

Western Central Chapter
American Planning Association
Executive Committee Meeting Minutes
March 13, 2013

Attendees: Ken Markert, AICP, President; Allyson Brekke, AICP, Vice President (and Webmaster) ; Jeff Bollman, AICP Treasurer and Montana State Director, Brett Walker, Wyoming Director; Brandon Cammarata, Western Planner Representative; Allison Mouch, PDO

Agenda:

1. Introduction of new Board Members
2. April Getchius Resignation - Markert noted that April Getchius has resigned as Past President. She has taken a job in Timnath, Colorado, as the Town Manager. There is no effective way to replace the Past President position on the Board so we will have to wait until we have one again. Brekke suggested we get something for her to recognize her contribution to the WCC. Some sort of certificate or plaque was discussed. Walker said he would look into costs of plaque and report back to the Board.
3. Minutes: It was moved by Walker and seconded by Bollman to approve the minutes of the December 7, 2012 meeting. The motion was unanimously approved.
4. State/Western Planner Reports:
 - a. Montana – Bollman reported that MAP is getting ready for the upcoming legislative session; MAP will hold a conference in Helena this year, probably in September; and MAP has recently done its own membership survey. In response to a question, Bollman indicated that MAP is keeping its sustaining member status with Western Planner, at least for now.
 - b. South Dakota – Report is attached
 - c. North Dakota – Report is attached
 - d. Wyoming – Walker deferred to Cammarata. Cammarata mentioned the upcoming WYOPASS spring workshop in Thermopopolis being organized by Charles Bloom, and fall conference being organized by Megan Nelms. He discussed House Bill 85 getting rid of extra-territorial jurisdiction for cities and towns.
 - e. Western Planner – no report.

5. Website:

Brekke reported on website activities and that the website is presently lacking information on upcoming conferences – Please send those in. Also, she is updating the website every two weeks with regards to job postings – Please send those in. Brought up newsletter vacancy (discussed below).

6. Treasurer's Report:

Bollman noted that Brekke prepaid for the survey by Survey Monkey and that WCC would reimburse her for that. We're doing better than this time last year, somewhat under budget. The APA grant for Ken's travel expenses helped put us in the black. Not much more than that at this time.

7. Membership Survey Results:

Market stated that it appears to have been a very useful process. A third of the WCC membership participated, which is on par with other chapters. Walker noted that the Young Planner's Initiative was not well renowned. Brekke said she might be able to help out a bit, if the goal is well stated and understood. We could host or sponsor activities – set up some sort of communication tools. Bollman thought that when the Board first discussed it, it was more of an attempt to see what the young planners in our membership wanted, and that the Board would provide the money to accomplish those things. Brekke suggested looking at some other chapters to get some ideas. Mouch pointed out that there seems to be a logical overlap with professional development so keep her in the loop as she could help as well. Markert said he would debrief April and see what she recommends and where she thought it was going. Perhaps that will help find some focus. He also mentioned that there is an APA paper on it. There was a general consensus that the Board should renew their efforts on this.

Markert mentioned that a lot of the respondents appreciated the webinars. While it does cost some money, it appears to be a good place to spend it. The survey also indicated an appreciation to our ties to the states and WP, and that we are going in the right direction.

Cammarata noted that not too many people are aware of the scholarship and that this could play into something for members to use who are having a hard time crossing state lines, etc.

Markert noted that the proposed budget does not set aside money for scholarships. Cammarata said it appears that it hasn't been funded for some time.

8. CPC Photo Auction Request:

Markert discussed this request from national conference to raise money for national foundation and it appears that this is going to become an annual event. A large part of what the Foundation does is providing scholarships. He mentioned April's husband contributed to the cause last year, and solicited ideas for this upcoming event, and how hard we want to go with this in further years. A response is requested by the end of March. Brekke suggested putting something out to the membership asking for a contribution from either the members themselves or friends and families of the members. If we get more than one, a subcommittee would have to vote on it. Brekke, Markert, and Cammarata agreed to be on the subcommittee.

9. Budget Approval:

Jeff Bollman stated that on the revenue side, based in part on the survey, we might consider bumping up the dues (as the charges to APA are rising) and that this may have possible impact on what we get. On the expenses side, as stated, the APA per member charge is going up. We pay for Western Planner Rep travel, President Travel to National and Fall Leadership Conference. We've traditionally given WP \$1000 and \$1000 in AICP development for training (primarily for webinars at a nominal \$150 bucks).

Pepper did a little bit of traveling to state conferences for PDO stuff that Allyson could do. There is a CM provider fee – every year we go in and get an unlimited number of credits, use our credits. Need to make sure we renew in April or May. APA automatically takes that money out. We also provide State conference support at \$400/state to pay for bringing a speaker in or something like that.

Cammarata had a question relating to line 22 and when there is an overlap, when WP is not in a WCC state. Bollman said yes. Cammarata also asked about the investment in the newsletter. Bollman mentioned the onetime \$150 dollar cost for software and the subscription to constant contact.

Markert suggested moving ahead with the fee increase issue, and that we would need to notify APA. As the survey pointed out, only 8 or so people were against it. Cammarata supported going forward with it. The amount of the fee increase was brought up and whether it should be \$4 or \$5. Cammarata wanted to know membership number, and if there were any plans for the future that might justify the raise to \$5. Bollman said he would prefer to have the increase be as small as possible; just enough to go along with the APA offset, rather than ask for more without a clear reason.

Cammarata made a motion to approve the increase to \$4. Brekke seconded. The vote was unanimous to approve.

Markert asked the Board if there were any changes or suggestions to be requested and reminded the Board that our bylaws say we should approve at the first meeting of the year, and then post on the website. Hearing none, he further stated that he

was concerned that we might go below \$20,000 but that looks less like a problem now and that we have a considerable surplus. For the current budget, going into the red by \$800 doesn't seem like too much. If we had an initiative that we wanted to spend money on, we could even do that. As we just got the survey back, we could amend the budget later on if we saw something we wanted to support. Cammarata made a motion to approve. Walker seconded. The vote was unanimous to approve.

10. Approval of National Conference Leadership Meeting attendance expenses:

Markert explained the costs. Cammarata motioned for approval. Bollman seconded. The vote was unanimous.

11. March 15, 2012 Webinar:

Markert mentioned that he saw it at the Conference in Billings and it was good. One could pick up some CM credits.

12. Board Vacancies – Newsletter Editor:

Discussed plan for the newsletter, primarily with respect to who is going to volunteer for this position. Brett has agreed to take this over. He will contact Megan for the templates and other information so that we can aim at a quarterly publication.

13. CPC Grant Application:

April was working on it and was going to have an intern help with the development of a presentation that WCC could ultimately take out to other conferences and the like. Cammarata asked about the status and told it is under consideration by the APA. He emphasized that if we get it, we need someone to run it. Everyone acknowledge that issue. Markert stated that the intern wasn't hired to do it. There was to be some interfacing with the AARP, especially to help out with some demographic information. We won't know until the national conference whether it is funded or not. If we don't want to do it, we should let them know. Jeff – April's division was to \$1000 in kind. Only cash involved is to APA. \$1000 involved. Cammarata said that he is inclined to let it ride, but that we should develop a plan to know what to do if we get it. He said he'll need to read the grant and see

how well articulated it is to see if it would be easy to take it forward. The board concurred.

14. Next meeting – Date to be determined in June, 2013.

Respectfully Submitted,

Brett Walker, Wyoming Representative