APA MN District Director Report Form
Please send to tgoodroad@cityofdaytonmn.com 10 days prior to each Board meeting.

Date Submitted: 5/9/16
Name of District Director and District which you represent: Bradley Chapulis, Southwest District Director

**Information Items**

1. Use the table below to list:
   a. Certification Maintenance activities in your district since your last report;
   b. Upcoming membership activities in your district; and
   c. Important activities that have occurred in your district since your last report that may be of general interest to the Chapter Board members.

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<th>CM Activity since last report</th>
<th>Date/Location</th>
<th>Number Attending</th>
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**Upcoming Membership Activity**

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**Other Important Non-membership Activities**

Reached out to MSU-Mankato faculty and met with the Department Chair and two other faculty members on 4/25/16. Discussed opportunities to collaborate as well as the need to have student/faculty involvement within the Chapter and the Southwest District. At the beginning of the Fall semester, I will be speaking with the student organization (SURSI) about the benefits of being student members and commence planning of a district event that will include the students.
APA MN Board Member and Liaison Report Form (including Chapter Administrators, Citizen Planner Director, USGBC Liaison, Past President, Faculty Liaison, APA Representative, AICP Region IV Representative, Region VI Student Representative, MDT Liaison, MPWA Liaison, Webmaven, MCPZA Liaison, and Newsletter Editor)

Please send to tgoodroad@cityofdaytonmn.com 10 days prior to each Board meeting.

Date Submitted: ____5/9/2016_____
Name of person reporting and position on the Board: ________Peggy/Otto Schmid, Co-administrators_________

Information Only Items

1. Important activities since your last report that may be of general interest to the Chapter Board members (please describe information-only activities briefly).

   Updating memberships for chapter only members
   Updating corporate memberships
   Updating municipal memberships
   Working with conference committee on mobile tours
   Getting info to chapter about the spring seminar
   Prepared information for elections
   Prepared several items for the newsletters

Items for which you are requesting action by the Chapter Board

Please describe the type of action you are requesting (letter of support, approval of a budget line item, approval of workplan, etc.) Please provide background information for each item on which you are requesting Board action.

1. Action you are requesting of the Chapter Board (should be one sentence):

   a. Background information for your request:

2. Action you are requesting of the Chapter Board (should be one sentence):

   a. Background information for your request:
Information Only Items
1. Briefly describe committee activities since your last report.

- Both Original Mobile Tour folks stepped down and have been replaced with Ryan Miller (Fergus Falls) and Chelle Benson (Stearns County).
- Preliminary Draft Budget being created.
- RFP deadline closed. Sought out local additional sessions.
- 7 mobile sessions submitted.
- Draft schedule developed by programs committee.
- Working on projectors, computers, and screens, intentions to use outside vendor to save costs.
- Still looking for Keynote Speakers.
- Awards Group extended timeframe for more submittals.
- Looking at removing registration information from booklet to dedicate additional pages to award winners (also increases burden on awards committee to make selection and get information to be included within the brochure).
- Researching “mobile app” for the conference.
- Brochure booklet cover and banner has been designed.

Items for which you are requesting action by the Chapter Board
Please describe the type of action you are requesting (letter of support, approval of a budget line item, approval of workplan, etc.) Please provide background information for each item on which you are requesting Board action.

1. Action you are requesting of the Chapter Board (should be one sentence):
   a. Background information for your request:

   None at this time.

2. Action you are requesting of the Chapter Board (should be one sentence):
   a. Background information for your request:

   None at this time.
APA MN Professional Development Officer Report Form
Please send to tgoodroad@cityofdaytonmn.com 10 days prior to each Board meeting.

Date Submitted: May 12, 2016
Name: Jane Kansier, Rita Trapp, Elise Durbin

Information Items
1. Certification Maintenance activities since your last report that may be of general interest to the Chapter Board members (do not include activities of District Reps since they will report separately):

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<th>CM Activity since last report</th>
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<tbody>
<tr>
<td>Planners’ Day at the Capitol</td>
<td>April 14, 2016, St. Paul</td>
<td>19</td>
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<tr>
<td>2016 Spring Seminar – Negotiation Skills for Planners</td>
<td>May 12, 2016, Woodbury</td>
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Upcoming CM Activity

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Information from National APA regarding CM that may be of general interest
- Volunteers are eligible to receive CM for pro bono work, such as serving on Chapter Board. Planners may earn up to 8 credits; use self-reporting form.

Other

Items for which you are requesting action by the Chapter Board

Please describe the type of action you are requesting (letter of support, approval of a budget line item, approval of workplan, etc.) Please provide background information for each item on which you are requesting Board action.

1. Action you are requesting of the Chapter Board (should be one sentence):

   a. Background information for your request:

2. Action you are requesting of the Chapter Board (should be one sentence):