Western Central Chapter

American Planning Association

Executive Committee Meeting Minutes

January 13, 2020

Attendees: Jeff Bollman, AICP, President; Charles Bloom, AICP, Vice-President; Megan Nelms, AICP, Secretary/Wyoming State Director; Lysann Zeller, South Dakota; David Heinold, Webmaster; Jacob Cody, Newsletter Editor; Andrew Hagemeier, Montana

Agenda:

1. Minutes

Lysann moved to approve the minutes from October 7, 2019 as presented. Charles seconded. All voted aye, motion carried.

1. President’s Report

Jeff gave an update on our Chapter performance report, which is due by January 31st. He has added information about our strategic plan update. He asked if anyone had further comments on the report. Lysann noticed we didn’t say anything about the AICP scholarship program in the strategic plan. She doesn’t think it warrants meeting again separately, but just to note it. No one else had any comments.

Jeff noted that we said on the draft plan we would have a review by the membership. Jacob is getting ready to do the new quarterly newsletter, so we will highlight this and put it on the website. He was thinking about drafting a short article/list of changes to the plan. He will come up with something and asked if anyone can give a little background and help with the changes/updates made, it would be appreciated. Megan volunteered to help send a short list of updated goals.

We decided not to do a formal vote on putting the strategic plan out for membership review. We will vote to approve it after.

Jeff will send the performance report and work plan to CPC.

1. State Legislative Summit

Andrew is temporarily filling in as the Montana representative. Their board is meeting in person in January and he is going to try to recruit someone then, but if he doesn’t, he will probably continue as the representative. Currently he is still President of MAP for another six months, so he doesn’t want to get too much on his plate. Andrew also attended the APA legislative summit, as Montana is currently working on updates to their planning statutes. Andrew is on the task force/coalition working on this.

Andrew said he was interested to hear how other states were working on their legislative issues and noted that even larger states compared to Montana face the same types of issues. The workshop focused on being proactive rather than reactive. They learned about how to build an issue and campaign and developing relationships with stakeholders. They used examples from other states, and he thought it was good. He said it was unique being there as the WCC rep with our four states since all the other chapters are single states that deal with one legislature, where we are four separate entities dealing with our legislatures on our own.

Megan and Charles asked some questions and discussed what Wyoming has being doing on working with the legislature. They will get more info and possibly look at sending a Wyoming person to the summit in the next few years.

1. Treasurer’s Report

Not much to update. We are still looking for a Treasurer.

1. Budget

Jeff had sent out a proposed 2020 budget with the meeting packet. Charles asked why there was a dip in the budget for board travel for this year. Jeff said it was because we received a grant/scholarship to attend the APA conference in San Francisco, so that covered a lot. Jacob asked why the PDO travel budget varies so much from year to year. Jeff replied that it was because Randy tried to attend the APA conference every other year, so we would only do funds on a year he was scheduled to attend.

Megan noted that we needed to add $1,000 to the WPR line item, as the conference this year is in Bismarck, North Dakota. Jeff added it.

Lysann commented that we had previously discussed wanting to keep at least 2 years operating budget in the bank and we are approaching close to four years’ worth of operating. She doesn’t want us to spend money just to spend it, but we should look for opportunities to use the money for the states and members. Jeff agreed and said as we go through the year, if we see things we would like to fund, we should look at doing it. Whether it is to financially support a mentor/mentee event at a state conference or other ideas we have.

Megan moved to approve the 2020 budget, with the addition of the $1,000 for the Western Planner conference. Charles seconded. All voted aye, motion carried.

1. PDO Report

Randy has resigned so we are looking for a new PDO as well. The only requirement for the position is that they are AICP certified. The Treasurer position only requires that they be a member of the Executive Board.

1. Website Update

Not much to update. David has been working on filling in the details about conferences and meetings the best he can. Keeping up work on the job postings. He reminded everyone to send him info on state conferences and other events.

1. Western Planner Representative

Andrew B. was not on the call. Megan gave the update. WPR has their first ever annual report that will be coming out in the next few weeks. NDPA is working hard on the Bismarck conference. They are also working on having themes for each monthly journal and the articles focused around that theme. We also haven’t heard from Andrew B. in a while. Jeff will reach out to him and see what is up.

1. Young Planners Initiative – Mentorship Program Update

No update on this, but the call today reminded Lysann of the upcoming Bismarck conference and that the subcommittee should get together and start discussing something they can do at the WPR conference.

Charles asked if since we have no PDO, had anyone gotten a list of who passed the AICP exam in our chapter. Jeff said he has not seen anything but will investigate it.

1. State Reports
	1. Wyoming

They are working on their spring conference, which will be in Riverton May 14-15. They are also getting a new administrative consultant, so hopefully that will help them accomplish more this upcoming year. Charles mentioned the upcoming Wyoming legislative session in February.

* 1. South Dakota

Lysann gave a brief update. Their legislative session starts tomorrow but hasn’t heard of any planning topics coming up. They are foregoing their fall conference this year to encourage people to attend the WPR in Bismarck. They have a lot of money in the bank right now, so they are offering scholarships to assist people to attend trainings, travel to conferences or get AICP study materials. She is not sure how much has been used so far. Lysann didn’t attend the fall conference this year but David did. He gave a brief synopsis of that, saying they had good attendance. They did a young planner/pub trivia game that went very well. Megan asked David if he would share his trivia questions and he said he would send them over.

* 1. North Dakota

No rep on the call.

* 1. Montana

Andrew gave the update. He said they are working on a new website and are hoping to have that go live at the end of the month or mid-February. They are also continuing work on their legislative priorities and working with the legislative coalition group.

1. Other Business

Jeff mentioned the APA Illinois Chapter using the non-profit gsuite that you can sign up for. Megan noted that WPR also recently started using this and they like it. Jeff started working on getting us one. He is waiting for the IRS forms from APA to turn in to Google. David also mentioned that we have a wcc gmail account, so Jeff should use that when he signs up for the gsuite account.

Jeff also noted that we finally got a new logo with APA WC. If anyone needs it, he can send the different versions – black & white, color, etc.

Jacob reminded everyone to send him articles or other items to put in the newsletter.

Adjourn

Jeff asked if there were any issues with the meeting dates he set for 2020. There were none, so he will send out invites for those quarterly calls.

The next meeting is scheduled for May 11, 2020 at 3pm. The meeting was adjourned at 4:07 pm (MST).