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: ______7/16/2017____
Name of person reporting and position on the Board: ______Peg/Otto Schmid 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).

   Attempted to gather nominations for Lifetime Achievement and Planner of the Year
   Sent letters notifying potential presenters of their status for conference sessions
   Finished putting together the draft brochure and sent it to the Designer
   Put together the bio packet for conference and am now editing it
   Readying the registration materials for the website

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: