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<tr>
<th>Time</th>
<th>Item</th>
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<tr>
<td>12:00</td>
<td>Call to Order</td>
<td>Gladhill</td>
</tr>
<tr>
<td>12:00</td>
<td>Approve Agenda</td>
<td>Gladhill</td>
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<tr>
<td>12:05</td>
<td>Consent Agenda</td>
<td>Gladhill</td>
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<tr>
<td></td>
<td>• July 19, 2019 Meeting Minutes</td>
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<td>• September 26, 2019 Meeting Minutes</td>
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<td>• October 22, 2019 Special Meeting Minutes</td>
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<tr>
<td>12:05</td>
<td>President’s Report</td>
<td>Gladhill</td>
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<td>• Strong Towns Request for Funds</td>
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<tr>
<td>12:25</td>
<td>Vice President</td>
<td>Esmaeili</td>
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<tr>
<td>12:30</td>
<td>Secretary’s Report</td>
<td>Andrusko</td>
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<td></td>
<td>• 2020 Board Meeting Schedule</td>
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<tr>
<td>12:35</td>
<td>Treasurer’s Report</td>
<td>Zimmerman</td>
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<td></td>
<td>• 2020 Budget</td>
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<td></td>
<td>• Review draft investment policy</td>
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<td>12:40</td>
<td>Executive Director Report</td>
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<tr>
<td>12:45</td>
<td>District Directors’ Report</td>
<td>Janish, Boylan, McGuire Brigl, Perdu, Otsea, Hurley, Overhaug, Bersaw</td>
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<td>12:45</td>
<td>Student Chapter Director and Representative</td>
<td>Hauf, Engstrom</td>
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<td>• Approve Jed Hanson as the 2020 Student Chapter Representative</td>
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<td>Professional Development Officers</td>
<td>Durbin, Kansier, Poehlman</td>
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<td>Committees:</td>
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<td>Awards</td>
<td>Falkers</td>
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<td>13</td>
<td>Conference 2019</td>
<td>Healy, Pflipsen</td>
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<td>14</td>
<td>Conference 2020</td>
<td>Henderson</td>
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<td>Diversity and Equity</td>
<td>Imihy</td>
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<td>• Approve the resignation of Nate Keller as Diversity and Equity Committee Co-Chair</td>
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<td>16</td>
<td>Events</td>
<td>Henderson</td>
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<td>17</td>
<td>Legislative and Law</td>
<td>Bernard, Allen</td>
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<td>18</td>
<td>Professional Development Committee</td>
<td>Durbin, Kansier, Poehlman</td>
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<td>19</td>
<td>Spring Workshop</td>
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<td>20</td>
<td>Women in Planning</td>
<td>Hoffman</td>
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<td>21</td>
<td>Young Planners Group</td>
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<td>• New Co-Chair</td>
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<td>Communications</td>
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<td>FAICP</td>
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<td>2:00</td>
<td>Adjourn</td>
<td>Gladhill</td>
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Call to Order, Minutes and Agenda Approved

Erin motioned to approve today’s agenda, Raya seconded, and the motion passed. Joe motioned to approve the minutes from the May 17, 2019 meeting, Erin seconded, and the motion passed.

Presidents Report, Tim Gladhill

APA MN District Directors are up for election in 2019. APA MN uses national’s consolidated election process which means ballots will include both chapter and national positions. Voting closes August 15. National has a non-campaign policy, but in the interest of transparency, Tim shared he will be running for the Region Representative position against the incumbent candidate who is also a fellow. Erin Perdu is running for an AICP Commission seat for the region. Results will be known in mid-September.

Secretary’s Report, Andrew Andrusko

Andrew provided an overview of the topics and recommendations adopted by the Task Force whose members include Andrew, Wayne, Erin, and Austin. These include:

- Identifying technology to improve the meeting experience for those participating remotely
- Reducing the number of board meetings from 6 to 4 and holding flash meetings via conference call as needed, and identifying dates, times, and locations in advance so people can plan
- Researching the interest and viability of holding the annual conference in the metro area
- Developing an orientation manual for new board members including job descriptions which are refreshed each year
- Identifying an online document storage resource until APA’s Engage platform can be readily used for document archiving
- Utilizing consent agendas to facilitate board meetings

Discussion took place about several of these items and suggestions included the following:

- Holding conferences in regional centers rather than at resorts
- Issuing a survey to gather member feedback about holding the conference in the metro and evaluating related logistical challenges such as lower attendance at social events, accurately estimating room blocks, and diminished support by employers to pay for overnight lodging
- Consider running the conference in tandem with APA when it meets in Minnesota in 2024
- Encouraging voting members of the board to use webcams when participating in board meetings remotely
- Making the September meeting more of a leadership retreat similar to what APA offers
Holding one board meeting per year in greater Minnesota each year (possibly July)

Austin motioned to approve the Task Force planning document, Justin seconded, and the motion passed.

Treasurer’s Report, Tim Gladhill reporting for Jason Zimmerman

In Jason’s absence, Tim shared that the P&L looks a little dire mid-year because income from the conference isn’t reflected until after the event concludes. The chapter is financially healthy. Erin motioned to approve the Treasurer’s Report, Joe seconded, and the motion passed.

Executive Director, Kathy Aro

Kathy provided an update on items she’s been working on since the last meeting which include researching technology and pricing for meetings, preparing an orientation handbook, scanning paper documents that Peggy had been storing, and working on the conference. One box of old newsletters and one box of old conference brochures have not yet been scanned.

Student Chapter Representative, Shannon Engstrom

Shannon shared that students are still interested in holding a diversity and equity event focusing on recruitment and retention in the work force. She has connected with APA MN’s Diversity and Equity Committee co-chair PeggySue Imihy; funding may be needed. Shannon is also considering holding a happy hour. She has been encouraging students to attend the conference and she will be reaching out to all undergraduate programs in the state. The student chapter representative is typically appointed at the November meeting so recruitment should start around the time of the conference.

