</td>
<td>Executive Administrator</td>
<td>Mike McAnelly</td>
<td>X</td>
</tr>
<tr>
<td>APA Director Region 3</td>
<td>Wendy Shabay</td>
<td>X</td>
<td>Communications Tech</td>
<td>Kyle Kingma</td>
<td>CC</td>
</tr>
</tbody>
</table>

#### Other Attendees

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sylvia Vargas, AICP Commissioner Region 3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Breanne Rothstein, CPC Executive Committee Secretary/Treasurer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Laura Keyes</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Michelle Queen</td>
<td>CC</td>
<td></td>
</tr>
</tbody>
</table>

X present in person  
CC present via conference call

* Members of the Chapter Executive Committee include the Chapter President, President-Elect, Immediate Past President, Secretary, Treasurer, TML representative, Conference Coordinator, Professional Development Officer and Representative of Section Directors as selected by the Section Directors
Welcome: Doug McDonald, AICP
Doug McDonald called the meeting to order at 8:37 am.

Visitor: University of North Texas Department Chair Brian Collins – New Urban Policy and Planning Degree
Brian Collins gave a summary of UNT’s new Urban Policy and Planning Degree, introducing staff members Laura Keyes and Jennifer Cowley.

WORK SESSION: APATX 2017-2022 Action Plan Committees
Attendees broke into committees, which will report out later in full meeting.
- Leadership and Conference Committee
- Recognition, Partnership, and Communications Committee
- Membership Recruitment, Certification, and Education Committee
- Advocacy and Policy Committee

The meeting adjourned for a break.

Call to Order and Roll Call: Doug McDonald, AICP
Doug McDonald called the full meeting to order at 10:12 am.

A. President’s Report: Doug McDonald, AICP
Doug gave a brief report regarding:
- Chapter annual report, National fall leadership meeting, Diversity and Inclusion Committee, APA Learn, Planners Day on Capitol Hill
- Texas received assistance from APA Foundation for Harvey relief and Doug encouraged members to pay it forward
- The AICP Commission is evaluating CM credits, and required equity credits are on the radar
- National requested Texas to host the first National State Legislative Summit in Austin in December 10 & 11, about 20 Chapters will be attending. The Texas Historical Commission helped find space to host the conference.
- Future Cities will be kicking off soon, theme is Disaster Recovery and Resiliency
- Great Places in Texas is open now; the Chapter Presidents Council approved a grant we applied for a video for the National Conference 2020 in Houston
- Thank you to our sponsors, including annual sponsors for 2017: Walter P Moore, Freese and Nichols, Stantec, City of Garland, City of Dallas, City of Plano, and City of Frisco

B. National Leadership Updates: Wendy Shabay, AICP, Silvia Vargas, AICP
Wendy Shabay reported that APA Learn is about to kick off; APA Executive Administrator Jim Drinan is retiring and they are looking for replacement; they are reviewing National awards right; Texas had two Great Places, in Georgetown and Fort Worth.
Sylvia Vargas reported that the AICP Candidate pilot program is a big success; nearly 800 students; the pass rate was very similar to seasoned professionals rate; an AICP exam refresh underway; an update to AICP code of ethics is starting up and will take a couple years; resources for embattled planners online and more to come.

C. APATX 2017-2022 Action Plan Progress Updates
1. Leadership and Conference Committee
Angela Martinez reported on goals for 2019:
- Fill position of Conference Coordinator
- Include EPL chair on nominating committee
- Tie better communication to Section Guide update
- Keep training for new leadership every other year (ie. director-elect, treasurer)
- Make sure to maximize state representation in National Conference 2020 planning committee

2. Recognition, Partnership, and Communication Committee
Heather Nick reported on goals:
- Focus on Partnerships - identify a partnership Board position
- Create partner organization track at APATX19
- Implement & review communications plan
- Consolidate goals in Action Plan that are redundant

3. Membership Recruitment, Certification, and Education Committee
Fred Lopez reported on goals:
- Develop social networks and recognition opportunities with Section/University/Chapter activities. Include student/Young Planners organizations
● Identify university program coordinators to develop training opportunities and formalize membership recruitment and AICP/APA coordination
● Develop outreach to planning directors, city managers, and city secretaries to promote planning commission membership and benefits
● Identify cities that provide training and pay for AICP/APA membership
  ○ Richard Luedke comments that we should encourage National to make it easier to sign-up planning officials; Craig Farmer suggested sending a reminder to directors in April in advance of budgets; Richard suggested outreach to the Texas Municipal Clerks Association

4. Advocacy and Policy Committee

Chance Sparks reported:
● Planner’s Day at Capitol/Great Places Announcement
● Complete spin off Planning Matters as secondary organization
● Legislative Program
  ○ Push out info to Members and on to website

D. Secretary’s Report: Christina Sebastian, AICP

1. Action Item: Approve Minutes for Board of Directors Spring Meeting, June 1, 2018 (ATTACHMENT D-1)
2. Action Item: Approve Minutes for Executive Committee Summer Meeting, August 17, 2018 (ATTACHMENT D-2)
3. Action Item: Approve Minutes for Special Executive Committee Spring Meeting, Conference Call, September 6, 2018 (ATTACHMENT D-3)

A motion was made by Chance Sparks to approve all three minutes. The motion was seconded by Richard Luedke and passed unanimously.

