Information Only Items

1. Briefly describe activities since your last report.

   a) Testified on MN House File #1866 Metropolitan Council governance modified, farebox recovery objective for Twin Cities metropolitan area transit established, Metropolitan Council prohibited from undertaking a light rail project without explicit legislative authority, consideration of reasonableness of system plans in Metropolitan Land Planning Act allowed, light rail transit project development governing requirements established, and Metropolitan Council required to revise transportation policy plan. Position Paper is attached.

   b) Met with Jack Becker of Forecast for Public Art. Forecast for Public Art received a grant from the National Endowment for the arts to create a toolbox for local practitioners to incorporate public art into planning efforts through lens of public health. The project is being planned for multiple regional centers in the south-east portion of Minnesota. Forecast is also excited about potential overlap with APA Minnesota’s Planning 4 People initiative. The aspect of a project over the next year in southeast Minnesota makes Rochester an attractive location for the 2018 Conference. Attached is some information pertaining to the grant.

   c) Met with Mark VanderSchaaf, former Regional Planning Director for the Metropolitan Council and current Vice-Chair of the APA’s Regional and Intergovernmental Planning Division. This division is working on some interested projects of interest to APA Minnesota. Details will be provided at the meeting. This topic is for placeholder. Chances are we won’t have enough details to talk specifics.

   d) Webmaster has been working to resolve the acquisition of an outside party of the Chapter’s former domain name (www.mnapa.com). The individual with access to this URL has been unwilling to give up the URL. The team has been able to discover a name of the entity with control over the domain and has requested GoDaddy (host) to provide access back to the Chapter. The initial request was denied, with additional legal paperwork to file for next steps. The site contains the Chapter’s content and copyright. APA National has been requested to assist with next steps to at least remove the copyrighted content. More discussion to come, but no action is necessary at this time until a better understanding of next steps is available.

   e) Attached is information from National regarding Chapter Performance Criteria. This item is for discussion and information only at this time. The Executive Committee will bring back a more refined discussion at the next Board Meeting.
American Planning Association, Minnesota Chapter  
Position Statement – Metropolitan Council Governance  
February 23, 2017

Position Statement

The American Planning Association, Minnesota Chapter issues this Position Statement for legislative bills presented to the Minnesota House and Minnesota Senate pertaining to the governance structure of the Metropolitan Council.

APA MN’s Legislative Policy Platform supports fundamental planning principles that incorporate intergovernmental cooperation, effective planning tools, and excellence in citizen involvement. APA MN supports reform for regional planning, but in the context of the value of continued regional planning and a separate regional form of government that can provide appropriate guidance for the long term orderly and economic development of the region. APA MN desires to be a leader in support for local and regional planning initiatives.

The position of the American Planning Association, MN Chapter closely mirrors the legislative policy positions of Metro Cities (Association of Metropolitan Municipalities) and recent report recommendations by a Citizens League Task Force.

APA MN supports some reform to the governance structure and elements of the Metropolitan Council. Specifically, APA MN supports the following:

1. APA MN supports the Metropolitan Council’s mission to foster efficient and economic growth for a prosperous region.
2. APA MN supports the appointment of Metropolitan Council members by the Governor with four year, staggered terms for members, to stabilize ideological shifts and provide for continuity of knowledge on the Council, which is appropriate for a long-range planning body. The appointment of the Metropolitan Council Chair should coincide with the term of the Governor.
3. APA MN supports a nominating committee process that maximizes participation and input by local officials. Metro Cities supports expanding the nominating committee from seven to 13 members, with at least six members of a 13-member committee being local elected officials. Of the local officials appointed to a nominating committee, two thirds should be elected city officials.
4. APA supports the appointment of Metropolitan Council members who have demonstrated the ability to work with cities in a collaborative manner and commit to meet with local government officials regularly, and who understand the diversity and the commonalities of the region, and the long-term implications of regional decision-making.
APA MN’s Policy Platform outlines eight (8) specific areas of support regional planning efforts. The full policy platform is available online at www.planningmn.org/policy or in print version upon request.

About APA MN
The American Planning Association Minnesota Chapter is a non-profit statewide organization of over 750 planning professionals, educators, local officials and planning commissioners who are involved in planning-related activities on behalf of state and regional agencies, counties, cities, towns, educational institutions and the private sector.

Planning involves the use of many tools, including economic and demographic analysis, natural and cultural resource evaluation, goal setting, visioning and strategizing. Besides being the only profession specially trained to look at how these elements fit together, planners bring something more. Planners can offer options so communities and their citizens can achieve their vision of the future.

APA Minnesota is a chapter of the American Planning Association (APA), a non-profit public interest and research organization whose origins date back to 1917. APA represents 31,000 professional planners, government officials and citizens involved with urban and rural planning issues. APA and its professional institute, the American Institute of Certified Planners (AICP), are organized to advance the art and science of planning and to foster the activity of planning -- physical, economic, and social -- at the local, regional, state, and national levels. APA members are involved, on a day-to-day basis, in formulating planning policies and preparing land use regulations. Our objective is to encourage planning that will contribute to public well-being by developing communities and environments that meet the needs of people and society more effectively.

Sincerely,

AMERICAN PLANNING ASSOCIATION, MINNESOTA CHAPTER

Tim Gladhill
President
763-238-7946
tgladhill@planningmn.org

9288 Beverly Drive
Breezy Point, MN 55472
p: 1-888-882-5369 (toll free)
e: mnapa_admin@tds.net
Forecast Public Art Receives $100,000 NEA Our Town Grant for Public Art Knowledge Building

Forecast Public Art is pleased to announce receipt of its largest National Endowment for the Arts (NEA) grant in its 38 year history. Awarded through the NEA’s Our Town program (https://www.arts.gov/news/2016/creative-placemaking-grants-and-2017-guidelines-announced), with a focus on Knowledge Building, the $100,000 grant supports Forecast’s 2-year partnership with the American Planning Association (APA). The funds will support translating Forecast’s deep knowledge of the public art field into learning tools urban planners and related professionals can use to serve mid-sized American cities.

Forecast’s goal is to improve the health of cities and their citizens. The resulting curricula will focus on best practices in planning and designing healthy cities through the public art lens, including ethical treatment of artists, authentic placemaking, meaningful community engagement, and racial and economic equity.

As one of the leaders in creative placemaking, a tool of choice for those working to forge solutions to community development challenges, the NEA announced its latest round of funding through its signature program, Our Town. The NEA will award $4.3 million in grants to fund 64 projects in 36 states in cities ranging from Los Angeles, California to Lewiston, Maine.

“As a thirty plus year urban planning practitioner, I'm ecstatic to see the American Planning Association and Forecast Public Art joining forces, creative placemaking is truly coming of age" says Bob Kost, Forecast board chair.

This is the second year of funding projects led by field service and policy organizations to provide technical assistance to their members interested in creative placemaking. This year, the NEA will award $525,000 to eight projects, representing an increase over last year’s five knowledge building grants.

Leave a Reply

Enter your comment here...
Forecast Public Art Retweeted
AmericansForTheArts
@Americans4Arts

Proposed Trump #SkinnyBudget eliminates @NEAarts funding. Tell your representative we need to #SAVEtheNEA. bit.ly/2k1vrd3

#SAVEtheNEA

Forecast Public Art
@4castpublicart

Also check out this #TrainWrap created by @Selese (Andrea Carlson), a partnership btwn @MetroTransitMN and @NL_mn. 2017.northernspark.org/projects/andre

03 Mar

Forecast Public Art
@4castpublicart

#NorthernSpark 2017 Artists just announced! Exciting to see several Forecast grantees on the list, past and present. 2017.northernspark.org/projects/annou

03 Mar

Public Art Toolkit
Learn about all aspects of public art, from contemporary ideas and resources, to a step-by-step guide to the entire process of creating public art. Get started! (http://forecastpublicart.org/toolkit/)
Forecast Public Art Receives $100,000 NEA Our Town Grant for Public ...
# Chapter Performance Criteria Matrix

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<td>Youth, Student and New Professional Outreach</td>
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Chapter Performance Criteria

The Chapters of the American Planning Association serve to extend the mission of APA to individual states and regions. More so than APA itself, Chapters, are often the primary point of direct contact and interaction with the membership. As such, Chapters have a responsibility to provide quality customer service to both members and the communities served. This service is representative of not only each of our chapters, but also of one APA.

The Chapter Presidents Council (CPC) understands the limitations of a volunteer driven organization, but also recognizes that each chapter must provide a baseline level of service in order to fulfill APA’s mission, satisfy the needs of the membership, and ensure the success of the overall organization. The CPC has therefore adopted these Chapter Performance Criteria to establish the baseline levels of service and functions that the members of each chapter of APA deserve to expect in return for their dues dollars.

The Chapter Performance Criteria are divided into two parts—the first are mandatory components necessary for the Chapter to remain in good standing while the second provide a series of standards of success that a high-performance Chapter will strive to meet or exceed. The CPC is committed to assisting chapters in meeting these criteria by providing training, resources and assistance.

A. The following mandatory items are required to be submitted annually to APA staff and the CPC Executive Committee to remain in good standing with APA:

- **Mission Statement**: Defines the Chapter's core function(s) or purpose(s) and should include a commitment to the providing certain enumerated services and functions to its members.
- **Development Plan**: Articulates a long-term (5 year or so) vision for the Chapter’s future programs and services—the things that the Chapter wants to be able to do in future years.
- **Work Program**: Identifies specific quantifiable goals and actions for the coming year(s), based on the Mission Statement and Development Plan. The Chapter Work Program shall not exceed a four-year span and contains a listing of goals and objectives—the things the Chapter knows it is capable of accomplishing within the available resources.
- **Bylaws**: Chapter shall operate under a current set of bylaws. Chapters shall review their bylaws no less than once every five years and update as needed.
- **Budget**: Chapter shall adopt and follow an annual or biennial budget which is designed to implement the Chapter Work Program.
- **Financial Reporting**: Chapter shall prepare and disseminate to the membership a financial report for the previous fiscal year within 3 months of the fiscal year close. The report shall include the identification of all sources of income as well as expenditures.
• **Tax Return:** Chapter shall prepare and file appropriate federal and state tax returns within the timeframe established by the tax authority for an on-time return.

• **Use of “One APA” Logotype:** Chapter websites, publications, contracts and communications shall be identified with the full name of the chapter as "a Chapter of the American Planning Association," and with the uniform logotype of the Association.

• **Consolidated Elections:** Chapters officers shall be elected on a regular basis and Chapters shall participate in the APA consolidated and coordinated election cycle; a current list of all elected Chapter officers shall be maintained with APA staff.

• **Annual Report:** Each chapter is encouraged to write an annual report that summarizes the Chapter’s activities in relation to the adopted Work Program. This gives the Chapter Executive Committee an opportunity to assess the successes and difficulties experienced during the year and to plan accordingly for next year and also provides the membership with a yardstick by which to measure their Chapter.

**B. Attainment of all or most of the following elective items ensures that a Chapter is effectively serving its membership. Annually, completion or attainment of at least 4 of the elective items is required for the Chapter to be considered to be in good standing.**

1. **Communications:** Chapters should publish and send to its members some form of communication that focuses on current information and concerns relevant to its chapter. This publication maybe in an electronic form. Each chapter will determine the most appropriate format(s) and frequency for this communications, but 3 times per year appears to be a practical minimum.

2. **Membership Recruitment and Retention:** The most valuable asset of every Chapter is its members. Each Chapter should have an elected or appointed position and committee whose sole charge is attracting new members and retaining existing members.