Professional Development Officers, Melissa Poehlman

Melissa shared that the PDO’s have established parameters for how and when to work with organizations that approach them to approve their programs for CM credits. The PDO’s are approached often. One of their suggestions is to limit the number of programs it approves each year. The matter can be discussed further at the September board meeting. Attendance at the Brown Bag Lunch Seminars has been running around 10-15. The next Brown Bag will be held on August 11.

Planetizen offers volume discounts for its AICP Study Course. APA MN will promote the savings to the membership in hopes of attracting enough people to secure the discount. Austin and PeggySue formed an AICP study group that begins July 31 at WSB. The Planetizen course would make a great supplement.

Awards, Stephanie Falkers

Stephanie shared that APA Minnesota and APA Wisconsin have a reciprocal review agreement for 2019 awards. APA MN winners have been selected. The Executive Committee will select the Gunnar C. Isberg Scholarship recipients. Hopkins won a Great Places award this year.

Diversity and Equity Committee, PeggySue Imihy

PeggySue reported that the June social event attracted over 35 people and was very successful. The committee is finalizing details of its conference participation.

Programs, Alec Henderson
Alec is working on arranging a Twins outing.

**Conference, Michael Healy**

Michael reported that the conference planning is underway. Registration will open in early August. Keynote speakers include MnDNR Commissioner Sarah Strommen and State Fair General Manager Jerry Hammer. He and co-chair Marie Pflipsen are considering running a BINGO game in lieu of a raffle for the scholarship fundraiser.

**Legislative and Law, Tim Gladhill reporting for Lance Bernard**

Paul Mogush has resigned from his position as Legislative and Law Committee Co-chair.

**Adjournment**

Andrew motioned to adjourn the meeting, Erin seconded, and the motion passed.
APA Board Minutes

9-26-2019

Wendy from National APA present.

Consent Agenda and Items for Discussion

Motion by Patrick

Minutes

Motion by Raya

Faculty Liaison

Carissa Schively-Slotterback – motion to accept resignation, to call for nominations a new faculty-liaison candidate

-Motion by Andrew, seconded by Patrick

Discuss Membership Survey – board looking to unify surveys. Executive Committee proposes to develop a Task Force to develop a Membership Survey to gain insight into member opinion.

Raya Esmaili – volunteered to lead the group and report back to the Committee

The Diversity and Equity Committee would like to also participate in the group.

Shannon Engstrom and Peggy Sue Imihy also volunteered to participate.

Tim to research APA National demographic questions and relay information that would be useful for the survey as well.

Raya asked that each Committee prepare questions that would be a future baseline or repeatable information from the membership that would be helpful. For example, is the Chapter growing? Is it going in the right direction?

Motion by Patrick

Second by Wayne

Informational Items

Tim provided an update on AICP Continuing Maintenance credit requirements. The AICP Commission approved a revision to include Social Equity and Climate Change CM specialty topic areas, has approved changes. The Professional Development Officers are going to help roll out these changes in Spring of 2020.
**Congrats to Erin Perdu, elected to AICP Commission for the region.**

She was also re-elected to Metro District Director as well and is planning to continue in both roles.

**Branding**

A series of new changes have been made to the Minnesota Chapter’s Branding including a new tagline “Creating Great Communities for All”. The APA National also recently changed their mission statement to better incorporate equity into the overall framework. Specific colors and designs are to be used with the updated branding.

**Election Results**

Have been released. A vacancy exists in the Northeast area. The Executive Committee is proposing to discuss the boundaries of the representative areas.

Wayne stated that each of the areas were developed to follow the Regional Development Commission boundaries. In the past there was a North, South, Central and Twin Cites Metro area prior to the current boundaries.

**Treasury Report – Budget**

Jason – requesting that Committees provide requests now. A financial audit will be conducted next year. Patrick and Jason have discussed strategic investments from the current deposits.

**District Directors Report**

None currently.

**Student Directors Report**

Austin and Shannon reported that ~14 people including non-students took advantage of the AICP preparation materials.

The student directors are working with the Diversity and Equity Committee to develop a luncheon panel with students to discuss the future of diversity and representation and planning. Wednesday October 30th, 11AM – 1 PM.

Student participation, Shannon created a student guide distributed to existing student list. Errors and issues with the existing list and there is a need to update including incorporating non-Humphrey Students.

Shannon to connect with other schools this fall regarding APA chapter activities.

Tim is working with Shannon to debrief on how to improve the student experience.

There was discussion about how to better reach out to students and relations at other institutions such as Minnesota State Mankato and Saint Cloud State.

**Professional Development Officer update**

Jane discussed that the PDOs are working to further develop the Brown Bag educational series, there was over 67 CM credit opportunities offered at the MN Planning Conference. The Professional
Development Committee developed and provided an AICP Exam Training by working with the Student Representatives.

The PDOs were able to get enough people to get a discount from Planetizen to give their preparatory coursework.

The group has forwarded the final policy on the Chapter submitted AICP credits for up to 4 credits per year. The reason for this is that organizations that exceed 4 credits per year should submit their own as they are likely to have their own resources. There must 45 days of contact prior to the event to give enough time to process the AICP credit request. APA MN may provide their chapter logo.

This effort was to clarify the policy in one formal place.

Motion by Riya to adopt.

**Diversity and Equity Committee**

Peggy Sue reported out that there was concern that during the conference that both the Women in Planning and Diversity and Equity Committee were held at the same time making it difficult to attend both.

A request for $250 was made to provide money for food and supplies for an event.

Chloe motioned

Patrick seconded

Peggy also explained that the D&E Committee is working with YEP! to host an event to do a full day of two classrooms of YEP! programming. Right now they are thinking of later October. This item was a nexus of current items on the Strategic Work Plan. Prefer to have planners of color do it, reached out to Luis Pereira at the City of Saint Paul. Interest in doing at least one of the classrooms in Spanish.

Tim was interested in the Diversity and Equity Committee to begin to prepare for an event that would provide training that aligns with the new CM requirement for Social Equity.

**Legislative and Law Committee**

Paul Mogush has stepped down from the Committee. A call for nominations has gone out.

Lance has recruited Sara Allen from Washington County to be nominated to be appointed as the Co-Chair Legislative and Law Committee.

Patrick motioned.

