<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Presenter(s)</th>
</tr>
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<tbody>
<tr>
<td>12:00</td>
<td>1. Call to Order</td>
<td>Gladhill</td>
</tr>
<tr>
<td>12:00</td>
<td>2. Approve Agenda [any additions?]</td>
<td>Gladhill</td>
</tr>
<tr>
<td>12:00</td>
<td>3. Approve Minutes</td>
<td>Andrusko, Aro</td>
</tr>
<tr>
<td></td>
<td>- January 18, 2019 Board Meeting</td>
<td></td>
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<tr>
<td></td>
<td>- February 7, 2019 Special E-mail Vote</td>
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<td></td>
<td>- January 18, 2019 Retreat Notes</td>
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<td>12:05</td>
<td>4. President’s Report</td>
<td>Gladhill</td>
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<tr>
<td></td>
<td>- Approve Letter of Support for Comprehensive Transportation Funding</td>
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<td>12:15</td>
<td>5. Secretary</td>
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<tr>
<td></td>
<td>- Approve 2019 Board Meeting Schedule</td>
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<tr>
<td></td>
<td>- Elections</td>
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<tr>
<td>12:25</td>
<td>7. Executive Director Report</td>
<td>Aro</td>
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<tr>
<td>12:35</td>
<td>9. Student Chapter Director and Representative</td>
<td>Hauf, Engstrom</td>
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<td>12:40</td>
<td>10. Professional Development Officers</td>
<td>Durbin, Kansier, Poehlman</td>
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<td>12:50</td>
<td>11. Committees:</td>
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<td>- Awards</td>
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<td>- Approve proposed awards criteria</td>
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<tr>
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<td>- Approve draft conference and planning</td>
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</tr>
<tr>
<td></td>
<td>schedules, conference logo, incorporating</td>
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<tr>
<td></td>
<td>conference page into APA MN’s main website</td>
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<tr>
<td></td>
<td>- Conference 2020</td>
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<td>- Legislative and Law</td>
<td>Bernard, Mogush</td>
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<td>- Professional Development Committee</td>
<td>Durbin, Kansier, Poehlman</td>
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<td></td>
<td>- Women in Planning</td>
<td>Hoffman</td>
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<td></td>
<td>- Young Planners Group</td>
<td>Bunge, Goellner</td>
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<td>1:40</td>
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<td></td>
<td>- Spring Seminar</td>
<td>Boylan</td>
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<td></td>
<td>- Events</td>
<td>Henderson</td>
</tr>
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<td></td>
<td>- Communications</td>
<td>Maze</td>
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<td></td>
<td>- FAICP</td>
<td>Slotterback</td>
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<tr>
<td>2:00</td>
<td>13. Adjourn</td>
<td>Gladhill</td>
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</table>
Attendance

Call to Order, Minutes and Agenda Approved
President Tim Gladhill called the meeting to order at 12:05 p.m. Joe Janish motioned to approve the agenda for today’s meeting, Andrew Andrusko seconded, and the motion passed. Chloe McGuire Brigl motioned to approve the minutes from the November 16, 2018 meeting, the December 10, 2018 Special E-mail Vote, the December 20, 108 Special E-mail Vote, the January 3, 2019 Special E-mail Vote, and the January 16, 2019 Special E-mail Vote. Lew Overhaug seconded, and the motion passed.

President’s Report, Tim Gladhill
Tim presented the recommendations of the Nominating Committee for 2019 Committee Chairs, Board Liaisons, and Ex-Officio Liaisons from other organizations. Angie Bersaw motioned to approve the Nominating Committee’s recommendations, Melissa Poehlman seconded the motion, and the motion passed.

Executive Director’s Report, Kathy Aro
Kathy shared that she included a list of chapter events for 2019 as she understood them in today’s board packet. Kathy will work to develop a section on the chapter website with board administrative documents such as this.

Treasurer’s Report, Jason Zimmerman
Jason distributed a year-end report for 2018 and a 2018 P&L and previous year comparison as well as a proposed budget for 2019. Joe Janish motioned to approve both the 2018 report and the 2019 budget. Erin Perdu seconded, and the motion passed.

Jason shared that the chapter has healthy financial reserves and suggested that the chapter utilize some of these funds for initiatives that the chapter has been discussing for a while. Student engagement was suggested as an area to focus on.

Professional Development Officers, Jane Kansier
The PDO’s reported that they revived the Professional Development Committee and they already have two members. The committee will likely be reviving Brown Bag sessions. The PDO’s also reported that they will be more engaged with the development of the conference program than they have been in the past and will work closely with the Conference Program Committee Chairs to ensure sessions, session categories, etc. meet professional development and CM standards.
Conference 2019 Committee, Michael Healy

Michael reported that the kick-off meeting will be held Thursday, January 2, 2019.

Equity and Diversity Committee, Peggy Sue Imihy, Nate Keller

Peggy Sue and Nate reported that the Equity and Diversity Committee met on December 14 to discuss the development of a mission statement and 2019 workplan which were included in the board packets. Andrew motioned to approve both, Justin Otsea seconded, and the motion passed.

Legislative and Law Committee, Paul Mogush

The Legislative and Law Committee sought approval from the board to renew the agreement between APA Minnesota and Tom Jensen in the amount of $6000. Tom’s primary responsibilities include tracking legislation, presenting legislative updates at both the Day at the Capitol and fall Conference, writing legislative updates for the chapter newsletter several times a year, and more. Joe Janish motioned to approve the renewal of Tom’s agreement, Andrew seconded, and the motion passed.

Women in Planning Committee, Maureen Hoffman

Maureen shared that the Women in Planning Committee held a networking event on March 6, 2019 which was very successful. Approximately 25 people attended. Maureen provided copies of the committee’s mission statement and work plan in today’s board packet. Lew motioned to approve both, Erin seconded, and the motion passed.

Young Professional’s Group, Jason Zimmerman for Chair Emily Goellner

Jason shared that the Young Professionals Group 2018-2019 mentoring program is going as planned.

Spring Workshop, Patrick Boylan

Patrick reported that he is working on the details of the 2019 Spring Workshop. He is exploring the possibility of piggy-backing the event with a Twins game outing.

Student Director and Representative, Austin Hauf and Shannon Engstrom respectively

Shannon Engstrom introduced herself to the board as the new Student Chapter Representative. Student Director Austin Hauf shared that he is able to promote chapter initiatives to a student list serv he manages. The next event of the Student Building Health Event Series is scheduled for February 1 and the topic is Designing for Wellbeing.

Future APA Minnesota Board Meeting Dates

A schedule will be disseminated.
A special meeting of the Board of Directors of the Minnesota Chapter of the American Planning Association was called by President Tim Gladhill on February 7, 2019 via e-mail for the purpose of addressing the business of the association. The following Board Members were included in this meeting: Tim Gladhill, Jason Zimmerman, Raya Esmaeili, Andrew Andrusko, Joe Janish, Patrick Boylan, Erin Perdu, Chloe McGuire Brigl, Wayne Hurley, Justin Otsea, Lew Overhaug, Angie Bersaw, and Austin Hauf.

Discussion centered on review and approval of Eric Maass as the EDAM Board Liaison to the APA Minnesota Board of Directors. Eric Maass was approved by majority vote.

There was no further business before the Board.
Attendance


Overview

Three topic areas were discussed at today’s retreat: 1) Policy and Advocacy, Internal and External Communications, and 3) Governance and Operations. The following reflect various comments and suggestions made about each area during the retreat.

Policy and Advocacy (Legislative and Law Committee)

Legislative and Law Committee Co-Chairs Paul Mogush and Lance Bernard shared they will spend time researching what other organizations are doing to help better define their committee and shape their work for 2019. This might also eventually involve rebranding the committee with a new and clear vision.

Paul explained the origins of the chapter’s policy platform and related planks. During the 2015 fall conference in Bemidji, the Legislative and Law Committee organized a display for attendees to comment on topic areas for developing the platform. 5 key subject areas emerged. The APA Minnesota Board of Directors approved a formal policy platform based on these subject areas during the April 2016 board meeting. The policy platform is available on the chapter website.

Discussion Group Ideas

- More is not better, nor is it manageable. Identify a limited number (1-3 qty) of policy issues to focus on and a limited number of goals (1-3 qty) the committee would like to accomplish each year.
- Ensure the necessary resources are in place for the committee to do its work.
- Partner with other organizations already working on areas of interest to APA MN to leverage their resources and voice.
- Demonstrate the nature and value of the planning profession to legislators and other state leaders so that when issues do arise, our voice will be heard.
- Leverage national’s positions statements and incorporate them into the work being done at the chapter level.
- Focus on areas that impact planning first and then connect where with can with community planners.
- Position APA Minnesota as the ultimate authority or leading resource for planning matters.
- Utilize national’s Day at the Capitol tool kit to education members on how to prepare for those types of events at the state level.
- Add information to the chapter website that advances the committee’s work.
Host a networking session at the annual fall conference to discuss policy matters and strategies.
Pick two priority areas and drill down every 5 years.
Increase committee membership and diversity.
Before lobbying, work to educate members on how best to do it.
Utilize the chapter newsletter to educate and inform members about topics and strategies.
Educate members about how they can advocate on their own.
Research what other organizations are doing and how so that the committee doesn’t have to recreate the wheel.
Consider repositioning the current policy platforms as general principles since they are broad.
Identify who the committee/chapter is representing when advocating. Some issues may be too divisive for the chapter to take a stand. Consider focusing on issues that cut across geo-political spectrums. If issues must be watered down to minimize contention, there might not be a point.

Communications

External Communication

Newsletter

Committees are encouraged to share information and updates with the Communications Director.

Website

Despite the popularity of social media, websites are still important since they serve as home base.
Add search tags to the website.
Ensure the look and content on the website makes a good first impression.
Ensure the website conveys the chapter’s brand and has a contemporary design.
Add dynamic content to the website.
Add resources (e.g. training) for city and county planners to the website.
Move the conference website to content management platform such as Square Space.

Social Media

Facebook is not a place for topical discussions. LinkedIn is preferred.

Internal Communications

Develop an orientation packet for new board members.
Provide access rights to board members so they can update their sections of the website.
Provide a training packet on social media use to board members so they can prepare appropriate information.
Add a section on the website with board resources such as board documents, planning calendars, etc.

Governance and Operations

Governance
- Provide on-boarding sessions for new board members.
- Provide list-serve functionality for specific areas of interest.
- Ensure positions are filled.
- The Board should act deliberately.
- The work of the board should be transparent and available to members.
- Ask committees to plan for the new year but with reflection.
- Ask committees to prepare annual reports.
- Provide a framework for members and the board to volunteer for the conference.

Operations

- Operations are the core functions needed for the organization to function, e.g. finances, data management, etc.
- Identify core functions and processes.
Name: Tim Gladhill

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action Requested?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Committee</td>
<td>Yes, Action Requested</td>
</tr>
</tbody>
</table>

**Background (attach additional sheets for tables, images, etc.):**

Activity since the last meeting has been to provide support to the Fall Conference Committee and Planners Day at the Capitol planning groups.

Worked with the Executive Director to implement a new Board of Directors newsletter to serve as communication and updates between Board Meetings.

Presented to the Association of Collegiate Schools of Planning for their Annual Administrators Conference. Spoke about academic engagement with the APA.

Minnesota NPC Gathering planned for Saturday, April 13 after the NPC Opening Reception.

Responded to Housing First Minnesota’s ‘Priced Out’ Report. Attempting to reach out to this group to set up a time to meet and discuss a better approach and collaboration. Have had some email conversations, but little success in setting up a meeting.

For future discussion, would like to discuss the establishment of a Planning for Health Committee. The Board may recall the grant provided by the CDC several years back to create a toolkit. Not much has been done with this resource to date. Would like to capitalize on this investment, and not let sit dormant. Would like to offer the Committee Chair positions to Eric Weiss (former VP) and Ellen Pillsbury who led the previous effort.

The League of Minnesota Cities has put out a call to cities in support of legislation for local road funding. Would like approval of the Board to send a letter of support to the same from APA Minnesota.

**Requested Action:**

Motion to: authorize the President to write a letter of support for legislation enhancing local road funding and the ability of local communities to better finance local road financing.

**Attachments/Enclosures?**

No, No Attachments Included
League Urges Cities to Pass Resolution Supporting Comprehensive Transportation Funding

The sample resolution supports funding for all state transportation, but specifically requests dedicated state funding for city streets. 
(Published Mar 11, 2019)

The League is urging city councils to adopt a resolution calling for the Legislature to pass and Gov. Tim Walz to sign a permanent increase in dedicated funding for state and local road, bridge, and transit systems in Greater Minnesota and the metropolitan area.

—Download the League’s sample resolution (doc) (Link to: https://www.lmc.org/media/document/1/citystreetfundingmodelresolution.docx)

The League’s sample resolution supports funding for all parts of the state’s transportation system, but specifically requests an omnibus transportation funding bill that provides additional dedicated state funding for city streets, including funding that can be used for non-Municipal State Aid city street maintenance, construction, and reconstruction.

—View the City Street Funding Capitol Fact Sheet (Link to: http://www.lmc.org/media/document/1/citystreetfunding_factsheet.pdf?inline=true)

Please act before May 20

Given the importance of securing transportation funding in the 2019 legislative session, the League urges your city to pass this or a substantially similar resolution and to convey your support to your legislators.

Resolutions passed between now and the end of the regular legislative session (constitutional end date is May 20, 2019) will be particularly helpful to the League’s advocacy efforts on transportation funding.

Send resolution to state leaders and LMC

To maximize the impact of your resolution, please send copies of your adopted council resolution to:

Gov. Tim Walz: Office of the Governor, 130 State Capitol, 75 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155

Your legislators (find at: https://www.gis.leg.mn/iMaps/districts/) (Link to: https://www.gis.leg.mn/iMaps/districts/)

Ted Bengtson: Intergovernmental Relations Administrative Coordinator, League of Minnesota Cities, 145 University Ave. W., St. Paul, MN 55103; tbengtson@lmc.org (Link to: mailto:tbengtson@lmc.org).

Read the current issue of the Cities Bulletin (Link to: http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp)

* By posting you are agreeing to the LMC Comment Policy (Link to: http://www.lmc.org/page/1/comment-policy.jsp) .
Your LMC Resource

Contact Anne Finn
Assistant IGR Director
(651) 281-1263 or (800) 925-1122
afinn@lmc.org (Link to: mailto:afinn@lmc.org)

Contact Ted Bengtson
IGR Administrative Coordinator
(651) 281-1242 or (800) 925-1122
tbengtson@lmc.org (Link to: mailto:tbengtson@lmc.org)

Meet our city vendors!
**Name:** Andrew Andrusko  
**Committee:** Executive Committee  
**Action Requested?** Yes, Action Requested  

**Background (attach additional sheets for tables, images, etc.):**
As Secretary I have taken the opportunity to arrange our future board schedule and would like to propose a draft calendar of future meetings. I have reached out and the May and July meeting sites are confirmed. I have also reached out to Minnesota State University as part of the Board’s Strategic Plan in an effort to provide outreach to related collegiate programs in Greater Minnesota.

<table>
<thead>
<tr>
<th><strong>May Meeting</strong></th>
<th><strong>July Meeting</strong></th>
<th><strong>September Meeting</strong></th>
<th><strong>November Meeting</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday, May 17th, 1:15PM-3:00PM</strong></td>
<td><strong>Friday, July 19th, 1:00-3:00PM</strong></td>
<td><strong>Thursday, September 26th, 1:45-2:45PM</strong></td>
<td><strong>Friday, November 8th, 15th, 22nd, 2-6PM</strong></td>
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</table>
| MnDOT Metro District – Water’s Edge Building, 1500 County Road B2 W, Roseville, MN 55113  
Conference Rooms A and C  
A tour of the Statewide Traffic Management Center has been arranged to follow the Board meeting from 3:00-3:30PM, Brian Kary, the Director of the TMC will have a short program | Winona City Hall  
3533, 207 Lafayette St, Winona, MN 55987  
City Council Meeting Room | Breezy Point Resort  
9252 Breezy Point Dr, Breezy Point, MN 56472  
Governor’s Room  
*During the Minnesota Planning Conference* | Minnesota State University, Mankato,  
TBD – Centennial Student Union Searing 201 or Nickerson 245  
The Urban and Regional Studies Institute is willing to host and would like to have a student outreach event and/or mixer after the board meeting.  
*Tentative pending conference program* |
**Requested Action:**
Motion to: Approve the draft meeting schedule for the Chapter Board

**Attachments/Enclosures?**
Choose an item.
# APA MN

## BUDGET VS. ACTUALS: 2019 - FY19 P&L

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<th>BUDGET</th>
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| Total Income | $9,757.08 | $154,250.00 | $-144,492.92 |

## GROSS PROFIT

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**AGENDA ITEM**  
APA Minnesota Board of Directors Meeting  
**DATE:** 3/18/2019

**Name:**  
Jane Kansier, Melissa Poehlman, Elise Durbin

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<tr>
<th>Committee:</th>
<th>Professional Development</th>
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<tbody>
<tr>
<td><strong>Action Requested?</strong></td>
<td>No, Informational Only</td>
</tr>
</tbody>
</table>

**Background (attach additional sheets for tables, images, etc.):**

**Past/Upcoming events:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Notes/Number Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1 Building Health: Designing for Wellbeing (2CM)</td>
<td>Mpls</td>
<td>7 signed in for credits</td>
</tr>
<tr>
<td>2/18 Affordable Homeownership Workshop by Met Council (3CM)</td>
<td>New Brighton</td>
<td>12 signed in for credits</td>
</tr>
<tr>
<td>3/18 Policy that Matters: Setting the Stage for 2019 (5.5CM)</td>
<td>St. Paul</td>
<td></td>
</tr>
<tr>
<td>5/3 or 5/10 Spring Workshop</td>
<td>Bloomington</td>
<td></td>
</tr>
</tbody>
</table>

**Professional Development Committee update**

The Brown Bag subcommittee is working to develop a plan for 2019. The first event will be held April 30.

**AICP update**

The AICP exam prep session was held on Tuesday, March at Richfield City Hall. Approximately 15 people attended the session. There were three panelists who passed the test in 2018 that volunteered to provide tips and answer questions for preparing for the exam.

The AICP Exam Scholarship is still available for anyone that is looking for a reduced exam fee.

**National Conference**

Will discuss the issue of applying for CMs for outside groups.

**Requested Action:**

Motion to: Click or tap here to enter text.

**Attachments/Enclosures?**

Choose an item.
AGENDA ITEM
APA Minnesota Board of Directors Meeting
DATE: 3/13/2019

Name:
Stephanie Falkers

Committee: Awards
Action Requested? Yes, Action Requested

Background (attach additional sheets for tables, images, etc.):
The awards committee has reviewed and amended the awards categories for 2019. Limited changes to the previous award categories have been made (modifications to scoring totals) and one additional category is proposed. The categories include:

- Innovation in Planning
- Excellence in Community Engagement
- Partnerships in Planning
- Success Stories in Implementation
- Planning in Context
- Outstanding Study Project
- Gunnar Isberg Student Scholarship
- Peg and Otto Schmid Award
- Lifetime Achievement Award

A new award/category is proposed by the awards committee for 2019. Awards submissions over the past few years include a majority of projects and planning efforts within the chapter’s Metro District. In an effort to recognize projects, planners, and governmental agencies in greater Minnesota, the APA MN District Planning Award is proposed. The proposed award would be awarded annually to a planner, government unit, planning agency or project within the District that the conference is located (Northwest District in 2019). The District Director would select a person, organization or project to receive the award, with Board approval. The following criteria/process is proposed.

2019 NW District Planning Award
Each year, planners across Minnesota are working hard on various efforts to build a better Minnesota. This award is intended to honor a planner, government unit, planning agency or project within the Northwest District of APA MN. This district award is designed to shift to the District in which the annual conference is being held. The District Director shall select the award recipient each year. The 2019 Northwest District Award may honor:

- A planner that has recently made contributions to the planning profession within a local community or a regional/statewide initiative.
- A governmental unit (township, county, city, watershed district, etc.) that has accomplished an effort that implemented good planning practices.
- A planning or partnering agency that has contributed to positive planning efforts within the region.
- A planning deliverable, study, ordinance or effort that was completed in the District that responds to the needs of the area.

The nominated person, organization or project should be representative of the region, display good planning practice and be applicable to other locations.
Selection Process: The District Director will be asked to nominate a person, agency, project or place by early June, followed by approval from the board.

2019 Awards Timing
The following schedule will be used for the 2019 awards process.

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board to review award categories</td>
<td>March 18th</td>
</tr>
<tr>
<td>Request for Submittals</td>
<td>Monday, April 1st</td>
</tr>
<tr>
<td>Submission Deadline</td>
<td>Friday, May 3rd (extension to 10th if needed)</td>
</tr>
<tr>
<td>Awards to Jury</td>
<td>May 15th</td>
</tr>
<tr>
<td>Results from Jury</td>
<td>June 10th</td>
</tr>
<tr>
<td>Winners Notified</td>
<td>Week of June 24th</td>
</tr>
<tr>
<td>Information developed for Brochure</td>
<td>Mid-July</td>
</tr>
</tbody>
</table>

Requested Action:
Motion to: Approve the proposed awards criteria for 2019.

Attachments/Enclosures?
Choose an item.
The APA-Minnesota Chapter Planning Awards provide an exciting opportunity to give credit to outstanding projects and people who have contributed to the planning profession over the last year. The award process provides an opportunity to share the exciting work you and your co-workers and partners have completed with our planning peers. It’s time to celebrate the great work we do here in Minnesota!

The awards will be given at the 2019 Conference on September 25-27, 2019 in Breezy Point, MN. Winners will be notified ahead of time and asked to attend to accept their award. The process described below is designed to make the submittal, judging, and award process quick and simple. Please submit nominations as follows:

1. Choose a project/person to nominate in one of the categories below (nominate yourself or a project you were involved in):
   1. Innovation in Planning
   2. Excellence in Community Engagement
   3. Partnerships in Planning
   4. Success Stories in Implementation
   5. Planning in Context
   6. Outstanding Student Project
   7. Gunnar Isberg Student Scholarship
   8. Peg and Otto Schmid Award
   9. Lifetime Achievement Award

2. Complete an application by including ONE PDF with the following information:
   - Cover form (included on page two of this document)
   - Up to two pages responding to the review criteria outlined below for each award
   - Executive summary of the planning document/process. Do NOT include the full plan; however a link can be included (For awards 1 through 6)
   - For the Gunnar Isberg Scholarship, enclose all supporting documentation, as listed in the judging criteria.

3. Email one PDF for each submittal to Stephanie Falkers at sfalkers@srfconsulting.com

4. **Deadline for all awards is May 3rd, 2019 by 5:00 p.m.**

5. Late and incomplete submissions will not be accepted.

6. If you have any questions about submitting, eligibility or evaluation criteria, please contact Stephanie Falkers (sfalkers@srfconsulting.com).

Thank you, the awards committee looks forward to receiving many great proposals!
# Nomination Form

**2019 Planning Awards Program**  
*Minnesota Chapter, American Planning Association*

**Submission Deadline:** May 3rd, 2019 by 5:00 P.M.

**Award Category:**
- [ ] Innovation in Planning
- [ ] Excellence in Community Engagement
- [ ] Partnerships in Planning
- [ ] Success Stories in Implementation
- [ ] Planning in Context
- [ ] Outstanding Student Project
- [ ] Gunnar Isberg Student Scholarship
- [ ] Peg and Otto Schmid Award
- [ ] Lifetime Achievement Award

<table>
<thead>
<tr>
<th>Title of Nomination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominee Organization/Name(s) <em>(Organization nominated to receive an award)</em></td>
</tr>
<tr>
<td>Contact name, telephone &amp; email for Nominee(s)</td>
</tr>
<tr>
<td>Nominator name and organization</td>
</tr>
<tr>
<td>Nominator contact information</td>
</tr>
</tbody>
</table>
Innovation occurs when there is a change in the thought process for achieving an outcome. Through innovation, the planning process is renewed and improved with fresh ways of thinking and renewed methods of accomplishing tasks. An innovative plan is one which achieves its role as the leading policy or document for governmental agencies, while pursuing new ways to realize objectives. An innovative plan/project will present a visionary approach to addressing the needs of those it serves. Innovation could be applied to a wide variety of areas, including:

- Energy efficiency
- Green infrastructure
- Conservation
- Transportation modes
- Sustainable development
- Resilience
- Redevelopment opportunities
- Job growth
- Equitable planning

Review Criteria for the Innovation in Planning Award

- **Originality (30 pts)**: Is the project original, innovative and a unique concept?
- **Implementation (30 pts)**: Does the work have the ability of being carried out?
- **Applicability (10 pts)**: Can the results of the project be applied to other areas or projects?
- **Measurability (10 pts)**: Does the project include measurable ways to determine the success of the plan?
- **Effectiveness (15 pts)**: Has the entry addressed the need or problem that prompted its initiation? Could these results make a difference in the lives of the public or in the way planners perform their duties?
- **Equity (5 pts.)**: Does it pioneer new ideas and best practices to reduce disparities?
Excellence in Community Engagement

Community engagement is a critical piece to all planning and land-use projects. Commitment to inclusive and productive engagement will lead to ultimate project success. This award will honor those communities that instituted successful community engagement as part of an approval process. This award is open to local units of government (cities, townships, and counties), as well as neighborhood organizations and non-profits (or their consultants), for their use of community engagement tools utilized as part of a land-use or planning process. Special attention will be placed on methodologies to include underrepresented populations throughout the process, and the impact thereof.

Review Criteria for the Excellence in Community Engagement Award

• **Innovation (25 pts):** Did the engagement use a unique way to solicit comments from the public? Were non-traditional methods used to promote and conduct the meeting? Were any non-traditional resources used to reach out to often underrepresented populations?

• **Participation Level (25 pts):** Was there large participation by all affected stakeholders? Was there sufficient time for all points of view to be taken into account? Did all voices have an opportunity to participate throughout the engagement process? How were underrepresented populations engaged throughout the process?

• **Impact of Participation (25 pts):** How was the participation of the community used? Did the public participation affect the final product? Was something brought forward as part of the public process that otherwise may not have?

• **Success (15 pts):** Was the community engagement a success? Did it work as planned? Did the process give the decision makers the information needed to approve the project?

• **Legacy (10 pts):** Is the community engagement process used something that will be used again in the future. Is there buy-in by the community and policy-makers that this process should be continued?

Partnerships in Planning

This award category recognizes planning efforts that involved a partnership between different organizations. Partnerships involve organizations collaborating to provide differing capabilities and resources to create a desired outcome. Partnerships involve each organization sharing the risk and reward of the collaborative process. Partnerships are important to planning because they facilitate an outcome that could not be accomplished by an individual organization. Successful partnerships result in an outcome that meets the objectives of each of the participating organizations.

Review Criteria for the Partnerships in Planning Award

• **Common Objective (30 pts):** Did the partnership establish a common objective or shared vision?

• **Meeting Objectives (20 pts):** Did the results of the planning efforts meet the objectives of each of the organizations?

• **Unique Outcome (20 pts):** Did the project provide an outcome that would otherwise not be possible without the partnership?

• **Coordinating Leadership (15 pts):** Did the partnership coordinate leadership between the organizations?

• **Leveraging Resources (15 pts):** Did the partnership leverage the individual capabilities and resources of each organization?
Success Stories in Implementation

Plans only truly begin to shape communities and influence growth when the vision is successfully implemented. Recognizing that this final step in the planning process may take years, even decades. This award seeks to honor projects that are currently serving as on-the-ground proof of good planning. A representative photo should be included with the submission.

Review Criteria for the Success Stories in Implementation Award

- **Vision (35 pts):** Was the primary vision of the plan achieved?
- **Guidance (20 pts):** Was the plan used effectively to guide the process?
- **Funding (15 pts):** Did the plan identify funding sources that were ultimately utilized? If not, how were the funding sources for the implementation of the plan determined/acquired?
- **Tools (15 pts):** Were the implementation strategies and proposed action items identified within the plan effectively used?
- **Legacy (15 pts):** Will the project serve as an example of sound planning and effective implementation? Does the plan equitably benefit the community as a whole?

Planning in Context

This award focuses on the success in tailoring a plan within its given context. While all plans should, and do, take their surroundings into account, this award recognizes plans that go above and beyond in the level of sensitivity of their surroundings, as well as the ability to embrace and take advantage of past, present, or predicted aspects. The project must be unique and demonstrate careful study. Examples of planning in context may include plans that focus upon:

- Historic preservation
- Design or form based guidelines
- Land use and transportation
- Environmental/natural resource preservation
- Sustainability
- Rural communities
- Racial/cultural communities
- Changing demographics

Review Criteria for the Planning in Context Award

- **Information Gathering (35 pts):** Development of the plan involved significant information gathering and public input to ensure that the plan fit within the given context.
- **Contextual Issues (25 pts):** The plan was successful in addressing and communicating contextual issues.
- **Community Support (20 pts):** The plan is supported by the community because of its contextual meaning.
- **Implementation (20 pts):** The plan has the ability to be implemented.
Outstanding Student Project*

This category recognizes the superior work that is produced by students in planning programs in Minnesota. A plan or project that has applicability to the planning profession may be submitted. This category will be judged based on originality, transferability from the academic setting to the planning profession, quality, use of collaboration, and effectiveness. A project may be submitted under this category if the majority of the work was completed by a student or a group of students. Students enrolled in a Minnesota collegiate program or who maintain residency in Minnesota are eligible.

Review Criteria for the Outstanding Student Project Award

- **Originality or Innovation (25 pts):** Does the entry present a visionary approach or innovative concept within the broad context of planning?
- **Transferability (25 pts):** Does the entry provide an example for other jurisdictions or planning concepts that could be applied to a wide range of jurisdictions? Or would broader application of this effort’s components and methodology further the cause of good planning?
- **Effectiveness (20 pts):** Has the entry addressed the need or problem that prompted its initiation? Could these results make a difference in the lives of the public or in the way planners perform their duties? **Quality (15 pts):** Does the entry show excellence in thought, analysis, writing, graphics, and application of ethical planning principles? Were available resources used in a well-conceived and appropriate format?
- **Collaboration (15 pts):** Did the public participate in the effort or did the student(s) consult with the public or stakeholders outside the academic setting (advisory groups, etc.)?

*Students may submit projects in any other above category if they think the project can compete with other professional projects. If a project is submitted in one of the above categories, then it cannot be submitted for the Outstanding Student Project category.
Gunnar C. Isberg (1932-2003) Scholarship

Education: Roosevelt University, Bachelor degree in Political Science, 1962
University of Illinois School of Law, 1964
University of Illinois, Bachelor degree in Urban Planning, 1966

Gunnar C. Isberg was a mainstay in the Minnesota planning community for most of his career. He spent many years working in the public sector, including the Metropolitan Council, Dakota County, St. Paul, Rochester-Olsted County, and the Metropolitan Waste Commission. Mr. Isberg also worked for private consulting firms, including SMSQ Consulting, IRC Planners, and Gunnar Isberg and Associates.

Mr. Isberg was active in his local communities and the State. He was elected to the Northfield City Council, and served on the Eagan Planning Commission, Southeastern Rural Initiatives, the energy-land use-transportation committee of the Minnesota League of Cities, the Governor’s Committee on Land Use, and the energy and natural resources committee of the National League of Cities. He was a member of the American Planning Association and the Minnesota Planning Association, serving as vice-president of the Minnesota Planning Association, and president of the Minnesota Chapter of the American Planning Association.

Gunnar Isberg authored the book, “Local and Regional Planning in Minnesota” in 1975, with a second edition in 1980. This book was on the syllabus for most college planning courses in Minnesota for two decades. Mr. Isberg also contributed numerous articles to professional publications throughout his career.

The Gunnar Isberg Student Scholarship is awarded to undergraduate or graduate students pursuing an education at a school or university in the State of Minnesota in planning or planning related field. Review criteria include Excellence in Reputation, Excellence in Academic Achievement, Involvement in the Planning Field and Dedication to the Professional Organization outside of school. The scholarship was established by the Isberg family to recognize Mr. Isberg’s devotion to planning. The scholarship is aptly named, as Mr. Isberg was passionate about the field of planning. He used his professional and volunteer positions, and his writings as an advocate for the profession, and to educate the public about planning.

Review Criteria for the Gunnar Isberg Scholarship Award

• **Excellence in Reputation (40 pts):** How do peers, co-workers, supervisors, and/or professors view the applicant? Are they highly regarded in all aspects of their life? Do they have specific examples of excellence to speak of regarding the student?

• **Excellence in Academic Achievement (30 pts):** How does the student epitomize excellence in their school work?

• **Involvement in the Planning Field (20 pts):** Does the applicant make efforts to gain experience in the field and contribute to planning processes and ideas either in an internship, job, or on a volunteer basis? Does the student contribute to the field through academic research, newsletter or paper articles? Are they active in community-level planning efforts?

• **Dedication to the Professional Organization outside of school (10 pts):** Is the student a member of the Minnesota Chapter of the American Planning Association? Have they been active in APA-Minnesota Chapter or National APA?

The scholarship is competitive and is reviewed by the APA-MN Executive Board. The following items must be submitted:

• Cover letter stating how you fit the criteria of the Gunner Isberg Scholarship.
• Proof of enrollment (copy of tuition receipt or current registration card).
• Most recent transcript (copy or original accepted).
• Letter of recommendation from a professor or job supervisor.
Peg and Otto Schmid Award

The Peg and Otto Schmid Award is awarded to a mid-career individual or group of individuals. The award was originally known as the APA Minnesota Planner of the Year Award and was intended to supplement the Lifetime Achievement Award.

Eligibility

Open to APA Minnesota members and nonmembers, individuals cannot self-nominate. Existing APA Minnesota Board Members (Executive Committee and District Directors) are not eligible for the award. Individuals may be nominated posthumously.

Criteria

Impact on Planning. Describe the nomination’s innovations or new models that directly influenced the future of Minnesota planning and explain how these developments significantly and positively redirected planning practice, education, theory, or organization. List any accomplishments, activities, and/or awards that demonstrate the impact of the Nominee’s work.

Nominee’s Chapter/State Significance and Influence. Describe the state impacts or effects of the planning contributions. Detail the nominee’s ongoing positive influence on the direction and professional advancement of planning. Examples may include: collaborating among other design disciplines, innovations in practice, or advancing the art and science of planning. How has the nominee advanced previously pioneering work using new methodologies, and/or influenced the use of technology in planning applications. List any leadership roles (elected, appointed, and/or volunteer) that the Nominee holds or has held in the past in an organization that advances the principles of the APA Minnesota Strategic Plan and Policy Platform.

Non-Traditional Contributions to Planning. APA Minnesota encourages individuals or a group of individuals to nominate for non-traditional forms of contributions to the planning profession. If the nominee is not an APA Minnesota member, please describe how their contributions have advanced the planning profession.

Selection Process

The APA Minnesota Board of Directors will appoint a Nominating/Selection Committee to review the criteria and make a recommendation for selection to the Board. The APA Minnesota Board of Directors will make the final decision on the award.
**Lifetime Achievement Award**

The Lifetime Achievement Award, as given by the Minnesota Chapter of the American Planning Association, celebrates the contributions across the career of a member of the chapter. As a professional, the nominee will be recognized for invention and creativity. The nominee will exhibit commitment and dedication to the field of planning, expressed through practice, education, and/or community service. As a leader, the nominee will have contributed to the vitality of the chapter or national association through elected or appointed roles. Nominees should be widely recognized as visible leaders in the field, who have had sustained impacts and have been advocates for planning throughout their careers.

**Criteria**

- The Nominee should have been a member in good standing for a minimum of 10 years with APA National or APA Minnesota during his/her employment career. Was the Nominee a member?
- As the Award is a Lifetime Achievement award, the Nominee should be at or near the end of the employment career. Is the Nominee retired or near retirement?
- The Nominee should have demonstrated leadership in the profession through elected, appointed, and/or volunteer positions in the chapter or the national organization. List these leadership roles.
- The Nominee should demonstrate a passion and commitment to the field of planning expressed through planning practice, planning education, and/or community service. List employment and activities and/or body of work that demonstrates this criteria.
- Please list any planning related awards, achievements, and/or innovations associated with this Nominee.

**Selection Process**

The APA Minnesota Board of Directors will appoint a Nominating/Selection Committee to review the criteria and make a recommendation for selection to the Board. The APA Minnesota Board of Directors will make the final decision on the award.
AGENDA ITEM
APA Minnesota Board of Directors Meeting
DATE: 3/18/2019

Name: Michael Healy and Marie Pflipsen

Committee: Fall Conference

Action Requested?: Yes, Action Requested

Background (attach additional sheets for tables, images, etc.):
Conference co-chairs Michael Healy and Marie Pflipsen wish to provide an update and get input/feedback on early conference planning efforts:

- A draft conference schedule has been prepared (see attachments)
- A possible Event Schedule was produced at the conference kickoff meeting (see attachments)
- A list of “key dates” has been produced. (see attachments)
- A request for presentations has been released.
- Conference co-chairs have been coordinating with Breezy Point area locals to set up mobile tours. Several are in development.
- Conference theme is “Planning Connects Minnesota” (urban-rural unity)
- The entertainment vibe will be “up north cabin weekend.”
  - Bonfires with s’mores and beverages both nights.
  - Breezy Belle Paddle Boat tour of Pelican Lake Thursday evening.
  - Social Hour/Networking on Thursday night instead of formal speaker. Possible Bingo or trivia.
- A conference logo and marketing materials have been created (see attached)
- The conference website will not be standalone this year. Going to www.plannersconference.com will redirect to APA Minnesota’s website.

The board is asked for comment/feedback on the following:

1.) The contract with Breezy Point Resort currently includes breakfast, lunch, and dinner. There has been some discussion by the board of not providing some of these meals to attendees. The resort has noted that this is a “captive audience” at a resort with no other food options unless people get in their cars. They are recommending that we provide all meals on-site. They are recommending that the majority of meals be buffets as they have a smaller staff during the fall and plated meals for large groups can be challenging and food may come out cold.

2.) We are currently planning to have only 2 keynote speakers, one at lunch on Wednesday and one at lunch on Thursday. The goal is to have interesting/motivational speakers whose message will appeal to a broad audience. Niche planning topics that are only relevant/interesting to planners working in large cities should be avoided. The proposed Wednesday keynote is the Manager of the Minnesota State Fair.

3.) Is there any input/feedback that you would like to give regarding the direction the conference is going in? Is there anything you would like to bring to the co-chairs’ attention?
**Requested Action:**
Motion to: Motion needed to: 1. Approve Draft Conference Schedule. 2. Approve Draft Event Schedule. 3. Approve conference logo and marketing materials. 4. Approve incorporating conference page into APA MN’s main website.

**Attachments/Enclosures?**
Yes, Attachments Included
### Wednesday, September 25

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Instructor/Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 12:00 pm</td>
<td>GTS Workshop</td>
<td>Tbd</td>
<td>GTS (confirm)</td>
</tr>
<tr>
<td>10:00 am – 12:00 pm</td>
<td>AICP Exam Prep</td>
<td>Tbd</td>
<td>PDO’s</td>
</tr>
<tr>
<td>12:00 pm – 1:00 pm</td>
<td><strong>Lunch, Welcome, Keynote</strong></td>
<td>Minnesota I, II</td>
<td>Chairs</td>
</tr>
<tr>
<td>1:00 – 5:00 pm</td>
<td>Session</td>
<td>Governor’s Room</td>
<td>Program Committee; PDO’s</td>
</tr>
<tr>
<td></td>
<td>Session</td>
<td>Pelican Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Session</td>
<td>Heartland I, II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Session</td>
<td>Heartland III, IV</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Session</td>
<td>Lakeside Ballroom</td>
<td></td>
</tr>
<tr>
<td>6:00 – 8:00 pm</td>
<td><strong>Awards, Annual Meeting</strong></td>
<td>Minnesota I, II</td>
<td>Chairs, Awards Committee Chair,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>President</td>
</tr>
<tr>
<td>8:30 – 9:30 pm</td>
<td>Young Professionals Social Hour</td>
<td>Tbd</td>
<td>Young Professionals Group Chairs</td>
</tr>
</tbody>
</table>