E. Treasurer’s Report: Angela Martinez

1. Financial Status Report for Chapter and Section Accounts

Angela reminded everyone to notify Mike and her when making a purchase over $150. She also reported that the second FY18 disbursements will be made today.

2. FY2019 Adopted Budget (ATTACHMENT E-1)

Angela reported on the FY2019 budget: $5,000 savings set aside for the 2020 National Planning Conference reserve account. They also added funds for EPL activities, Planners Day at Capitol, miscellaneous travel (to be approved by EC), and marketing travel, AICP training.

F. TML Representative’s Report: Christopher Looney, AICP

Christopher Looney reported that the Texas Municipal League is in the process of revising structure, Municipal Policy Summit was held in August where cities and affiliates discuss positions on policies. The TML Resolutions Committee met at the TML conference last week. Cities and Affiliates can submit legislative programs to the Resolutions Committee. Our participation at the TML Conference (a session and expo) went well.

Dave Gattis commented that we used to sponsor a one-day workshop day before conference - somewhat like the Short Course, which might help reach out to smaller cities. Christopher Looney commented that could also be held another time within the TML conference.

G. Section Director’s Report: Gary Mitchell, AICP

Gary Mitchell discussed highlights from the Section Directors’ Reports: many good partnerships, educational activities, regional workshops, as well as activities in large, spread-out Sections.

H. Board of Directors Committee Chair Reports

Doug McDonald discussed the reports from nine different committees, available in the packet.

I. APATX Business and Action Items

1. Modification of Texas Planning Awards Program Categories (ATTACHMENT I-1)

Doug McDonald discussed how the Chapter is working on aligning our awards with National to allow people to submit the same application to National as well as aligning timing so announcements are out in time to apply for National. Sections could also adjust to do the same thing. Wendy Shabay recommended that awards committee provide recommendations for projects that really excel. She also noted that National is very interested in seeing implementation status, so applicants could hold off on submittal to National for a year or two to allow more implementation info to be provided. Review committee could provide mentorship or comments to awardees on National-worthiness.
Kim Michelson made motion to approve modification of the Texas Planning Awards Program Categories as presented in the packet. The motion was seconded by Fred Lopez and passed unanimously.

2. Authorization of Amendment to APA Texas Bylaws as required by Article XIV, Section 14.2 (ATTACHMENT I-2)

Chance Sparks discussed the proposed amendments to the Chapter bylaws. Changes include general clean up, matching the language to National, Section funding, continuation of officer terms in regards to term-limits and no one runs against them as well as what happens if leadership moves out of Chapter, language about TML Representative responsibilities, and PSO and faculty representative selection, among others.

Gary Mitchell commented that section 6.5 says the Board of Directors must approve changes to Section bylaws - he proposes changing that to Executive Committee, since they meet more often.

Gary Mitchell motioned to approve the amendment of the Chapter bylaws with the additional change in section 6.5 from Board of Directors to Executive Committee to approve Section bylaws. The motion was seconded Dave by Dave Gattis.

Tamara Cook questioned section 4.6, proposing to remove the word “libraries” so it refers to just general universities.

Gary Mitchell amended his motion to add the change of removing the word “libraries” from section 4.6. The amendment was seconded by Dave Gattis. The motion with amendments passed unanimously.

Note: the new bylaws must be sent out to Chapter membership for final approval.

3. Authorization of Amendment to Section Bylaws for Central, East, Houston, North Central, Northwest, Midwest, Southmost, Southwest, and West Sections as required by Article IV, Section 9.2 of Section Bylaws (ATTACHMENT I-3)

Gary Mitchell discussed the effort to create uniform Section bylaws to align with National, Chapter, etc. We need it in place for the next round of elections. There may be some additional changes needed, ie. Nomination committee process may be overkill at Section level. Director-elect, past format sets up term limits that might be challenging for some Sections. Discussion ensued regarding topics such as having additional officers written into bylaws as the draft bylaws have elected officers meant to match the Chapter officer structure - Doug commented the rest can be managed by the Section as they see fit. Need to keep a repository of bylaws and other documents with Chapter, and have documents uploaded to website. Kim mentioned importance of minutes and record-keeping for 501(c)3 purposes.

