APA-MN Board Meeting
January 20, 2017

Attendance – Brad Chapulis, Adam Fulton, Suzanne Rhees, Wayne Hurley, Tim Gladhill, Tina Goodroad, Therese Haffner, Peggy Schmid, Jason Zimmerman, Erin Perdu, Suzanne Rhees, Miles Campbell, Andrew Mack, Lew Overhaug, Elise Durbin, Thomas Jensen, Emily Goellner, Carissa Schively, Jane Kansier, James Gittemeier

1. Call to Order –
2. Intro
3. FAICP- Carissa- overview of FAICP and nomination categories. Need members for nominating committee. Need 15 years as AICP. One nomination for Carissa submitted by Breanne. Board approves nominees. Breanne- as a board we need to seriously consider a nomination. Lots of work putting a nomination together. Very competitive.

Board agrees to serve as nominating group. Mack- should the executive committee reach out to a few- find out level of interest of potential nominees. Academic experience is looked at highly as is national experience. Get names to Breanne and Carissa. February the executive board will consider at March meeting.

4. 2016 APA MN Highlights-Tim and Breanne gave a report
   • Improve communication- expand communication director role- expand newsletter/website presence.
   • Planning for People- Planners4Health grant
   • Update of Legislative platform- share with National
   • New membership structure--percentage based fees
   • Planners Day at the school- October – National community planning month-Andrew would like to ask Governor for a Proclamation for a State Day of Planning

5. Chapter membership is down- 100. A lot are students- need to get them renewed- even when no longer free

6. District Highlights-
   • Joint event with ASLA
   • Metro directors working with PDO’s
   • Improved mid-day forums/book club- tie into conference theme
   • Central district- connect with local planners- learn their needs
   • NW district- has experienced membership declines; do we need to consider re-districting?
   • SW- worked on legislative; re-establish relationship with Mankato-students and faculty; get involved with conference
   • NE- several networking directors- Jen Moses has been helping; monthly webinar on bike/ped planning
   • SE-citizen planner workshop;
   • Student- career panels

7. Admin update-
8. Mission/Vision Statement- bold includes agreed upon words/phrases for statement
   - **Mission- Advocate; educate; outreach; share knowledge, engage/connect; lead; serve planners/professionals; equity; public interest, connecting rural and urban-“one Minnesota”; service to members;**
   - **Vision-** create, inclusive, diversity, model, best practice, leadership, educate, listen, equity; collaboration, convening, network, bringing people together, “communicate”- to wrap all together; membership should be primary focus of vision statement; empower
   - **Parked words- educate;**
   - **Goal words- leadership; equity;**
   - **Bring mission statement to March board meeting**
9. SWOT
10. Chapter needs a new chair for Planners Emeriti
11. Andrew reported on Legislative platform
12. Discussion of a smart app for chapter
13. Approve agenda- note changes
14. Minute- motion –Rhees; second Birgl
15. Admin Report-
   - Fill in chapter calendar for Peggy- include all events for the year
   - Peggy announced that she and Otto will be done serving the board as Administrators by end of year.
   - Corporate sponsor- two have renewed; additional are due in May.
   - Newsletter submissions- please keep calendar in mind
   - Awards at conference will be the same- separate submission
   - Conference sites – for 2018- ideas- Rochester. Review materials sent by Peggy and board will discuss in March. Look at Western State conference- could it be coordinate in Fargo with them?
16. President report-
   Gladhill reviewed his report. Reviewed conversations he’s had with EDAM- similar experience as our Board. Look at more joint networking/mixers.
   Action- Direction on updating to Citizen Planner Handbook- Rhees- it was a big effort-need to define who is going to do the update? Motion to look at necessary updates-Perdu; Zimmerman. All ayes;
   Action- Review by-laws and appoint Committee Chairs for 2017-Design team – will not be Sam O’Connell. Motion by Chapulis; second Overhau
17. Jan Treasury Report –
Jason reviewed reports. Will need to think budget for future Administrator costs. Adam suggests an audit. Also need to look at investments for cash reserves. Still encourages a finance committee to support the treasurer.

Action-Motion - approved Jan. report

18. 2017 Chapter Budget- need to correct communication director budget amount to increase $3,000 Motion-Overhaug, second Rhees.

Action- Motion to approve Jan. report and 2017 Chapter budget. Chapulis; Rhees; all ayes. Motion pass

19. Fall Conference update- Raya- Jan. 6th conference kick-off. Over 40 people attended. Discussed 2016 conf and early plans for 2017 conf including themes, sessions. Theme will be “Around the Bend: What’s Next for Planning” Keynote Thursday evening only- not having a keynote during Thursday lunch. Also, consider focus on Thursday lunch, focus on districts. Wednesday AM-looking at training sessions similar to GTS- comp plans for small and rural cities; planning for health; AARP sponsor- session on aging. Use an MC but no improv group. Topics- land use; transportation, housing, eco dev, and natural resources, law, ethics, and legislative review and other. Student presentations- poster sessions- during social hour. Call for proposals mid-February; late March due date with no extension. Student poster sign up will be later in year after finals. Sept 27-29th. Board members bring in one item for the raffle to contribute.

20. APA Newsletter- Haila is working on initiative for the newsletter. Also using Facebook and Twitter to get news items out.

21. Committee updates-

PDO- Jane provided an overview of selection of new PDO officer. Recommend Melissa Poehlman as new PDO officer- focus on certification duties and work with Elise and Jane. Look also at a Professional Development committee with the three PDO’s and include the other three applicants.

Motion to appoint Melissa Poehlman- Goodroad, second Rhees. All ayes; Motion Passed

Action- Jane explained that the role of the PDO is becoming more involved at national level with several sessions for PDO’s at the national conference. Cost for conference is expensive- would request assistance from the board to send one PDO to the conference. Include in annual budget to send a PDO to conference. In 2017 we could use reserves and then in the future budget. Motion to pay for conference/travel costs for PDO representative to the 2017 conference- Perdu; second Overhaug; Chapulis- are we establishing a maximum amount- executive board to consider a maximum amount. All ayes.

Spring Seminar – April 27th. Patrick Boylan setting it up, with help of Leila Bunge. Will include a morning session followed by some mobile tours near the Stadium site.

Legislative/Law- Mack provided update of info in packet. March 29th - Planner’s Day at Capital. Need to work on communication strategy for implementation of work plan

Action-Advance policy platform action steps for 2017- motion- Perdu, Chapulis; all ayes. Motion passed.
Action- Direction to committee to draft a communication plan for implementation-Motion Zimmerman, Perdu, all ayes. Motion passed.

22. Future meeting dates- motion to approve schedule and location by Perdu; Goodroad, all ayes. Motion passed
23. Adjourn 2:30