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: _____3/7/17____
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).

Participated in quarterly Administrator's conference call
Participated in national webinar concerning election cycle
Gathered more information for conference sites for 2018 and 2019
Helped prepared RFP documents for conference sessions
Communicated with partner organizations concerning conference sessions
Assisted those putting together the spring seminar
Gathered information from other chapters concerning their administrator's job responsibilities
Assisted newsletter editor with gathering articles for the March newsletter

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:

I am requesting that the Board approve either the Rochester site or the Breezy Point site for conference 2018, and that the Board give me direction about a site for 2019.
APA MN District Director Report Form
Please send to tgoodroad@cityofdaytonmn.com 10 days prior to each Board meeting.

Date Submitted: ____3/9/17____
Name of District Director and District which you represent: __Metro________________

*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.

<table>
<thead>
<tr>
<th>CM Activity since last report</th>
<th>Date/Location</th>
<th>Number Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td>MnAPA Book Club Event</td>
<td>2/28, Crooked Pint Mpls</td>
<td></td>
</tr>
<tr>
<td>Latino Urbanism</td>
<td>2/17, MnDNR</td>
<td></td>
</tr>
</tbody>
</table>

Upcoming Membership Activity  

Other Important Non-membership Activities  
We continue to work with the PDOs on more brown bags, our next book club event, and partnering on the Spring Seminar which will be a mobile workshop format.
APA MN Officer Report Form
Please send to tgoodroad@cityofdaytonmn.com 10 days prior to each Board meeting.

Date Submitted: March 1, 2017
Name of Officer reporting: Eric Weiss

Information Only Items
1. Briefly describe activities since your last report.
   - RFP for project services closed February 15. Twelve proposals were received.
   - First task force meeting held March 22. The task force has about 20 members from across the state, in a variety of subfields of planning, as well as partners from public health.
   - Task force reviewed the 12 RFP proposals and recommended ZAN to the full board. The board supported the recommendation. As of March 1, the co-chairs and ZAN are working on a contract.
   - Second task force meeting held March 8. Tentatively planning to reframe the project to planning for “happiness” and “lack of stress” and away from health lens.
   - Focus groups tentatively set to begin in April.

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): Update only
   a. Background information for your request:
      Approve contract with ZAN Associates.

2. Action you are requesting of the Chapter Board (should be one sentence):
   a. Background information for your request:
APA MN Professional Development Officer Report Form
Please send to tgoodroad@cityofdaytonmn.com 10 days prior to each Board meeting.

Date Submitted: March 7, 2017
Name: Jane Kansier, Melissa Poehlman, and 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):

<table>
<thead>
<tr>
<th>CM Activity since last report</th>
<th>Date/Location</th>
<th>Number Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latino Urbanism and Engagement</td>
<td>2/17/17, St. Paul</td>
<td></td>
</tr>
<tr>
<td>Book Club</td>
<td>2/28/17, Minneapolis</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upcoming CM Activity</th>
<th>Topic</th>
<th>Date/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planner’s Day at the Capital</td>
<td></td>
<td>March 29/St. Paul</td>
</tr>
<tr>
<td>Ethical Decision Making for Comprehensive Plans</td>
<td></td>
<td>April 18/WSB (Golden Valley)</td>
</tr>
<tr>
<td>Spring Seminar</td>
<td></td>
<td>April 27</td>
</tr>
</tbody>
</table>

Information from National APA regarding CM that may be of general interest
- Updated AICP exam rolls out May 2017.
- AICP exam prep session held on March 2 (approximately 20 in attendance)

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 Items

1. Committee activities since last report.

- Provided a committee update to the membership on January 30.
- Provided a supplemental update on February 10.
- Outlined a procedure for posting committee updates on social media via the communications directors.
- Discussed and concurred with proposed procedures from Tim Gladhill for handling communication of chapter positions on legislative issues:
  - The Executive Committee shall approve requests to represent APA Minnesota in legislative hearings. The request shall be made to the President via email. The Executive Committee can approve by an email vote.
  - When possible, the President or his/her designee shall represent APA Minnesota in hearings. The Executive Committee may approve Legislative and Law Committee Members to testify with prior approval.
  - Requests to testify on behalf of APA Minnesota should be made to the President at least two (2) weeks in advance. The Board recognizes that this may not always be a possibility, but should be accommodated whenever possible.
  - Requests to represent APA Minnesota should include key talking points for approval by the Executive Committee.
  - Written communication should utilize an approved APA Minnesota design. APA Minnesota has an approved letterhead and masthead design. Both can be modified to meet the needs of the Legislative and Law Committee.
  - All communication should include the APA Minnesota Mission Statement (pending), the APA Slogan (Making Great Communities Happen), and must include the APA Minnesota Logo.
- Solidified plans for March 29 Planners Day at the Capitol. Opened registration on Eventbrite.
- Outlined talking points for a letter of support for MNDOT’s proposed changes to airport zoning statute. Will draft a letter if and when a bill moves forward.

Items for which committee is requesting action by the Chapter Board

Description of action requested.

1. Action committee is requesting of the Chapter Board:

   None requested.
Board Report – FAICP Nominating Committee

By Breanne Rothstein (as proxy)

The FAICP nominating committee received one nomination of Carissa Schively Slotterback for consideration of the application for FAICP. Since Carissa is acting chair, and I nominated her, I am serving as proxy for the nominating committee chair. A nomination form and Carissa’s resume/CV is attached to this report. Upon a review of the submission, and a review of Carissa’s extensive contributions to the planning field, the teaching field, and the intersection of the two through APA and ACSP, the committee requests that the board formally nominates, and authorizes the committee to prepare an application for FAICP, for Carissa Schively Slotterback. The next steps after this board action are to collect 10 or more letters of recommendation, move forward with developing a detailed application to be submitted by October 13, 2017.

Board Action: Nominate Carissa Schively Slotterback to for FAICP, and authorize the Nominating Committee to prepare an application on her behalf. This request includes the fee for submission of $95.00