

Western Central Chapter
American Planning Association
Executive Committee Meeting Minutes
April 11, 2016

Attendees: Allison Mouch, AICP, President; Bethany Brandt-Sargent, VP; Megan Nelms, AICP, Wyoming State Director; Jeff Bollman, AICP, Montana State Director; Lysann Zeller, South Dakota; Donna Bye, North Dakota; Brandon Cammarata, AICP, Western Planner Representative; Randy Johnson, AICP, Professional Development Officer; Ken Markert, AICP, Past President; David Heinhold, Webmaster

Agenda:

1. Minutes: Jeff moved to approve the minutes from November 30, 2015 and January 4, 2016. Ken seconded. All in favor, motion carried.
2. President's Report

Allison gave an updated on the national conference and how it went. It was one day shorter again, so it was a very packed schedule. Megan also attended. Allison gave an update on the CPC meetings. The new APA website is up and running and they are heavily promoting it. They're going to be launching a career center and other interactive features and functionality. She also gave an update on the new initiative to retain young planners and APA's discussion on creating a pathway for students and young planners to give them a route to taking the AICP test. This was a big topic at the regional round tables. AICP is something that is difficult for us in the west to tout to employers, especially in rural areas. We have to continue to show its value and how it conveys experience, and now this may make it more accessible to more people.

There was discussion on whether there was an accredited planning program within our chapter states. The initiative may or may not have a direct impact on us, but it is something to consider and it is going to come up again in six months to a year.

Allison also discussed CPAT and how they are branching out and looking for international volunteer work, so if anyone is interested, they can look at the APA website for more information. They did a CPAT in Belize last year.

The final big discussion to come from the NPC was that all chapters are having to move to a percentage based fee structure by the end of 2017. This was a discussion that hard started at the NPC in Atlanta. It was seen to be a recommendation then, but now it is a mandate and we need to do this. We don't have to make changes to the bylaws to reflect this. What we do have to decide is where we want to be percentage wise. Allison will send out some info on what different percentages look like for WCC and compared to other chapters. We are not the lowest fee chapter right now, but we are in the bottom 10 and we are pretty much in line with other western mountain chapters. We do have flexibility and can pick any percentage we want, going as low as 5%.

APA would like us to stay in 5% increments to keep things clean. 15% would be high, but we can strive to keep things close to what we have now, dues wise. The percentage is based on APA dues, not AICP, but it could still be a hit to some of our members.

Ken's thoughts were that it would be ok – might be a hit to a few. Megan added that we should try to keep it so the majority of members won't be hit with large increase. There was general discussion and Allison said in the next 3 months she will get info specific to us and who would really be impacted with the 15% starting point. In the end we get to choose the percent but have to move to this fee structure.

Finally Allison mentioned the WCC meet and greet she had set up on Phoenix. We had a pretty good showing, with lots of people from Montana. There was a huge group from Missoula that was there. Overall it was a great turnout. Overall the conference was good and well attended.

3. Plan 4 health update

After lots of work between Allison, Jeff and the coalition in Helena, we have a signed contract for work and we got the influx of cash for the grant in early January. There will be another deposit coming. They did extend the timeline and we now have till the end of the year instead of September to complete the work. The coalition has selected Alta out of Bozeman to help them to work on the planning project. WCC has contracted with the consultant, so we have a contract with the coalition for administration, outreach etc, for about 25k and the bulk of the money is going to the consultant to create this wayfinding and healthy living plan. Allison will send out the final contract with the consultants for final review by the board. The contracts should not cause too much more administrative work on our end, and we'll make it work.

4. Treasurers Report

Jeff sent out the financials to the board for the year so far. We have the influx of cash from the grant, so he has tried to separate that out within the spreadsheet, even though all the money is in the same account. There has not been a lot of activity otherwise, just the grant and some travel support for Allison. Not much else has been going on.

5. PDO Report

Randy said they are having quarterly PDO conference calls. AICP president Glenn Larson sat in on the last one, and said they are looking at making changes to the AICP exam in May 2017. They are mostly looking at content changes to reflect new trends in planning. They are looking for what the trends are and trying to incorporate some new questions. Also setting up a committee to review 800 questions, but the goal is to modernize and be more contemporary with the field of planning he will keep us updated.

Randy talked about the new ability for reporting credits for doing pro bono work. It will be in with the self-reporting credits, up to the maximum of 8.

Last, they are looking at making some changes to the code of ethics and reducing the time it takes to process a complaint. Not a lot of details yet, but he'll let us know where they go.