3. **Professional Development:** Providing educational opportunities for the membership is a key component to the performance of Chapters, thus, chapters should provide access to 16 hours’ worth of educational opportunities to its members each year. These educational opportunities can include section events, workshops, conference sessions, brown bag lunch & learns, webinars, co-sponsoring educational opportunities relevant to the planning profession by allied organizations or any other format which delivers professional development opportunities to the membership as well as providing planning-related education to the broader community. Chapters should also consider creating a process and committee to assist eligible AICP members to be nominated to the AICP College of Fellows.

4. **Planning Board Outreach:** Chapters should provide support for planning board members in developing an understanding of the principles and practices of planning and opportunities to network with both planners and other planning board members. Creation of a Planning Board Development Officer position, offering special tracks for Planning Board members at Conferences and other similar actions are recommended.
5. **Legislation and Policy Program:** Chapters should provide opportunities for members to be informed of and participate in state and local legislative and policy issues of concern to the planning profession. At the very least, each Chapter should elect or appoint a legislative liaison and provide support for the liaison to attend and participate in the APA Policy and Advocacy Conference and National Delegate Assembly.

6. **APA Leadership Meeting Participation:** Chapters must send its chapter president or proxy to at least one of the two leadership meetings held in any given calendar year.

7. **Chapter Annual Meeting:** Chapters should hold a business meeting annually in person or via electronic communications.

8. **Succession Management:** Each chapter should have a plan for leadership transition to ensure the smooth transfer of experience and knowledge to new chapter leaders.

9. **Awards Program:** Chapters should have an awards program to recognize professional planning projects undertaken and completed within the Chapter territory. The categories within awards programs must be tailored to the needs of each Chapter and can include recognition of individuals as well as projects and plans. Whenever possible, Chapters should use awards as a way to communicate to the community at large about the value of planning.

10. **National Community Planning Month:** Each Chapter should use the opportunity and resources provided by National Community Planning Month to engage communities and citizens in a dialog about the value of planning to civic discourse and developing a shared vision for the future of communities. Obtaining state and local proclamations, providing specific programs and writing articles highlighting planning’s value to citizens for news media outlets are all examples of successful efforts.

11. **Local Great Places Program:** Some Chapters have found that instituting a statewide or localized Great Places program is very beneficial for promoting planning and what planners can accomplish. Great Places programs can be easily combined with advocacy outreach efforts as elected officials rarely object to being part of positive recognition events.

12. **Outreach to Youth, Students and New Professionals:** Chapters should work closely with College and University Planning Programs in their area, but should also look for ways to engage K-12 youth about the value of citizen engagement and community planning. Finally, Chapters should make specific efforts to bring new planning professionals into the Chapter through programming and representation.

The process for reporting is intended to not add paperwork burdens to the Chapter. The specific documents required by these criteria together with the existing reporting schedule will provide nearly all necessary reporting and it is anticipated that a simple reporting form will be developed and used as a part of regular annual chapter reporting cycle currently in place.

The goal of these criteria is not about crime and punishment; it is to set a reasonable and attainable level of performance which will ensure a quality and beneficial membership experience for all members of APA. The principle of progressive and scalable intervention will be
utilized. The CPC Executive Committee has lead role to determine both compliance/non-compliance and what, if any, assistance will be provided. In general, the path may include:

- Provide assistance through mentoring—this may be an especially attractive opportunity for former CPC members with a desire to remain involved to be able to work one-on-one with a chapter
- Tailored “Performance Improvement Plan” with timeline and focused assistance
- Designated as Noncomplying—not eligible for CPC Awards or general CPC grants—until fully meeting criteria
- Targeted assistance grants to help with meeting a specific criterion or goal

Ultimately, continued non-compliance over a period of years may require enhanced intervention up to and including dissolution of a Chapter and assigning its membership to one or more adjacent chapters. That is not an outcome to be hoped for, but the APA Bylaws do allow such extreme measures to be considered by the APA Board upon recommendation of the CPC. It bears repeating in this context that the purpose of these criteria is to ensure that all APA members receive value for the dues that they pay.
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):

Motion to approve the 2017-2019 Strategic Plan

   a. Background information for your request:

Please see the attached proposed Strategic Plan. This is a partial approval for the Mission Statement and Vision Statement only. The Work Plan component will be brought forward at a future date. Completion of the Mission Statement and Vision Statement will help the Executive Committee complete the Work Plan itself.