Sara, now a member, gave an updated on the Committee’s work. Some of the feedback was that it was difficult to get people to speak openly. There were two areas of interest land value taxation and red light authorization law. As well the group was looking to strategically identify letters of support as well as topics that would be brown bags.

Jane asked that the Committee coordinate with the PDOs so that all are made aware in terms of timing, education and credit processing.
Interest in kicking off in November with the Harsted and Dayton case.

Tim asked that the group prepare for the planners day at the capital event as well.

Budget for the Legislative Coordinator – RFP for services, Tim asked for authorization to see what is out in terms of the Legal review services.

Andrew motioned.

Patrick seconded.

Riya asked for authorization, for quarterly brown bag educational events. There was unanimous approval.

**Spring Seminar Event**

Patrick Boylan gave an update on the Spring Seminar, planning for the event was moving forward. There will continue to be an interest in an outside activity as well as a social event connected with the group. There was significant work needed up to 6 months to deliver the event. Pure hat trick, or poor Patrick. 😊

**Awards Committee**

Excellent job on the award ceremony. A new student poster session will be part of the conference.

**Conference Feedback**

Overall conference was going well. Some minor comments on the location being far north. A good number of students did show up at this site given the location is far away from each of the regular sites. There was more social exchange and activities because of the remote location.

The lack of NFL, college, and Twins games was helpful in ensuring additional participation. No more Thursday night keynote speakers.

**Scholarship Fundraiser**

Tim encouraged folks to participate in the fundraiser to help with scholarships.

**Specialty Events**

Chloe proposed that the Young Planners Happy Hour and the Women in Planning Happy Hour be limited to those audiences to ensure that men not come only for drinks. It is frustrating to have free beer without having any value to the events.

Riya did hear some concern regarding this issue as well. There have been previously been conversations about inclusion or non-inclusion. Generally, the previous conversations were recommending being inclusive of men that are interested in participating in the events in real and valuable conversations.

How do you negotiations, how do you __? Last year it was good to have guys there to hear issues from other perspectives. Riya proposed to have clearer communications to propose expectations at the event at the next Fall Conference.

Alec Henderson will be the next co-chair of the conference.
Successful Twins event – dozen or so.

**Young Planners Group**

Leslie gave an update on the third membership program. Going to extend the sign up program for mentors. Looking for people who are interested in participating in the program. October 21st at WSB. Two other events throughout the program.

**Communications**

Haila gave an update on the new update method, using analytics to fine tune the process. Thinking about circulating District Director reports to provide information about what directors should do.

Non-profit events the chapter will consider publicizing. For-profits need to be sponsors.

**Group picture.**
A special meeting of the Board of Directors of the Minnesota Chapter of the American Planning Association was called by President Tim Gladhill on October 22, 2019 via email for the purpose of addressing the business of the association. The following Board Members were included in this meeting: Tim Gladhill, Raya Esmaeili, Andrew Andrusko, Jason Zimmerman, Joe Janish, Patrick Boylan, Erin Perdu, Chloe McGuire Brigl, Justin Otsea, Wayne Hurley, Lew Overhaug, Angie Bersaw, and Austin Hauf.

Discussion centered on review and approval of authorizing a $2500 expenditure to send either of APA Minnesota Legislative Committee Chairs Lance Bernard or Sara Allen to APA’s 2019 State Legislative Summit in December. The expenditure was approved by majority vote.

There was no further business before the Board.
That’d be terrific!

Also to be clear, they are seeing if APA can financially support the project at any level. Again, not sure if this is something we can do, but told James I’d follow up to see what the options are.

Thanks again!

Justin Otsea
Senior Planner
ARDC Planning, ARDC
218-529-7529
jotsea@ardc.org
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Hi Justin,
Happy to help. I’m copying our newsletter editor Haila Maze and she can work this in to future enewsletters.
Kathy
Hey Kathy,

I have received a request from a APA member James Gittemeier (below e-mail is from partners) requesting APA support for the strong towns event. The event description could be found via the below word document link. The event would be open to all planners in the area (or State). They aren’t asking for the entire budget, just seeing if APA would be able to support the request.

I’m not familiar with the process, or any parameters regarding requesting funds to support an event like this. Any guidance you could provide me as always would be greatly appreciated.

Thanks again and I hope you’re having a great week so far!

Justin Otsea
Senior Planner
ARDC Planning, ARDC
218-529-7529
jotsea@ardc.org
Like us on Facebook!

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Hi Justin,

James said I should reach out to you with an APA sponsorship request - wondering if it might be possible to get some funds for the Strong Town visit in December. I can definitely share more info and details, but just wanted to get a sense of how to go about making a request. I've attached a summary of what the event is about and what we hope to accomplish. I'm headed out to Colombia in two days, so I'm also copying Alice Tibbetts here, who leads We Walk in Duluth and can help answer any questions and keep things moving along while I'm gone.

Thanks,
Shawna
Shawna Mullen
(she, her, hers)
Active Living Coordinator, Zeitgeist
222 East Superior Street Duluth, MN 55802
Shawna@zeitgeistarts.com
218.929.1908
Creating a more accessible, connected Duluth through Strong Towns principles.

A proposal for funding

We Walk in Duluth is a grassroots community group with the mission to:
Advocate for policies and development that encourage and promote safe access for bicyclists, pedestrians and transit users 12 months a year.

We are proposing to launch a strategic initiative to improve transportation access and connections through planning, implementation, and funding for new bicycling and walking infrastructure in Duluth. We also seek to expand feedback and community input on existing infrastructure.

Our approach requires integrative planning and implementation for streets so they are complete; this means they meet the needs of pedestrians, bicyclists and transit users.

We start with an event with the popular Strong Towns thought leader, Chuck Marohn on December 9 at the Zeitgeist Center for the Arts. We follow that event with a series of meetings to accomplish the above goal.

ISSUES

Duluth has commissions and task forces that address important issues in the city, from trees to energy conservation to affordable housing. But there is no ongoing, strategic effort to bring together citizens, staff, and other interested parties to focus on biking, walking, and transit as a tool to:

- Create transportation options to access affordable housing
- Promote economic development that embraces bike/walk/transit.
- Reduce emissions to reach the city’s climate goals.
- Promote healthy lifestyles through active transportation

These issues are all viewed as high priorities in the city’s comprehensive plan: Vision Duluth, yet we have no inclusive path to address these challenges.

We propose to work with the city to form a committee that emulates the City of Minneapolis’ advisory committees on bicycling and pedestrian issues. There, biking and walking are separated into two groups. With limits on city staff and volunteer time, we plan to merge these connected issues into one committee here in Duluth.
Our reasoning: we know that bicyclists sometimes lose access to better, safer infrastructure with the argument that pedestrians have priority and preferred access when right of way is limited. We want to avoid this narrative by working on both issues. We also know that all trips for transit users are linked by safe pedestrian and/or bike options. In a city with both an aging population and many college-age residents, the need for car-free options will continue to grow.

The end goal: to bring together diverse voices to discuss how to better serve our residents, businesses, and institutions that want safe, connected, accessible options for all ages and abilities.

Why emulate Minneapolis?

Minneapolis is often at the top of lists touting quality of life, economic strength, and high quality of life. Providing well planned transportation options is a key factor in the city’s success. The city has:

- superior bike/walk infrastructure
- integration between biking, walking, and transit
- high quality access for residents with disabilities
- transportation management plans to address big traffic events

The founder of We Walk in Duluth, Alice Tibbetts has decades of experience with the Minneapolis model. She worked closely with both the Bicycle and Pedestrian Advisory Committees when she wrote the city’s comprehensive plan for Safe Routes to School. She found that this model brings the right partners into the process. Engaging with business leaders, the school district, the transit authority, disability advocates, and neighborhood leaders has allowed Minneapolis to build a world-class network of bikeways and sidewalks.

She proposes emulating this model for these assets:

- It is results-oriented and timely; collaborative and inclusive.
- It is project-based so input can be gathered from a broad constituency in the planning process.
- It is led and chaired by citizens, not city staff. Minneapolis has discovered this is critical to a user-driven, bottom-up approach.

Why is this approach needed in Duluth?
The city has an adopted bike plan and a pending pedestrian plan that need implementation. This is a great start, but we have no established, inclusive system in which to set priorities, funding goals, or to determine political challenges in executing the plans.

Duluth has lost critical opportunities to enhance infrastructure for biking and walking. Not adding bike lanes on Superior Street through downtown is a loss that may not be fixed for decades. This is also a perfect example of pitting car parking, bicycle and pedestrian options against each other. With a more robust city/business/advocacy initiative, we might have addressed concerns and been able to rebuild this critical street to serve all users safely.

City sidewalks are crumbling and in poor condition. Winter access to both modes is terrible. We Walk in Duluth is already a key partner in the city’s efforts to improve this situation and it was the reason the group started.

Basic inequities need to be addressed. One example: taxpayers do not pay to repair streets under the new city sales tax plan. Yet property owners must pay to have their sidewalks repaired.

Duluth is falling behind in building bicycle infrastructure. The city built only four miles of new bike lanes in four years. (Other projects within city limits were designed and funded by St. Louis County). The city lacks a bike parking plan, which is a low-cost and powerful tool for increasing this mode.

Stalled projects need to be completed. The Cross City Trail is a critical connection linking the east and west sides of the city. It has been in the works for 30 years and has been sidelined for far too long. This process provides a focus on priorities so we can complete critical connections like this one.

Linking the needs of people who bike and walk to transit needs more focus. Safe routes to bus stops help solve the “last mile issue” that is one of the biggest barriers for transit users. The problem: transit planning and bike/walk planning are done in silos, when they should be done through an inter-connected approach. Most trips are multi-modal--and trends continue in that direction. The integration of these modes will give people more options and allow them to thrive without the mandatory expense of a private car.

Kick off with Strong Towns Event
We will host an event with Strong Towns founder, Chuck Marohn. Strong Towns is doing a nation-wide tour to discuss their basic principles through a new book. *We Walk in Duluth* competed with more than 70 cities to be selected as a stop on this tour.

The Strong Towns guiding principles fit our mission. They focus on how small, bottom up initiatives are the most effective in creating change. As a grassroots group, we know that this is true, and that incremental changes have big impacts. We also value the ability of the Strong Towns message to reach people of all different interests. They speak to fiscal responsibility, better planning, citizen engagement, and to re-framing “business as usual” practices. Their mission:

*Strong Towns is an international movement dedicated to making communities across the United States and Canada financially strong and resilient. We believe that in order to truly thrive, our cities and towns must:*

- value resilience
- take small, incremental steps based on what we learn
- embrace a process of continuous adaptation
- build our world based on how our places actually work and what our neighbors actually need today
- obsess about our current finances instead of valuing huge, expensive projects

*Finally, we believe that Strong Citizens from all walks of life can and must participate in a Strong Towns approach—from citizens to leaders, professionals to neighbors, and everyone in between.*

**Strong Towns has a robust following in the Twin Ports**

We are a small group looking for ways to bring attention to our goals and to build a stronger constituency to accomplish them. The book launch is a perfect platform. It offers a way for supporters of their work to meet face to face and get to know each other. This collaboration empowers our local group and recruits new partners.

With a committed audience for the event, we can engage with our community to articulate specific goals to be successful at this initiative.

**Event Details**

The book launch and lecture will be held Monday, December 9, 2019, 630 to 830 at Zeitgeist in downtown Duluth. Strong Towns provides support for media coverage and public relations.
**The advocacy followup strategy** Invite key City staff, organizations and advocates and elected officials to several sessions to discuss the best way to form and operate an advisory committee similar to the BAC.

The mission of the resulting committee will be decided by the group, but our idea is to emulate the BAC. We see the mission to:

- Promote biking and walking for commuting and recreation
- To advocate for infrastructure improvements
- To assist the city in implementing the approved bicycle plan and the pending pedestrian plan (both produced by the Duluth-Superior Metropolitan Interstate Council)
- To help integrate safe biking and walking into the transit system
- To link businesses and other organizations together in this mission. These might include the school district, the Chamber of Commerce, the Duluth Entertainment Convention Center, MNDOT, and the Duluth Transit Authority.

