TO: Rita Trapp, Professional Development Officer and Adam Fulton, Treasurer
Minnesota Chapter of the American Planning Association (APA Minnesota)

FROM: Shannon Guernsey, Minnesota NAHRO

DATE: February 26, 2015

RE: Memorandum of Understanding for 2015 Redevelopment Symposium

On behalf of the membership of Minnesota NAHRO, thank you for the opportunity to partner with APA Minnesota to develop and deliver the “Redevelopment Symposium” on May 21-22, 2015 in Brainerd, Minnesota. Please consider this letter our memorandum of understanding (MOU) between Minnesota NAHRO and APA Minnesota outlining the various responsibilities, promotional efforts and supports to be provided by each organization to ensure the Redevelopment Symposium is successful.

- **Certification Maintenance Credits**: As a recognized CM Provider, APA Minnesota agrees to apply to the APA for CM credits for the Redevelopment Symposium in a timely manner.
- **Planning**: Minnesota NAHRO and APA Minnesota agree to jointly plan the Redevelopment Symposium to be offered May 21-22, 2015 in Brainerd, Minnesota. The symposium will be developed so that it will qualify for CM credits from the APA by providing a professionally relevant learning experience for planners. APA MN will appoint Barbara Dacy as its representative to work with NAHRO on the development of the program. She will be assisted by APA MN Secretary Tina Goodroad and APA MN Board Member Brad Chapulis.
- **Marketing**: Minnesota NAHRO and APA Minnesota agree to develop and distribute marketing materials to be used in the promotion of the symposium. The marketing materials will be tailored to their membership as appropriate.
- **Promotion**: Minnesota NAHRO and APA Minnesota agree to promote the Redevelopment Symposium to their membership including but not limited to email blasts, distribution of flyers at events, website cross promotion and targeted promotional efforts as appropriate.
- **Budget**: Minnesota NAHRO and APA Minnesota agree to develop a budget for the Redevelopment Symposium that meets the CM Provider requirements.
- **Conference Registration Discount**: Minnesota NAHRO agrees to offer APA Minnesota members a registration discount for attending the conference. Minnesota NAHRO will also offer a one day rate in order to accommodate APA Minnesota member participation.
- **Survey & Evaluation**: Minnesota NAHRO agrees to use the evaluation template provided by APA Minnesota to survey the participants of the Redevelopment Symposium.
- **Sponsorship**: APA Minnesota agrees to contribute $1,000 to be a Platinum Sponsor of Minnesota NAHRO’s 2015 Spring Conference.
- **Cost Sharing**: To ensure a successful training, it is agreed that a minimum of ten (10) APA Minnesota members need to register for the Redevelopment Symposium to cover costs of the event. Minnesota NAHRO agrees to reimburse APA Minnesota $500 once at least 10 APA Minnesota members register for the symposium and the training is held. APA Minnesota members will be identified by their request for the APA Minnesota conference rate or by their request to apply for APA CM credits.
- **Revenue Sharing**: Once the above APA member goal is met, Minnesota NAHRO will reimburse APA Minnesota $75 for each APA member who attends above the minimum threshold.

By: Shannon Guernsey, Executive Director
Minnesota NAHRO

By: Rita Trapp, Professional Development Officer
APA Minnesota