### Thursday, September 26

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Instructor/Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 – 7:30 am</td>
<td>SK Run</td>
<td>TBD</td>
<td>Chairs</td>
</tr>
<tr>
<td>8:00 – 10:00 am</td>
<td>Session</td>
<td>Governor’s Room</td>
<td>Program Committee; PDO’s</td>
</tr>
<tr>
<td></td>
<td>Session</td>
<td>Pelican Room</td>
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<tr>
<td></td>
<td>Session</td>
<td>Heartland I, II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Session</td>
<td>Heartland III, IV</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Session</td>
<td>Lakeside Ballroom</td>
<td></td>
</tr>
<tr>
<td>10:00 – 11:00 am</td>
<td>Student Poster Competition</td>
<td>Whitebirch I, II</td>
<td>Awards Committee Chair</td>
</tr>
<tr>
<td>11:00 am – 12:00 pm</td>
<td>Session</td>
<td>Governor’s Room</td>
<td>Program Committee; PDO’s</td>
</tr>
<tr>
<td></td>
<td>Session</td>
<td>Pelican Room</td>
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<td></td>
<td>Session</td>
<td>Heartland I, II</td>
<td></td>
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<td></td>
<td>Session</td>
<td>Heartland III, IV</td>
<td></td>
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<tr>
<td></td>
<td>Session</td>
<td>Lakeside Ballroom</td>
<td></td>
</tr>
<tr>
<td>12:00 pm – 1:00 pm</td>
<td><strong>Lunch - Keynote</strong></td>
<td>Minnesota I, II</td>
<td>Chairs</td>
</tr>
<tr>
<td>1:00 – 5:00 pm</td>
<td>Session</td>
<td>Governor’s Room</td>
<td>Program Committee; PDO’s</td>
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<td>Session</td>
<td>Pelican Room</td>
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<td></td>
<td>Session</td>
<td>Heartland I, II</td>
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<td></td>
<td>Session</td>
<td>Heartland III, IV</td>
<td></td>
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<tr>
<td></td>
<td>Session</td>
<td>Lakeside Ballroom</td>
<td></td>
</tr>
<tr>
<td>1:45 – 2:45 pm</td>
<td><strong>APA Minnesota Board of Directors Meeting</strong></td>
<td>Governor’s Room</td>
<td>Secretary</td>
</tr>
<tr>
<td>5:30 – ?</td>
<td><strong>Sponsor and Committee Social Breezy Belle boat tour, Prize Raffle</strong></td>
<td>Minnesota I, II vs Whitebirch I, II</td>
<td>Chairs, Fundraiser Chair</td>
</tr>
</tbody>
</table>

### Friday, September 27

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Instructor/Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am – 9:30 am</td>
<td>Session</td>
<td>Governor’s Room</td>
<td>Program Committee; PDO’s</td>
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<tr>
<td></td>
<td>Session</td>
<td>Pelican Room</td>
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<td></td>
<td>Session</td>
<td>Heartland I, II</td>
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<td>Session</td>
<td>Heartland III, IV</td>
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<td>Session</td>
<td>Lakeside Ballroom</td>
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<tr>
<td>9:45 am – 11:15 am</td>
<td>Session</td>
<td>Governor’s Room</td>
<td>Program Committee; PDO’s</td>
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<td>Session</td>
<td>Pelican Room</td>
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<td>Heartland I, II</td>
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<td>Session</td>
<td>Heartland III, IV</td>
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<td>Session</td>
<td>Lakeside Ballroom</td>
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<tr>
<td>11:30 am – 12:30 pm</td>
<td>Session</td>
<td>Governor’s Room</td>
<td>Program Committee; PDO’s</td>
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<td>Pelican Room</td>
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<td>Session</td>
<td>Heartland III, IV</td>
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<td>Session</td>
<td>Lakeside Ballroom</td>
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<tr>
<td>12:30 – 1:00 pm</td>
<td><strong>Grab &amp; Go Lunch</strong></td>
<td>2nd Floor Foyer</td>
<td>Chairs</td>
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</table>
### Proposed Event Schedule (Discussed at the Conference Kick-Off)

<table>
<thead>
<tr>
<th></th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>N/A</td>
<td>Coffee Breakfast</td>
<td>Coffee Breakfast</td>
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<tr>
<td><strong>Lunch</strong></td>
<td>Welcome from local official (5-10 minutes)</td>
<td>Keynote</td>
<td>Grab and go lunch</td>
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<tr>
<td></td>
<td>Keynote</td>
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<tr>
<td><strong>Dinner</strong></td>
<td>Awards Presentation Annual Meeting</td>
<td>Informal dinner with social/networking events</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Key Dates

July 5 – The entire program needs to be in place to submit to national for creating the online registration platform.

September 6 – All onsite print material that volunteers can’t tackle on their own should be submitted fully proofed with print-ready high-resolution images where appropriate to Kathy by Friday, September 6.

*Note that images and logos should be high-resolution in case they are used in printed material.*

| Program |
|------------------|------------------|
| Call for Presentations launched | March 1 |
| Submission deadline (with extension date of Apr 12 if needed); submissions to Program Committee the day after the final deadline | April 5 |
| Program Submissions and Schedule to PDO's | May 10 |
| Submitters notified of acceptance/rejection | May 10 |

| Special Events, Mobile Tours, Keynotes |
|------------------|------------------|
| Special Event meeting room needs due so we can lock in space with the facility; details can follow | April 12 |
| Ticketed events, Mobile Tours, and Keynotes: submit the following for the brochure (description to PDO's if CM application is needed) | June 7 |
| 1. promotional write-ups, |
| 2. related high-resolution images, |
| 3. ticket prices, etc. (should cover costs) |

| Exhibits / Sponsorships |
|------------------|------------------|
| Brochure sent to past and other prospective exhibitors / sponsors | April 12?? |
| Deadline to get logos on 5K Run T-shirts and be included in brochure when registration opens | June 14 |
| Deadline to get logos into onsite printed literature | August 30 |

| Student Poster Competition |
|------------------|------------------|
| Call for Posters issued along with instructions and time | August 2?? |

| Awards |
|------------------|------------------|
| Board to review award categories | March 18th |
| Request for Submittals | Monday, April 1st |
| Submission Deadline | Friday, May 3rd (extension to 10th if needed) |
| Awards to Jury | May 15th |
| Results from Jury | June 10th |
| Winners Notified | Week of June 24th |
| Information developed for Brochure | Mid-July |

| All |
|------------------|------------------|
| Brochure in place with CM and Awards information pending | June 18 |
| Program to national for creating online registration platform | Jul 5 |
| Program uploaded to EventMobi mobile app (include speaker information) | July 5 |
| Registration opens | July 26 |
| Planning Minnesota and/or final onsite Brochure (if there is one) material due | August 31 |
| All print material to printer (including Planning Minnesota and/or onsite Brochure) | September 6 (Kathy will package and send to printer) |
Notes/Considerations

Theme

“Planning Connects Minnesota”
- The consensus at the conference planning meeting was that we wanted to go with something that was essentially “One Minnesota” but without ripping off the Tim Walz campaign. Planning connects Minnesota seems to be consistent with a theme of urban-rural unity.
- that all parts of Minnesota’s economy and land use pattern are interconnected - urban areas, rural/agricultural areas, and resort areas are all an important part of Minnesota.

Major Meal Functions and Keynotes

Wednesday Lunch
- A welcome from a local elected official is appropriate but should be no more than 5 minutes
- The primary speaker who kicks off the conference with an inspiring presentation. This year, the speaker will be Jerry Hammer, Manager or the Minnesota State Fair, i.e. Great Minnesota Get-Together. Jerry’s presentation touches on the urban/rural unity that represents our informal theme. CM credits are fine but the ultimate goal is to have a good and inspiring speaker. APA Minnesota will pay lodging (Tuesday night).

Wednesday Dinner
Primary focus will be on award winners and annual meeting

Thursday Breakfast and Coffee

The resort says that breakfasts are included in the contract that APA negotiated in 2017. We would need to revise the contract to remove breakfast if we do not want to provide it. The resort says that there are really no other good breakfast options at the resort so we probably would want to provide the meal for our attendees.