**BUDGET**

The cost for Strong Towns event is $4,500.
In-kind support $1750 By Zeitgeist

The cost for the post event initiative is $10,500

Costs are for consulting time to identify and invite participants, for media relations to promote the initiative, and to facilitate meetings, and to propose a format and structure to the City for ongoing work.

Total: $14,000

Background on the Minneapolis committees
http://www.minneapolismn.gov/pedestrian/pedestrian_committee
http://www.minneapolismn.gov/bicycles/BicycleAdvisoryCommittee/
**Name:**  
Andrew Andrusko

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<th>Executive Committee</th>
<th><strong>Action Requested?</strong></th>
<th>No, Informational Only</th>
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**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. This is a draft and for discussion only.

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<th><strong>January Workshop</strong></th>
<th><strong>May Meeting</strong></th>
<th><strong>July Meeting</strong></th>
<th><strong>September Meeting</strong></th>
<th><strong>November Meeting</strong></th>
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<tr>
<td>Friday, January 10th, 9AM-3:00PM</td>
<td>Friday, May 17th, 1:00PM-3:00PM</td>
<td>Friday, July 17th, 11:00AM-2:00PM</td>
<td>Thursday, September</td>
<td>Friday, November 6th or 20th, 1:00-3:00PM</td>
</tr>
</tbody>
</table>
| WSB University  
701 Xenia Ave S, Suite 300  
Golden Valley, MN 55416 | University of Minnesota, Twin Cities  
Humphrey School of Public Affairs  
Room 170 | MnDOT Saint Cloud Training Center  
3725 12th Street North  
Saint Cloud, MN, 56303 | Minnesota Planning Conference  
*During the Minnesota Planning Conference* | Metropolitan Council  
390 Robert St N,  
St Paul, MN 55101 |
**Requested Action:**
Motion to: Provide input on the draft meeting schedule for the Chapter Board

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

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Actual</th>
<th>Budget</th>
<th>Over Budget</th>
</tr>
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<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
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<tr>
<td>40000 Income</td>
<td></td>
<td></td>
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<tr>
<td>40100 Conference</td>
<td>108,040.00</td>
<td>110,000.00</td>
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<td>300.00</td>
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<td>40400 Chapter Sponsorship</td>
<td>6,700.00</td>
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<td>40700 District Events</td>
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<td>2,000.00</td>
<td>-2,000.00</td>
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<tr>
<td>40800 Legislative and Law</td>
<td>932.34</td>
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<tr>
<td>41000 PDO</td>
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<td>41200 Spring Seminar</td>
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<td>41600 Job Postings</td>
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<td><strong>Total Income</strong></td>
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<td><strong>GROSS PROFIT</strong></td>
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<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>70000 Expenses</td>
<td></td>
<td></td>
<td></td>
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<td>70100 Conference</td>
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<td>-5,000.00</td>
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<td>71300 Students</td>
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<td>71400 FAICP</td>
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<td>2,500.00</td>
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<tr>
<td><strong>Operations</strong></td>
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<td>77100 Bank Charges &amp; Fees</td>
<td>12.00</td>
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<td>77210 Legal and Professional Services</td>
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Accrual Basis 1/2
<table>
<thead>
<tr>
<th>Item</th>
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<th>Budget</th>
<th>Over Budget</th>
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<tbody>
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<td>77300 Insurance</td>
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<td>77400 Office Supplies &amp; Software</td>
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<td>77425 Dues &amp; subscriptions</td>
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<td>79100 Void Checks</td>
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<td><strong>Total Operations</strong></td>
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<td><strong>Total Expenses</strong></td>
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<td><strong>NET OPERATING INCOME</strong></td>
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<td><strong>NET INCOME</strong></td>
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<td>$26,407.53</td>
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**Name:**
Jason Zimmerman, Board Treasurer and Patrick Boylan, Metro District Rep.

<table>
<thead>
<tr>
<th>Committee:</th>
<th>Action Requested?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>No, Informational Only</td>
</tr>
</tbody>
</table>

**Background (attach additional sheets for tables, images, etc.):**
Per direction at the September Board meeting, Jason Zimmerman and Patrick Boylan are advancing a draft investment policy for discussion.

The policy would set direction to achieve a market return beyond inflation and establish controls, reporting, and oversight as directed by the Board (Exec. Committee and or an “investment” committee).

The process would involve investing a portion of the Chapter’s liquid asset reserves in an account that would contain cash, bonds, and equities.

**Requested Action:**
Motion to: review draft policy

**Attachments/Enclosures?**
Yes, Attachments Included
PURPOSE OF INVESTMENT POLICY

The purpose of this Investment Policy is to provide a clear statement of the Chapter’s investment objective, to define the responsibilities of the Chapter Board of Directors and any other parties involved in managing the Chapter’s investments, and to identify or provide target asset allocations, permissible investments and diversification requirements.

INVESTMENT OBJECTIVE

The overall investment objective of the Chapter is to maximize through responsible investing practices the return on invested assets while minimizing risk and expenses. This is done through prudent investing and planning, as well as through the maintenance of a diversified portfolio. However, the Chapter will avoid investments in the financial instruments of industries and organizations that do not share the ethical and social aspirations of the planning profession.

GENERAL PROVISIONS

- All transactions shall be for the sole benefit of the Chapter.
- The Chapter Board shall consider updating the Chapter’s investment policy on an annual basis.
- The Chapter Board shall conduct an annual review of the Chapter’s investment assets to verify the existence and marketability of the underlying assets or satisfy themselves that such a review has been conducted in connection with an independent audit or review of the Chapter’s financial statements.
- Any investment that is not expressly permitted under this Policy must be formally reviewed and approved by the Chapter Executive Committee.
- The Chapter Board will operate the Chapter’s investment program in compliance with all applicable federal and Virginia laws and regulations concerning management of investment assets of a 501(c)3 organization.
- Investments shall be diversified with a view to minimizing risk.

RESPONSIBILITIES OF THE CHAPTER BOARD

- The Chapter Board of Directors has ultimate responsibility for the investment and management of the Chapter’s investment assets.
• The Chapter Board may delegate authority over the Chapter’s investments to a properly formed and constituted Investment Committee. Should an Investment Committee be created, it shall exist as a Committee of the Chapter Board with a majority of its membership comprised of elected members of the Chapter Board and chaired by the Chapter Treasurer.

• The Chapter Board or Investment Committee may hire outside experts as investment consultants or investment managers.

• The specific responsibilities of the Chapter Board or the Investment Committee, as applicable, include:

  1. Determining the Organization’s risk tolerance and investment horizon and communicating these to the appropriate parties.

  2. Establishing reasonable and consistent investment objectives, policy guidelines and allocations which will direct the investment of the assets, to be reviewed by the Chapter Board on an annual basis.

  3. Prudently and diligently selecting one or more qualified investment professionals to advise and assist as appropriate the Committee and the Board.

  4. Communicating the Chapter’s financial needs to the selected investment professionals on a timely basis.

  5. Regularly evaluating the performance of selected investment professionals to assure adherence to policy guidelines and to monitor investment objective progress.

  6. Developing and enacting proper control procedures; e.g., replacing investment professionals for failing to comply with established guidelines or for engaging in excessive investment activity for the purpose of generating fees rather than the best long-term interest of the Chapter.

**RESPONSIBILITES OF THE INVESTMENT PROFESSIONALS**

• Each investment professional will invest assets placed in his, her or its care in accordance with this investment policy.

• Each investment professional must acknowledge in writing acceptance of responsibility as a fiduciary; copies of such acknowledgements shall be maintained by the Chapter Administrator.

• Each investment professional will have full discretion in making all investment decisions for the assets placed under his, her or its care and management, while operating within all policies, guidelines, constraints, and philosophies outlined in this Investment Policy. Specific responsibilities of investment professionals include:

  1. Discretionary investment management, including decisions to buy, sell, or hold individual securities, and to alter allocation within the guidelines established in this statement.

  2. Reporting, on a timely basis, monthly investment performance results.

  3. Communicating any major changes in the economic outlook, investment strategy, or any other factors that affect implementation of investment process.

Adopted December 14, 2018
4. Informing the Chapter Board or the Investment Committee, regarding any changes in portfolio
management personnel, ownership structure, investment philosophy, etc.

5. Voting proxies, if requested by the Chapter Board or the Investment Committee, on behalf of the
Chapter.

6. Administering the Chapter’s investments at reasonable cost, balanced with avoiding a compromise of
quality. These costs include, but are not limited to, management and custodial fees, consulting fees,
transaction costs and other administrative costs chargeable to the Chapter.

GENERAL INVESTMENT GUIDELINES

• A copy of this Investment Policy shall be provided to all investment professionals retained by the Chapter.

• The Chapter is a tax-exempt organization as described in section 501(c)(3) of the Internal Revenue Code. This tax-exempt status must be taken into consideration when making Chapter investments.

• The Chapter is expected to operate in perpetuity; therefore, a 10-year investment horizon shall be
employed. Interim fluctuations should be viewed with appropriate perspective.

• A cash account shall be maintained with a zero to very low risk tolerance to keep cash available for
budgeted expenses, grant distributions, and other reasonably anticipated financial needs.

• Transactions shall be executed at reasonable cost, taking into consideration prevailing market conditions
and services and research provided by the executing broker.

• Permitted investments include: Cash and cash equivalents and marketable securities including equities
and fixed income securities. Any proposed investment other than these will require approval of the
Chapter Executive Committee.

• No fixed income security shall have an equivalent credit quality below investment grade at the time of
purchase, defined as:

  1. BBB by Standard & Poors for straight bonds and convertibles

  2. Baa3 by Moody’s Investor Service for straight bonds and convertibles

  3. A1 by Standard & Poors for short term securities

  4. P1 by Moody’s Investor Service for short-term securities

  5. AAA for money market accounts

• The following transactions are prohibited: Purchase of non-negotiable securities, derivatives, high risk or
junk bonds, private placements, precious metals, commodities, short sales, any margin transactions,
straddles, warrants, options, life insurance contracts, leverage or letter stock.
DIVERSIFICATION

- The Chapter will maintain a reasonable diversification of investment assets between asset classes and investment categories at all times.

- Investments in the equity securities of any one company shall not exceed 5% of the portfolio nor shall the total securities position (debt and equity) in any one company exceed 10% of the portfolio.

- Reasonable sector allocations and diversification shall be maintained. No more than 25% of the entire portfolio may be invested in the securities of any one sector.

- Investments within the investment portfolio should be readily marketable.

- The investment portfolio should not be a blind pool; each investment must be available for review.

ASSET ALLOCATION

- The asset allocation policy shall be predicated on the following factors:
  1. Historical performance of capital markets adjusted for the perception of the future short and long-term capital market performance.
  2. The correlation of returns among the relevant asset classes.
  3. The perception of future economic conditions, including inflation and interest rate assumptions.
  4. Liquidity requirements for the projected grants and other charitable expenditures.
  5. The relationship between the current and projected assets of the Organization and projected liabilities.

ALLOCATION RANGE

<table>
<thead>
<tr>
<th>PORTFOLIO ROLE</th>
<th>TARGET ALLOCATION</th>
<th>APPROVED RANGE</th>
<th>LIQUDITY PROFILE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash &amp; Equivalents</td>
<td>10%</td>
<td>0 – 15%</td>
<td>Highly Liquid</td>
</tr>
<tr>
<td>Growth</td>
<td>40%</td>
<td>20 – 60%</td>
<td>Liquid</td>
</tr>
<tr>
<td>Return Enhancement</td>
<td>25%</td>
<td>20 – 40%</td>
<td>Moderately Liquid</td>
</tr>
<tr>
<td>Risk Reducing/Diversifying</td>
<td>25%</td>
<td>10 – 35%</td>
<td>Moderately Liquid</td>
</tr>
</tbody>
</table>

- Rebalancing shall be done on a semi-annual basis or more frequently if deemed necessary.
• Highly Liquid=Daily availability; Liquid=Quarterly availability; Moderately Liquid=1/2 Year to 2 Years availability.