Feedback from the annual retreat was incorporated to the best of our ability. This is a starting point, and can be refined over the course of the next year. The Executive Committee does desire to complete a more robust development plan for the Chapter, but will need more time to develop and review, as well as coordinate through the Administrator transition period.
APA Minnesota Strategic Plan

Proposed Mission Statement

APA Minnesota’s Mission is to empower our members and communities, serve the public interest, and create great communities by being leaders in the planning profession through education, advocacy, and networking.

Proposed Vision Statement

APA Minnesota’s vision is for ‘One Minnesota’ that unites urban and rural communities and everything in between.

Our Core Values

- Equity
- Inclusiveness
- Empowerment
- Diversity
- Leadership
2017 APA Minnesota Mission Statement

APA Minnesota’s Mission is to empower our members and communities, serve the public interest, and create great communities by being leaders in the planning profession through education, advocacy, and networking.

- Service (to our members)
- Public Interest
- Educate
- Lead
- Advocate
- Planners Professionals
- Engage Connect
- Equity
- Communication
- One-Minnesota Connecting Uniting Rural Urban

Policy
Advocate
Represent
Advocate
Advocate
Advocate
Better
Planning
Advocate
Citizens
Public-Interest
Public
Communities
Communities
Members
Planners
Planners
Professionals
Planners
Professionals
Rural
Urban
Cross-Pollinate
Educate
Educate
Inform
Research
Educate
Educate
Educate
2017 APA Minnesota Vision Statement

APA Minnesota’s vision is for ‘One Minnesota’ that unites urban and rural communities and everything in between.

Our Core Values

- Equity
- Inclusiveness
- Empowerment
- Diversity
- Leadership

From the workshop

- Equity
- Inclusive
- Convene
- Collaborate
- Network
- Bring Together
- Create
- Circumstances
- Service to Members
- Empower

Lead
Push
Lead
Lead
Thoughtful
Lead
Best-Practices
Equity
Model
Value
Planning
Promote
Profession
Membership
Volunteers
Programs
Strongest-Chapter
Model
Planning
Empower
Develop Leaders
Best-Practices
Great-Communities
Example
Facilitate
Everyone
Diverse
Diverse
Diverse
Inclusive
Inclusive
Engage
Meaningful
Engage
Big Ideas
Build Support
Coordinate
Educate
Educate
Resource
Members
Grow
Sustainable
Broaden Outreach
Underserved Populations
Equity
Social Justice
Equity
Future
Communities
Professional Growth
Collaborate
Collaborate
Collaborate
Tight-Knit
Group
Peer-Network
Advance Planning Profession
Marketing
Public Outreach
Digital
Convene Planners
Develop Professionals
Communicate
Listen
Create
Create
Vision
Create Communities where People want to Live Work Plan
Create Sustainable Communities
Live
WiFi Warriors
Community Educators
Create Sustainable Places
American Planning Association, Minnesota Chapter – 2017 Action Items

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Professional Development ....................................................................................................................... 2

Communication and Technology
• Use the slogan ‘One Minnesota’
• Better advertise the new online forum.
• Create a list of experts by topic with contact information on website.
• Present a keynote session at the conference re: new strategic plan and accomplishments.
• Staff a booth at the conference.
• Build in more time to network at the conference, don’t over program.
• Re-establish the monthly Spotlight Community.
• Establish a monthly Spotlight Peer Community.
• Establish a monthly Spotlight Member.
• Establish a monthly Spotlight Project.
• Mail one (1) print edition of the Planning Minnesota Newsletter per year to all Members.
• Shift to quarterly newsletter for larger edition. Monthly eUpdates.
  o Define the purpose of the ‘print’ or PDF version of the newsletter. Is it still effective when it was first created? What is the role of the newsletter in the social media age?
• Enhance the Online Calendar.
• Establish a ListServe that allows users to choose which categories that want to be updated. See State of MN list serve for example.
• Create a Chapter Smart Phone App beyond just conference.
  o Look into CPC Grant for development.
  o MN CTS and Ehlers for examples.
• Evaluate the effectiveness of QR Codes, Electronic Conference Evaluations, and Conference Brochure.

Legislative and Law (Policy)
• Support the Legislative Platform and Action Plan.
• Resist pre-emption of state/local ability to regulate.
• Support the Road Assessment Fee (League of Minnesota Cities Platform).
• Transportation and Transit Funding.

Young Professionals Group
Focused on the growth, development, and support for entry level planners.

• Informal small group convening for entry-level planners. A trusted space for discussion.
• One on One mentor program on a rolling basis. Play Planner Matchmaker! Kick this off and announce at Mankato Conference.
• Recurring Meet Up Hour. Example: Third Thursday.

Planners Emeriti

• Needs a champion.
• Panel discussion at Mankato.

Professional Development

• Regular Schedule (metro)
  o District Directors set schedule in Greater Minnesota.
  o Survey members in each district.
• Access to webinars.
• Engage Students/Connect with Professionals.
• Topical Road Show
  o Example: 2015 Legislative and Law Committee
  o All Districts. Different locations around the Metro.
• Partner with MACPZA
• Conference
  o Reach out to Districts to solicit topics and specific network.
  o Reserve a spot for each District to present.
  o Reach out to MACPZA.
  o Ask everyone to suggest one topic.
  o Look for a sponsor to host webinars.
• Networking and Social Events
  o Consider assigning/delegating marketing and coordination (logistics) to Administrator (2018).
• Bring people together around things we are already doing.
  o Fall Conference
  o Spring Seminar
• Use technology to reach members w/BB.
2. **Action you are requesting of the Chapter Board (should be one sentence):**

**Motion to approve the initial plan of action for an Executive Director Search.**

a. **Background information for your request:**

The Executive Committee continues to discuss the pending retirement of the existing Administrators as well as a review to a transition to a broader Executive Director. The following actions are recommended. This is for initial discussion only. No actual attachments/proposals are attached.

a) Issue a request for Letter of Interest to aide in reviewing options available with existing resources and revenues. LOI content to be reviewed at a future date. This is not a step in final selection, but an opportunity to see what options exist to meet the Chapter’s needs. The Board could develop a list of core responsibilities based on our existing contract with the Administrators, as well as develop a wish list. Existing contract is attached for review.

b) Consult with Ehlers or other financial consulting firm for membership rate/revenue analysis to support ultimate administrative approach.

c) Check back with Board on results of A and B above.

d) Issue a full Request for Proposals.
Date: 
To: Otto and Mary M. Schmid
From: APA Minnesota Executive Board
Re: Memorandum of Agreement

This memorandum outlines basic services, compensation and other elements which together constitute an agreement between the Minnesota Chapter of the American Planning Association, hereinafter referred to as APA Minnesota, and Independent Contractors Mary M. and Otto Schmid, hereinafter referred to as the ADMINISTRATORS for the provision of administrative services to APA Minnesota.

APA Minnesota and ADMINISTRATORS agree as set forth below:

A. BASIC SERVICES

The ADMINISTRATORS, as Independent Contractors, shall provide the following basic services to APA Minnesota:

1. MANAGE AND COORDINATE ADVERTISEMENTS ON CHAPTER NEWSLETTER OR WEBPAGE INCLUDING INVOICING AND COLLECTION OF PAYMENTS FOR ADVERTISERS AND CORPORATE MEMBERS ON AN ANNUAL BASIS
2. MAINTAIN THE MN CHAPTER ONLY MEMBER DATABASE AND COORDINATE PAYMENT OF DUES FOR MN CHAPTER ONLY MEMBERS ON AN ANNUAL BASIS
3. MAINTAIN CHAPTER POINT OF CONTACT INCLUDING MAILING ADDRESS, E-MAIL ADDRESS, AND TELEPHONE CONTACT POINT
4. RESPOND TO GENERAL INQUIRIES ABOUT APA MINNESOTA AND CHAPTER MISSION/ACTIVITIES
5. PROVIDE ARCHIVE SPACE FOR ELECTRONIC FILES AND HARDCOPY FILES OF CHAPTER RESOURCE MATERIAL
6. RESPOND TO CHAPTER PRESIDENT AND VICE PRESIDENT REQUESTS FOR ASSISTANCE AS TIME ALLOWS
7. PREPARE ELECTRONIC MAILING PACKETS
8. MAINTAIN UP TO DATE MEMBERSHIP LIST IN COLLABORATION WITH THE MEMBERSHIP COMMITTEE AND THE ASSOCIATION’S NATIONAL OFFICE.
9. MAINTAIN UP TO DATE CHAPTER LEADERSHIP LISTS
10. ATTEND FULL BOARD MEETINGS
11. ATTEND COMMITTEE MEETINGS WHEN REQUESTED BY THE BOARD OR COMMITTEE CHAIRS
12. RECEIVE AND ARCHIVE MINUTES AND AGENDAS OF BOARD MEETINGS
13. ASSIST BOARD MEMBERS AND COMMITTEE CHAIRS, AS REQUESTED, WITH ACTIVITY PLANNING FOR BOARD, COMMITTEE AND CHAPTER EVENTS AND ACTIVITIES INCLUDING THE ANNUAL CONFERENCE. (SEE SEPARATE DOCUMENT FOR SERVICES PROVIDED FOR THE CONFERENCE.)
14. PREPARE AND WORK WITH THE NATIONAL OFFICE TO SEND BALLOTS FOR CHAPTER ELECTIONS
15. ASSIST THE TREASURER, AS NEEDED, WITH SUCH THINGS AS DEPOSITS AND MANAGING XCEL WORKSHEETS
16. ASSIST WITH MAINTAINING THE MANY PARTNERSHIPS OF THE CHAPTER WITH SUCH ACTIVITIES AS SENDING EMAILS ON THEIR BEHALF
17. COLLABORATE WITH THE WEBSITE MANAGER AND THE COMMUNICATIONS DIRECTOR FOR UPDATES AND ANNOUNCEMENTS
B. ADDITIONAL SERVICES

APA Minnesota may from time to time require additional services related to special projects or needs. ADMINISTRATORS, as Independent Contractors, may require additional compensation for such services. Additional services that are not explicitly listed as a basic service and that will require additional funding above and beyond what is agreed to in this memorandum shall be approved by the Chapter President after consulting with the Chapter Treasurer.

C. COMPENSATION FOR PROFESSIONAL SERVICES

The ADMINISTRATORS agree to provide the basic services contained in Paragraph A in exchange for professional fee compensation as noted below. APA Minnesota agrees to pay the ADMINISTRATORS for services rendered as follows:

1. For the ADMINISTRATORS’ Basic Services described in Paragraph A above, a fee based on the ADMINISTRATORS’ current hourly rate of ________ per hour not to exceed ________ in a full calendar year.

2. For the ADMINISTRATORS’ Additional Services described in Paragraph B, a fee based on the ADMINISTRATORS’ current hourly rate schedule plus incidental expenses or a negotiated fee as approved from time to time by the Chapter President after consultation with the Chapter Treasurer.

3. For expenses incurred by the ADMINISTRATORS related to the delivery of services described in Paragraph A based on actual cost of expense and mileage reimbursement based on current IRS rates.

4. Statements will be submitted to the Treasurer of APA Minnesota on a monthly basis as work is completed and shall be payable within 30 days in accordance with this Agreement. Invoices shall provide a detailed accounting of tasks and time spent in a format that assists the Chapter Treasurer in budgeting efforts.