Thursday Lunch
Keynote TBD

Thursday Reception
We will have a dinner Thursday evening but it will be relaxed and buffet-style and there will be no keynote speaker. There has been some discussion of having optional interactive entertainment during the dinner such as bingo or trivia.

The Breezy Belle Paddle Boat tour of Pelican Lake (up to 100 participants) and Vendor Meet and Greet will take place during the late afternoon/early evening. The dinner should be planned to not exclude those who participate in these events.

Friday Breakfast and Coffee

The resort says that breakfasts are included in the contract that APA negotiated in 2017. We would need to revise the contract to remove breakfast if we do not want to provide it. The resort says that there are really no other good breakfast options at the resort so we probably would want to provide the meal for our attendees.

Law and Ethics Session in the morning

Friday Lunch

Grab-and-go lunch at 12:30
Keynote Ideas

Keynote ideas discussed at the conference kick-off
- Bridgeworks
- Brave New Workshop
- Something Inspirational and Energizing
- Soap Guy
- Ron Simms
- Bemidji Rita
- MN State Fair – Great MN Get Together
- Resort Economy
- MN Compass
- Complete Count – Census
- Explore MN
- Developer

Facilities/Catering

- ___ are built in to sleeping room rates. Breakfast will be available to all attendees in the ____ (Dockside?)
- Coffee stations will be available

Seating Capacity for Breakout Session Rooms – set classroom style
- Governor 60
- Pelican 90
- Heartland I and II combined 56
- Heartland III & IV combined 64
- Lakeside Ballroom – Chart says 250 banquet (i.e. “rounds”; set crescent-style)

Link to room seating capacity chart:
https://breezypointresort.com/groups-meeting-conference-facilities/

Programming Additions

- Wendy Moeller, APA Region IV Representative is available to speak on the following two topics (we should lock her in if we want them so she can plan). APA national pays for our travel and food, etc. and the state chapter basically pays for a conference registration and the hotel.
  - National’s Planning Home Housing Initiative
    An overview of National’s Planning Home Housing Initiative would play nicely with an initiative we are tracking at the State level where the local builders association is shouldering the blame on local municipalities. There is value in discussing ways that planners and builders/developers can work together to provide quality housing in create and cost-effective ways.
  - Sign Ordinances

- Tracts
  - Professional Development
  - Housing
  - Transportation
  - Comprehensive Planning
  - Communication
Special Events – Determine Date/Time/Space/Catering/Audio Visual/Fee (if any)

Space Options
- Lakeside Ballroom
- Dockside Bar and Restaurant
- Bonfires
- Meetings rooms if in the evening or not being used

APA Minnesota committees that may hold special events
- Equity and Diversity
- Women in Planning
- Young Professionals
- Student Poster Competition (organized by the Student Director, Student Representative and Awards Committee Chair); held in Exhibit Hall
- Other?

Related Organizations that may hold special events
- Book Club (Erin Perdu)
- MDH Event (Ellen Pillsbury) - MDH/I would like to host a social gathering during the APA-MN conference for local public health staff attending the conference who are working in our Statewide Health Improvement Partnership (SHIP) Program. MDH has a budget for this and we are planning for approximately 100 people.

Exhibit Hall Activities
Determine timing and needs for the following (and if there are changes or new ideas):
- Registration Desk and Raffle Sales Home Base
- Exhibit hours for set-up, open, and tear-down
- APA Minnesota Booth or Table
- Dedicated time for Vendor Meet and Greet
- Resume Review and Headshots
- Student Poster Competition
- Sponsor Meet & Greet vs. Thursday Social – seems like a duplication of effort; reconfigure somehow?

Mobile Tour Ideas:

Notes
- 8-10 qty
- Purpose: to allow conference attendees opportunities to explore some interesting part of the host community with the guidance of a local expert.
- Fee-based to cover costs
- Ideally, tours would be related to planning/architecture/development/parks and trails
- They don’t necessarily have to be CM creditworthy in order to be worthwhile. The most popular mobile tours are often “walking tour followed by a brewery”-type events.
- The conference theme is pretty broad and any foray into a city or natural area in the Breezy Point region would likely be consistent with the theme.
- Questions organizers should ask:
  1. Is there a specific day that works best for you? Is there a part of the day that would work best for you?
  2. How much time should we allocate for this mobile tour?
  3. How many people can you accommodate?
  4. Will there be a per person charge and, if so, what is that charge?
5K Fun Run
Chair(s) may have to organize; typically held Thursday morning from 6:30 – 7:30 am. APA Minnesota provides t-shirts (people select their size during registration); sponsor logos are imprinted on the shirts. This is something Kathy can help with if needed.

Related Organizations that may hold mobile tours
- YEP (Corin Wendell)

Confirmed
- **Breezy Belle Paddle Boat** (Michael Healy; Marie Pflipsen)
  Thursday evening; Pelican Lake and local history; 100 ppl
- **Historical presentation about Breezy Point Resort and the Fawcett House.**
  Dave Gravdahl, dgravdahl@breezypointresort.com
  Afternoons are best (maybe 2:30 – 3:00 p.m.); will take about an hour; 12-15 ppl max; Shuttle needed (attendees will walk to the shuttle); no charge. An in-meeting option is available if we want more people to be able to attend. The presentation runs 20 minutes to an hour; help is needed and $5 would likely cover the cost.

Tentative
- **Pontoon Boat Ride**
  Alex Conzemius, Bolton & Menk, Alex.Conzemius@bolton-menk.com
  Knows intelligent landscape professionals in the area that regularly need to coordinate with planners and zoning administrators on work being completed in sensitive environmental areas. Pontoon rentals are pretty expensive for only a couple hours. I have a pontoon on a nearby lake that I could see if I could trailer over...or we could make a short drive to the Whitefish Chain so I could leave my boat there.
- **City of Nisswa tour**
  Jenny Max, jmax@ci.nisswa.mn.us
  Works for Nisswa as administrator and is currently in the process of hiring a new planner. Her team would be interested in offering a tour of downtown Nisswa. Short-staffed but may be able to help. “PS – I’m not sure who you are reaching out to in Crosslake but if you don’t have any luck making a connection for the Corps/Charter School/etc, please let me know. I am on the Board (LAKE Foundation) that built the new charter school and it’s been such a great journey from beginning to end. Other LAKE Board members also are heavily involved with the Loon Center, etc.
- **Camp Ripley or possibly other Ideas from Peggy’s List**
  Jake Huebsch, Jake.Huebsch@sourcewell-mn.gov
  Ashley Kaisershot, Ashley.Kaisershot@sourcewell-mn.gov
  Sam Olson Ashley Kaisershot with Sourcewell, a regional planning entity in Breezy Point/Brainerd may be willing to help coordinate a tour. She like the list of ideas Peggy provided particularly the Camp Ripley tour because she lives in Little Falls. Ashley will see if Todd Holman from The Nature Conservancy and Carol Zoff from MnDOT will be available to assist her (they have done extensive work at camp). Alongside Jake Huebsch, we have 2 other planners on our team who may be able to help. Josh Doty, Community Development Director, at the City of Baxter may also be a resource.

Invitations Made but haven’t heard from
- City of Brainerd
  - Cassandra Torstenson, Ctorstenson@ci.brainerd.mn.us
  - David Chanski, dchanski@ci.brainerd.mn.us
- Grow Brainerd
  - Mike ____ , mike@growbrainerdlakes.org
From Peggy:

POSSIBLE MOBILE TOURS

Bike ride—would likely want to go to the Paul Bunyan Trail
Historic preservation—Fawcett House, historic housing district
Sessions/tours—Several of these could be combined
Small private airport in Breezy Point—a session about the rules and regs of the air industry
Main Street Development/Small Town—Nisswa—there is a small brew pub there
Medical care—new Cuyuna clinic—Breezy Point—affiliated with Crosby Medical Center
Tourism (including employment issues) – several resorts on Pelican and Gull Lakes—H2B visas
Camp Ripley—Little Falls
Central Lakes Community College—Brainerd
Whiskey Creek Development—Baxter
New natural preservation project—Baxter/Brainerd
River to Rail Project—BLAEDC—Brainerd
Downtown revitalization in Brainerd, ending at craft brewery—walking tour
Tale of Two Cities—why did Brainerd and Baxter develop separately and differently
National Loon Center/Army Corps of Engineers/Charter School/Affordable Housing—Crosslake

CONTACT PERSONS FOR CONFERENCE SESSIONS, TOURS OR EVENTS

Patrick Wussow, City Administrator, Breezy Point
pwussow@cityofbreezypointmn.us 218-562-4441 x 262

Welcome luncheon greeting
Dave Gravdahl Breezy Point Resort Manager dgravdahl@breezypointresort.com
Historical presentation about the resort and the Fawcett House
Dave presents often with George Rasmussen, who also is the pilot for the boat The Breezy Belle

Brad Chapulis bchapulis@baxtermn.gov City Manager, Baxter 218-454-5100
Matt Gindele mgindele@baxtermn.gov Planner in Baxter
Josh Doty jdoty@baxtermn.gov Planner in Baxter
Cassandra Torstenson ctorstenson@ci.brainerd.mn.us City Manager, Brainerd 218-828-2307
David Chanski dchanski@ci.brainerd.mn.us Community Development Director, Brainerd
Mike Bjerkness Workforce Director at BLAEDC (Brainerd Lakes Area Economic Development Corp.)

All of these above persons in Brainerd/Baxter would likely have other suggestions for tours and sessions.

River to Rail
Whiskey Creek Project
Nature Preserve in Baxter
Walking Tour of Brainerd with stop at Roundhouse Brewery-downtown renovation
Jenny Max City Manager, Nisswa
Downtown success, Small town Main Street, Big Axe Brewery, Gull Dam Brewery
Ashley Kaisershot
Jake Huebsch jake.huebsch@sourcewell-mn.gov

These planners are working on comp plans in the small towns of the area. They also fill in as contract planners in some of the towns. I believe they also do work with BLAEDC to promote various projects in the Brainerd Lakes Area, such as River to Rail.
ADDITIONAL IDEAS AND CONTACTS FROM MICHAEL AFTER REACHING OUT TO THOSE ON PEGGY’S LIST

Jenny Max, the City Administrator for Nisswa, emailed me that she was hiring a new planner soon and they would try to put together a Nisswa walking tour. She also encouraged me to try to find someone to do a Crosslake and Loon Center tour.

She gave me a few names/emails for people to reach out to and also said that we may try reaching out to members of the LAKE Board (which she is a part of) as some members were heavily involved with the Loon Center. Here’s the names she gave me and I’m attaching her emails for reference:

Mike Lyonais, city administrator – mlyonais@crosslake.net
Response: I work directly with workforce items and have a conference that week in September so I won’t be available.

Tyler Glenn from our office is going to speak with some individuals and see what he can potentially put together for you. I will have him get in contact with you once he has some information on ideas/availability for you.

Leah Heggerston, board member for Lake Foundation (new Crosslake School) and also VP/Treasurer of the National Loon Center Foundation – fishes@crosslake.net
She may also be a good resource for the affordable housing piece as well.

Patty Norgaard, former Mayor and currently on the Economic Development Advisory Committee – pattynorgaard@crosslake.net (she was mayor when a lot of the development approvals took place)
2019 Conference Planning Team

**Conference Chairs**
- Michael Healy
- Marie Pflipsen

**Program Chairs**
- Dan Edgerton
- Hally Turner

**Mobile Tour Chairs**
- Alec Henderson
- Lew Overhaug

**Exhibit / Sponsorship Chair**
- Rita Trapp

**Fundraiser**
- Alex Conzemius (tentative)

**Student Engagement**
- Austin Hauf
- Shannon Engstrom

**Honorary Conference Committee Member**
- Peggy Schmidt

**Professional Development Officers**
- Elise Durbin
- Jane Kansier
- Melissa Poehlman

<table>
<thead>
<tr>
<th>Those who may coordinate education sessions</th>
<th>APA Minnesota Board Members / Committee Chairs who often coordinate onsite activities</th>
<th>Other orgs that may coordinate onsite activities</th>
</tr>
</thead>
</table>
| **Legislative and Law Committee – Legislative Update**
  Lance Bernard
  Paul Mogush | **Erin Perdu**
  Book Club | **MDH (confirmed for 2019 only)**
  Ellen Pillsbury |
| **Professional Development Officers – PDO’s – Ethics Session**
  Elise Durbin
  Jane Kansier
  Melissa Poehlman | **Equity and Diversity Committee**
  PeggySue Imihy
  Nate Keller | **YEP!**
  Corrin Wendell |
| **Professional Development Officers – PDO’s – AICP Exam Prep**
  Elise Durbin
  Jane Kansier
  Melissa Poehlman | **Professional Development Officers – PDO’s – AICP Exam Prep**
  Elise Durbin
  Jane Kansier
  Melissa Poehlman | **GTS**
  Preconference education session
  Wednesday morning – TBD. Kathy will handle if there is interest. |
<table>
<thead>
<tr>
<th>Women in Planning Committee</th>
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<tr>
<td>Maureen Hoffman</td>
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<tr>
<th>Young Professionals Group</th>
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<tbody>
<tr>
<td>Leila Bunge</td>
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<tr>
<td>Emily Goellner</td>
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</tbody>
</table>
Name: PeggySue Imihy

Committee: Diversity and Equity Committee
Action Requested? None at this time

Background (attach additional sheets for tables, images, etc.):
The diversity and equity committee met 2/22/18 and had a productive planning session around events for 2019. Our first event will be a networking event on May 23, and we hope will be a time for planners in our organization to network and mingle as well as we plan to invite other organizations who may be interested in the mission of our organization such as ASLA, AIA, EDAM, etc.. Several of our members will be working on our conference session which will be about engaging with diverse communities, and will be led by a person of color.

Requested Action:
Motion to: None at this time

Attachments/Enclosures?
None
Name: Maureen Hoffman

<table>
<thead>
<tr>
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<th>Action Requested?</th>
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<tbody>
<tr>
<td>Women in Planning</td>
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Background (attach additional sheets for tables, images, etc.):
The Women in Planning Committee held a networking event on March 6th titled “Whine About it” at Common Roots Café. Twelve people attended, all in various stages of their career. The Women in Planning email list has also grown to include over 50 individual emails.

The next project outlined in our work plan is to begin to coordinate and apply for a session at the APA Minnesota Conference, and to possible connect with the Conference Committee to host a Women in Planning Happy Hour.

Requested Action:
Motion to: None

Attachments/Enclosures?
No, No Attachments Included
Name: Patrick Boylan

Committee: District Director

Action Requested?: No, Informational Only

Background (attach additional sheets for tables, images, etc.):
Spring Workshop planning underway. Patrick Boylan and Leila Bunge have been working, sweating, and toiling mightily over details for the May 10th event.

Summary: walking tour of South Loop District, Bloomington

Collaboration/delegation
Working with Treasurer for budgeting issues (AudioEquip rental and other expenses)
Prof. Development Officers and Metro District Chairs: idea generation, implementation and day-of assistance and applying for AICP Credits.
Working with Kathy and Haila on communication efforts

Friday May 10th mid-day to late afternoon (details almost finalized!) Bloomington’s South Loop walking, transit, TOD, redevelopment tour extravaganza. Bloomington City Staff, private managers and McGough.

Wrap up and social time via an 8 minute ride on the Blue Line north to Venn Brewing Company @ 46th Street Station.

Requested Action:
Motion to: no action requested

Attachments/Enclosures?
No, No Attachments Included
<table>
<thead>
<tr>
<th>Name:</th>
<th>Carissa Slotterback</th>
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<tbody>
<tr>
<td>Committee:</td>
<td>Other</td>
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<tr>
<td>Action Requested?</td>
<td>No, Informational Only</td>
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**Background (attach additional sheets for tables, images, etc.):**
A call for nominations for the 2020 Class of FAICP was sent to the APA Minnesota listserv on February 19, 2019. The email also included a call for volunteers for the FAICP Nominating Committee. The call produced one nomination and one query about a possible nomination.

I would like to propose extending the call for nominations and committee members to March 31, as well efforts by the APA Minnesota Board to identify prospective nominees and committee members.

My apologies that I am unable to attend the meeting due to a prior commitment.

**Requested Action:**
Motion to: Click or tap here to enter text.

**Attachments/Enclosures?**
Choose an item.