PERFORMANCE

• Performance objectives are to be met on a net of fees basis. Investment performance shall be measured no less than quarterly on a net of fees basis. Performance shall be evaluated on a three to five-year basis to allow for market fluctuations and volatility.
American Planning Association (APA), Minnesota Chapter
Attention: Board of Directors
P.O. Box 433
Maple Grove, MN 55369

Dear Board of Directors:

Please let this letter act as my application to serve the APA Minnesota Chapter (APA-MN) as student representative. I am currently a first-year Master of Urban and Regional Planning student at the Humphrey School of Public Affairs. Prior to my studies, I was a policy analyst for the U.S. Department of Transportation’s (USDOT) Office of the Under Secretary for Policy. I studied public administration and political science at the University of North Dakota. My experiential history is further described in my attached resume.

I hope to bring to the board my skills with outreach, coordination, and event planning. During my time at USDOT, I provided event planning, facilitation, and reflection support to three safety stakeholder convenings, where I helped to facilitate discussions between stakeholders and decision-makers. I also coordinated the drafting of a report to Congress with all of the Department’s administrations. During my undergraduate studies, I was involved in political organizing and campaigns. My tasks included planning meetings and agendas, delegating tasks among workgroup members, and deciding a contentious election. As the student representative, I hope to use these skills to understand student needs, facilitate conversations between the board and future planners, and improve the networking and career development experience for students.

I believe APA-MN can better connect students with professionals by ensuring the organization’s activities are accessible to all student members. Like many professions, networking and career development opportunities are frequently limited by students’ financial standing. This sort of accessibility could be improved through elimination of conference fees, hosting campus outreach events, and developing additional scholarship opportunities. Our profession suffers from a history of harmful decision-making; we can only improve by including a diversity of perspectives in our field. This requires ensuring students of all experiences can participate in chapter activities.

I hope my stated experience and goals would be beneficial to the chapter as student representative. I look forward to hearing from the board soon.

Sincerely,

Jed Hanson
JED HANSON
1810 Bryant Avenue South, Apartment 3 · Minneapolis, MN 55403
+1 701-367-0609 · jed@jedhanson.com

EDUCATION

Humphrey School of Public Affairs, University of Minnesota  Minneapolis, MN
Candidate, Master of Urban and Regional Planning  September 2019–Present
  ● Studies are concentrated in transportation planning

University of North Dakota (UND)  Grand Forks, ND
Bachelor of Arts, Political Science, 3.52 GPA cum laude  May 2017
Bachelor of Science, Public Administration, 3.52 GPA cum laude  May 2017
  ● Relevant coursework included Urban Politics & Administration, Policymaking Process, Urban Geography & Planning, and Airport Planning & Administration

North Dakota State College of Science  Wahpeton, ND
Non-Degree Information Technology Coursework  August 2010–December 2011

PROFESSIONAL EXPERIENCE

U.S. Department of Transportation, Office of the Under Secretary for Policy  Washington, DC
Policy Analyst and Truman-Albright Fellow  May 2018–July 2019
  ● Provided analysis on time-sensitive topics with limited previous familiarity
  ● Served as office subject-matter expert on climate and railroad safety issues
  ● Reviewed and provided clearance recommendations on select outgoing rulemakings, notices, correspondence, and releases for strategic plan alignment
  ● Drafted an appointee’s verbal and written testimony to the Senate Commerce Committee
  ● Synthesized disparate environmental policy proposals into a combined resource
  ● Co-led the creation of a regulatory progress report addressed to Congress
  ● Served on several interagency workgroups coordinating federal environmental efforts
  ● Participated in communication and research strategic planning for a major safety initiative

U.S. Senate, Office of Senator Heidi Heitkamp  Washington, DC
Staff Assistant  August 2017–May 2018
  ● Recorded and answered constituent phone inquiries on current legislative topics
  ● Oversaw interns and provided training in office procedures
  ● Provided administrative support to all office teams

Legislative Intern  June 2016–August 2016
  ● Recorded and drafted responses to constituent opinions
  ● Prepared clips from local, state, and national news outlets and blog networks

Consumer Financial Protection Bureau, Enforcement Front Office  Washington, DC
Intern  June 2017–July 2017
  ● Analyzed and collated data from complex reports to track the status of consumer redress payments and enforcement action compliance in Microsoft Excel
- Built a digital training hub for a major software conversion project
- Assisted administrative staff organize and control access to shared resources

**North Dakota Democratic-NPL Party**

*Grand Forks and Fargo, ND*

**Field Organizer**

*July 2014–November 2014*

- Recruited, trained, and maintained relationships with dozens of volunteers
- Organized and hosted get-out-the-vote and canvassing events
- Canvassed neighborhoods to collect voter opinion data

**MEMBERSHIP, SERVICE, AND LEADERSHIP ACTIVITIES**

**American Planning Association**, Member  
*August 2019–Present*

**Young Professionals in Transportation**, Member  
*December 2018–Present*

**UND Student Government Judicial Branch**, Chief Justice (appointed)  
*April 2017–May 2017*

**College Democrats of North Dakota** (statewide federation)  
- Executive Director (elected)  
  *May 2015–May 2017*
- Communications Director (elected)  
  *May 2014–May 2015*

**North Dakota Democratic-NPL Party**  
- Northeast Region Voter Protection Coordinator  
  *
  *November 2016*
- Convention Parliamentarian (appointed)  
  *April 2016*
- Platforms Committee Member (elected)  
  *March 2016*
- Century Club Committee Member (appointed)  
  *April 2015–June 2015*

**Students Against Measure 3**, Communications Volunteer  
*July 2014–October 2014*

**Global Friends Coalition**, English as a Second Language Tutor  
*October 2013–May 2014*

**SKILLS**

- Policy analysis
- Business writing
- Coordination
- Presentation
- Speechwriting
- Leadership briefings

- **Software**
  - ArcMap/ArcGIS Pro
  - Tableau
  - Adobe InDesign
  - Microsoft Office
  - HTML/CSS
  - Drupal

**AWARDS & HONORS**

**Outstanding Graduate**, UND Department of Political Science  
*May 2017*

**Harry S. Truman Scholarship**  
*April 2016*
Name: Jane Kansier, Melissa Poehlman, Elise Durbin

Committee: Professional Development

Action Requested?: Choose an item.