5. The ADMINISTRATORS reserve the right to suspend services if APA Minnesota is delinquent in making payments in accordance with this Memorandum of Agreement.

D. TERMS OF AGREEMENT

1. The Term of this Agreement shall be concurrent with the work authorized and shall be in evaluated on an annual basis by the full Chapter Board.

2. Either party may terminate this Agreement by written notice to the other party at its address thirty (30) days prior to the date of termination.
E. AUTHORIZATION

By signing below, APA Minnesota and ADMINISTRATORS agree to the terms outlined in this memorandum of agreement.

APA Minnesota

__________________________________________________________
Tim Gladhill, Chapter President
Date:______________

__________________________________________________________
Eric Weiss, Chapter Vice President
Date:______________

ADMINISTRATORS

__________________________________________________________
Mary M. Schmid
Date:______________

__________________________________________________________
Otto Schmid
Date:______________
3. Action you are requesting of the Chapter Board (should be one sentence):

Motion to adopt final Percentage-Based Dues amount at the 20% threshold.

   a. Background information for your request:

The Board approved a change to percentage-based dues for State Membership Dues at our September Board Meeting. The intent of the change is for more equitable membership structure. Refer to Board Agendas and Minutes from May 2016, July 2016, and September 2016 for more background.

The 20% threshold per the attached document is the most comparable revenue structure to our existing membership rates.
<table>
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<tr>
<th>Member Salary</th>
<th>APA National Dues</th>
<th>Members</th>
<th>Current MN</th>
<th>10% Income</th>
<th>15% Income</th>
<th>20% Income</th>
<th>25% Income</th>
<th>30% Income</th>
<th>35% Income</th>
<th>40% Income</th>
<th>45% Income</th>
<th>50% Income</th>
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<tbody>
<tr>
<td>Under $42,000</td>
<td>$150.00</td>
<td>34</td>
<td>$16.00</td>
<td>$64.00</td>
<td>$24.00</td>
<td>$316.00</td>
<td>$32.00</td>
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<td>$36.00</td>
<td>$1,632.00</td>
<td>$56.00</td>
<td>$1,804.00</td>
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<tr>
<td>Under $42,000</td>
<td>$160.00</td>
<td>35</td>
<td>$16.00</td>
<td>$65.00</td>
<td>$24.00</td>
<td>$316.00</td>
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</tbody>
</table>

| TOTAL         |                  | 559     | $27,950.00| $14,583.50 | $21,785.25 | $29,167.00 | $35,458.75 | $43,750.50 | $51,042.25 | $58,334.00 | $65,625.75 | $72,917.50 |

Less APA CPC Fee’s (.49 per Member) (charged 2 quarters)

| TOTAL         |                  | 559     | $27,950.00| $14,583.50 | $21,785.25 | $29,167.00 | $35,458.75 | $43,750.50 | $51,042.25 | $58,334.00 | $65,625.75 | $72,917.50 |

Less APA Bank Processing Fee (3% of dues)

| TOTAL         |                  | 559     | $27,950.00| $14,583.50 | $21,785.25 | $29,167.00 | $35,458.75 | $43,750.50 | $51,042.25 | $58,334.00 | $65,625.75 | $72,917.50 |

Less APA Administrative Fee ($2.92)

| TOTAL         |                  | 559     | $27,950.00| $14,583.50 | $21,785.25 | $29,167.00 | $35,458.75 | $43,750.50 | $51,042.25 | $58,334.00 | $65,625.75 | $72,917.50 |

Less APA CM Credit Fee’s

| TOTAL         |                  | 559     | $27,950.00| $14,583.50 | $21,785.25 | $29,167.00 | $35,458.75 | $43,750.50 | $51,042.25 | $58,334.00 | $65,625.75 | $72,917.50 |

TOTAL Chapter Dues Revenue

| TOTAL         |                  | 559     | $27,950.00| $14,583.50 | $21,785.25 | $29,167.00 | $35,458.75 | $43,750.50 | $51,042.25 | $58,334.00 | $65,625.75 | $72,917.50 |