Tamara Cook asked what waiting for the Executive Committee means for timeframe for approval by membership. It would push back the timeframe.

A motion was made by Gary Mitchell to approve the Section bylaws model as in the packet today, subject to another round of comments and to come back to the Executive Committee in a future meeting. The motion was seconded by Kelly Porter.

Discussion was held regarding appointed positions to provide uniform bylaws and provide flexibility. Sections can still make changes to bylaws but we want the same base. Maybe there should there be parts of the bylaws that can’t change. But all changes will come to the Executive Committee to discuss changes. Fred Lopez pointed out that uniform bylaws helps set up mentorship for Sections.

The motion passed unanimously.

4. Evaluation of AICP Code of Ethics Discrimination Policy (ATTACHMENT I-4)

Heather gave a summary of actions so far. She noted the request today is for action to authorize continued investigation and draft a letter for consideration by the Executive Committee.

Sylvia Vargas noted that the AICP Commission is updating the Ethics Code. Bonnie Johnson, who drafted the original Kansas letter, is part of the effort.

Doug McDonald asked if it would be helpful for us to submit letter to continue on path. Sylvia responded yes, any input is welcome, in regards to this or other topics. Probably good to coordinate with efforts - Jim Peters, Denise McCormick.

A motion was made by Dave Gattis to continue evaluation of the AICP Code of Ethics Discrimination Policy and to submit a letter for consideration by the Executive Committee. This motion was seconded by Richard Luedke and passed unanimously.

5. Consideration of Supplemental Compensation for Executive Administrator (ATTACHMENT I-5)

Mike McAnelly left the meeting.

Doug Commented how Mike McAnelly has been doing a great job as Executive Administrator, a position many other chapters don’t have. With a very successful 2017 conference, we have room in our budget for supplemental compensation. Mike both 
organizes and runs the conference and plans regional workshops. Funds for supplemental compensation can be used to purchase items rather than provide cash.

A motion was made by Rebecca Pacini and seconded by Gary Mitchell to approve a budget amendment for FY2018 to increase sponsorship revenue by $3,500, increase contracted services expenses by $3,500, and approve supplemental compensation of $3,500 for Executive Administrator. The motion passed unanimously.

J. Other Committee Updates
   1. APATX18 Texas Chapter Conference Committee

Mike McAnelly returned to the meeting. Angela Martinez and Mike McAnelly reported that registration was at 550 when online registration closed, with another 80 registered since. The opening reception was moved inside the San Luis hotel and the bike tour was cancelled due to weather. The Thursday event is different than previous years, with events planned throughout the Post Office District.

   2. NPC20 National Planning Conference Committee

Kim Mickelson reported on the local host subcommittee. Shad Comeaux and Gary Mitchell are both on the committee. Asakura Robinson will be working on the Planner’s Guide to Houston, and the Houston planning department will be helping with mobile workshops. They will need many volunteers - 200+. Trying to help find funding for other people on planning committee to go to NPC19. She asked people to start thinking about local tracks which will be due next August.

   3. Hurricane Harvey Task Force

Kim Mickelson reported that the task force has about 35 people and received some of the first grants from APA Foundation.

   4. APATX Officer Nomination Committee

Doug McDonald commented that the officer nomination committee will be spearheaded by Chance Sparks. They will be including people from EPL on the committee. The Sections will also have elections in this timeframe. Nominations needed around April, with voting in summertime.

K. APATX Discussion Items
   1. Section Boundary Adjustment Study (ATTACHMENT K-1)

Doug McDonald discussed how direction from the Central and Houston Sections is to not move forward with a boundary adjustment. A comment was made that in-between counties need attention from Chapter. Southwest would like Karnes. We should continue to increase communication between Sections and Chapter and provide opportunities to attend events wherever.

A motion was made by Martin Zimmerman and seconded by AJ Fawver to put Karnes County in Southwest and Zapata County in Southmost. The motion passed unanimously.

L. New/Other Business
   1. 2021 Conference Location RFP

Chance Sparks will be working on the 2021 conference location RFP. We could work on 2022 also but that comes with budget constraints since we often have to make payments upfront.
M. Future Meetings

- APA Texas Executive Committee Meeting – January 25, 2019
- APA Texas Board of Directors and Executive Committee – April TBD in El Paso
- APA Texas Executive Committee – July TBD in Central Texas
- APA Board of Directors and Executive Committee – October 16, 2019 in Waco
- APA Texas Chapter Conferences:
  - APA Texas Chapter – Waco – October 16-18, 2019
  - APA Texas Chapter – El Paso – October 7-9, 2020
- National Planning Conference
  - 2019 San Francisco, Apr 13-16, 2019

N. Adjourn

Doug McDonald adjourned the meeting at 12:24 pm.