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

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Notes/Number Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/15 Brown Bag-Capital Area Update (1 CM)</td>
<td>St. Paul</td>
<td>Well attended with 17 people at the event.</td>
</tr>
<tr>
<td>10/24 Art, Culture and Transportation: MnDOT Community Vitality Fellowship</td>
<td>Minneapolis</td>
<td>Light attendance – a number of competing events (Vikings, Hillary Clinton, etc.)</td>
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<tr>
<td>11/12 Brown Bag-Building the New 50th and France (1 CM)</td>
<td>Edina</td>
<td></td>
</tr>
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Professional Development Committee Update
There have now been six brown bag seminar events, with people taking advantage of both the in person and online options. The series will likely resume in 2020.

AICP exam
We are in the middle of the testing cycle, so results of the November exam will not be known until sometime in December. Through APA national, we were able to provide one person a scholarship for a reduced exam fee. We regularly advertise this, but we have had little interest in the past. We only have one per year to give, but provides someone that might be hesitant on taking the test (because their employer won’t pay for it or for other reasons), the ability to take the test.

CM Provider Application
Our chapter is a registered CM provider. As such, we must reapply every three years. Our current status is good through December, 2019. We submitted our application for 2020-2022 on October 29, 2019 and it has been approved.

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

Attachments/Enclosures?
Choose an item.
Name:
Nate Keller
PeggySue Imihy

Committee: Diversity and Equity
Action Requested? Yes, Action Requested

Background (attach additional sheets for tables, images, etc.):
On October 22, the Diversity and Equity Committee held an event in partnership with YEP! at a Saint Paul Public School Middle School. We had 10 planners spend a full day working with 2 classrooms, teaching youth about planning. It was a wonderful end to National Planning Month.

Nate Keller our Committee Co-chair has decided to step down due to changes in his personal and professional life. His resignation letter is below. The Committee is asking for acceptance of his resignation and posting of the Co-chair position.

Dear APA MN Board of Directors:

I wanted to first thank the Board for allowing me the opportunity to serve as Co-Chair of the Diversity and Equity Committee for the past year.

Over the past few months items in my personal and professional life have changed drastically and I have not had the full ability or time needed to focus and devote to the Committee.
I feel a Committee of this importance needs to have leaders who are giving 110% in time, energy, and in passion. My passion is and will always be there but as a father of three young kiddos as well as changes in my career my time has been stretched thin. As such, I will be stepping down from the Co-Chair position to allow another person the opportunity to lead alongside PeggySue.
I do plan to still be involved in the Committee in some fashion but in more of a background role.

Again, THANK YOU so much for the opportunity 😊

All the best,

Nate Keller

Requested Action:
Motion to: Accept Nate Keller’s resignation and approve posting and advertising of the new Co-chair position.

Attachments/Enclosures?
No, No Attachments Included
AGENDA ITEM
APA Minnesota Board of Directors Meeting
DATE: 9/26/2019

<table>
<thead>
<tr>
<th>Name:</th>
<th>Legislative and Law</th>
<th>Action Requested?</th>
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<tr>
<td>Lance Bernard and Sara Allen</td>
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**Background (attach additional sheets for tables, images, etc.):**
The Legislative and Law Co-Chairs have started to develop a preliminary work plan for 2020. These items include:

1. **Planning Services:** In late 2019, the Legislative and Law Committee will be issuing a Request for Proposals (RFP) for planning services to assist the Committee in our policy advocacy and education efforts. We are seeking input from the APA MN Board on a budget range for this effort. We believe strongly that an adequate budget is needed to attract qualified and interested candidates. We are also on a fact-finding mission to gauge interested parties and to help shape the job description and scope of work. A draft RFP will be available for the APA MN Board’s review and approval in December.

2. **Planners Day at the Capitol:** The Legislative and Law Committee is starting to look for space to host our annual Planners Day at the Capitol. This event is scheduled for April 2020. We anticipate a similar format from the 2019 event (a series of speakers and a happy hour), in addition to some mobile tours.

3. **Policy Roundtables:** The Legislative and Law Committee will be hosting a “Policy Roundtable” discussion in December 2019. The goal is to bring members together in a causal setting to geek out over a specific topic. To achieve this goal, the event will likely take place at a social setting where people can enjoy a beverage and mingle. We hope to secure a speaker from another organization (e.g., EDAM or LMNC) to help facilitate our first roundtable.

   Our goal is to host the roundtable discussions 4 to 6 times a year. The roundtables will replace our regular committee member meetings. The roundtables will still provide an opportunity to discuss ongoing activities (e.g., planning advocacy and education), while seeking volunteers for these efforts. The APA MN Board should be aware that we are still playing around with a clever name to attract attendees. Therefore, we are seeking input from the APA MN Board in using the phrase “Policy and a Pint,” which does imply alcoholic beverages will be available for purchase.

4. **APA National Policy Conference:** Sara Allen will be attending this year’s conference in Richmond, Virginia. This will provide Sara an opportunity to network with other State Chapters and learn how they are organizing their policy advocacy efforts. This knowledge will help the Legislative and Law Committee better position itself when influencing planning legislation.
**Requested Action:**
Motion to:

**Attachments/Enclosures?**
Choose an item.
Young Professionals Group

November 15, 2016 Board Meeting

Emily Goellner has resigned from the position of Young Professionals Group Co-Chair. Leila Bunge is the other Co-Chair and Leila will continue in that role.

Kathleen Russell has expressed interest in filling the vacancy left by Emily.

Brief Write-Up provided by Leila:

“Kathleen Russell is a recent graduate of Humphrey School and now works as a planner for Carver County. She was a part of the YPG mentor program last year and expressed interest in helping co-chair the program this year. She is interested in the position because she is a young planner herself and is looking for ways to contribute to the chapter and get more involved with APA, especially with connecting other young planners to new opportunities. She has already helping me organize the mentor program this year and has been a great partner in this effort! “