He mailed out 3 set of study cds for those looking to take the test. There was brief discussion about the scholarships to take the test and the qualifications and if we get people to apply.

6. State reports:

- a. South Dakota – Things are quiet in the state. They went through the legislative process with a few small changes. They are currently working on planning for the fall conference. Not much else going on. The fall conference is October 26-27 in Sioux Falls. As they are working on the agenda there may be some mobile workshops and maybe doing an evening social.
- b. North Dakota – Donna said their conference is in Bismarck September 15th. They are looking for sessions, especially for a round robin session. They are still partnering with League of Cities. They have been getting higher attendance and new membership through this partnership. NDSU and UND recently hosted the North Dakota conference on demographics, with good info from the census. Donna can send more info if anyone is interested. ND still has a low unemployment rate, even though they might be getting ready to go into a recession. Still lots of jobs open not related to the energy industry. She talked about the NDSU housing report and how they are working to produce a document that shows the housing surplus in the 20 biggest cities. It will help communities with housing issues in the future.
- c. Wyoming: Megan gave info on the WYOPASS Spring and fall conference dates. The annual spring conference is in Riverton, May 5-6 and the fall conference will be in Casper, August 31-September 2.
- d. Montana: WPR is going to be in Great Falls, August 10-12 in conjunction with the MAP conference. The State DOT currently working on a rule change to allow LED billboards, so MAP is trying to provide last minute comments, trying to provide good knowledge but a MAP member from Helena went to the hearing. Will be an interesting change in the state if approved.
- e. WPR: Brandon outlined the conference dates. The board is meeting more regularly. They are working to finalize what WPR is going to be in the future as they move towards a fully digital organization. It is a work in progress. WCC has the \$1000 sponsorship for the conference. Allison wondered if she should reach out to Galen about it. Brandon said they are aware of it, but it would be good for Allison to check in with Galen and she if she needs anything or assistance.

7. Newsletter

Ashley was absent so Allison gave a brief update. Ashley is working on getting the next edition out in the next few weeks. There was discussion about using constant contact. Ashley is paying the monthly membership fee. She should send receipts to Jeff for reimbursement. And if there is something else she wants to use, she can, within the budget. She also wants everyone to complete the survey on the previous newsletter to give feedback from the board about layout and format.

8. Young Planners initiative

Bethany, Lysann and David have been working on the effort and what it could look like to WCC. Lysann had asked this to be put on the agenda. The group wondered what is WCC is currently doing and what are the states doing?

She and David were tasked with trying to start a young planners group in SD. They are looking for input from the states about what they are doing, if they have done anything? Montana does not have an established group but it has been part of MAP discussions in the past. There was the question of how to interact with young planners and the university system? We don't really have an avenue to target that membership, but it's a constant discussion. Allison will forward them information on the best contact in Montana to reach out to looking for ideas.

Wyoming has nothing currently. Dr. Gribb at UW would be a good contact. ND has nothing either, Donna will ask on her board call to find out if there is something informally at the university, but there is nothing that she knows of. Bethany said she is in Fargo and they don't even have a lot of planners there.

David further outlined the intent of the initiative. It doesn't necessarily have to be young planners, but to help the next generation the planners, especially newer planners in rural areas and those who are managing more than just planning. David gave an overview of his ideas of a group to get started, in SD and even expanding to the chapter. Allison said it would be a good supporting role for WCC if the three of them can get together and working out the details. Allison gave direction for them to get together and come back in 3-6 months with a proposal for how WCC can use its budget to support the initiative. There was discussion about a past committee and the capability of the board to set committees. It was decided to reinvigorate the committee on young planners and have them do some work prior to the WPR conference. Allison will put the update on the fall board call agenda and we'll check in at the July meeting to see how things are going.

9. Website

Megan gave an overview of the chapters/division website meeting in Phoenix and the possibility of having APA host the chapter website. This could be the solution to finding someone to update our existing website. Megan said Allison should let Lynn know that we are interested if we are. It would take some time to get involved the process and get things switched over to an APA site.

David gave an overview of how things have been going for him on the website. David asked some questions about items like the twitter feed and how important they were. Allison gave some background on what Allyson B. had been working on and trying to find a consultant to update the WordPress version.

It was the consensus that Allison would contact Lynn to put us on the interested list and see how things pan out in the next few months.

10. Next meeting/conference call: The next board call is scheduled for the 4th of July, so we will move it to July 11th. The board will also be reviewing the Plan4Health contract before then.

11. The meeting was adjourned at 4:48 p.m.