

Western Central Chapter
American Planning Association
Executive Committee Meeting Minutes
July 19, 2016

Attendees: Allison Mouch, AICP, President; Bethany Brandt-Sargent, VP; 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; David Heinold, Webmaster

Agenda:

1. Minutes: Brandon moved to approve the minutes from April 11, 2016. Randy seconded. All in favor, motion carried.
2. President's Report

Allison thanked everyone for comments on the legislative survey for state chapters and we will wait to see what happens.

Plan 4 health update: Allison reported that the process is going well and that she has been attending meetings locally in Bozeman. The consultant has been doing more outreach. There will be an additional \$25K for completing work and the completion date extended from Sept. to Dec.). Allison questioned how the funds could be used and indicated that there may be a need to amend the conditions in the agreement/contract. We should know more about this by the next board meeting. Allison recently attended a meeting in NOLA to hear about what other groups are doing through the Plan4Health Coalition.

The next part of the discussion was centered on the percentage-based dues spreadsheet that was sent to all board members. Allison mentioned that she would like to discuss this with the general membership at WPR meeting next month. She reported that a majority of the membership falls between the salary range of \$42K to \$69K. This results in 15% of income falls in line with current rates. There may be potential to reduce rates for new/emerging professionals making below \$42K/yr.

Jeff reported that there is a \$6,500 net revenue for the current WCC dues payments. Allison questioned the difference between the two categories for under \$42K and where we stand. Jeff indicated that it is not 5% increments and questioned the objective of increasing dues. The thought was that it would make for easier APA dues collection. Allison will check on this at the Fall Leadership Meeting in Sept.

Discussion continued about the benefits to members for increased dues payment. The board concurs that we don't want to lose interest in membership, but would be open for discussion on the matter with the general membership. Allison mentioned that a \$6-\$8 increase could make a difference to individuals/employers, but could support more training opportunities outside of conferences. We would need additional capacity to make this happen though.

Brandon brought up discussion on the value of providing more support to "non APA" state organizations in the WCC region. Allison mentioned that there are opportunities

for state organizations to bring in outside agencies for training and new perspectives, but wondered how the WCC gets involved. Brandon questioned the value to states. Allison indicated that we provided \$400 to each state for conference support and \$1,000 to WPR last year. Brandon asked about the APA's preference on chapter support. Allison explained that there is no specific reporting, but it is important to provide members professional benefit and AICP credit possibilities.

The discussion ended with the board concurring that we should get feedback from members before making any decisions on dues payment. Allison mentioned that we will hold off on the decision until the next discussion around October and noted that if anyone has any comments to send them to her.

Allison brought up discussion on the WPR Conf. (Aug. 10-12) and plans for lunch break/conf. call meeting. Jeff indicated that we should think about providing lunch for members. Allison questioned if we have the funds in the bank account and Jeff concurred. Allison brought up the idea to order sandwiches from a local business. Jeff needs the cost per person from Allison, which shouldn't be too significant and should get more people to attend the meeting. Allison mentioned that she will send an update on findings and whether we could pursue this option. Brandon questioned whether \$150 for lunch would be reasonable and Jeff noted that it should be less than \$200.

Allison asked for additional topics for discussion and there was no response. She mentioned that the MAP board is looking to have a social after the softball game at the conf. site pub. She asked about the travel budget with the upcoming Fall Leadership Meeting the third weekend in Sept. and Jeff reported that \$1,100 is budgeted for travel reimbursement.

3. Treasurers Report

Jeff sent out the financials to the board for the year so far. The latest activity is from the Plan4Health grant for Allison and coalition members' travel reimbursement as well as the payment to Alta for taking on consultant duties. Jeff mentioned that the 990 has been filed with the IRS. He reported that the grant money received counts as revenue and will potentially change tax situation. More to come on this topic by next meeting.

4. PDO Report

Randy said that he received one request for AICP exam scholarship but it was for the wrong state (CO). It was noted that an idea for the chapter would be to help pay for AICP registration. Randy explained that AICP registration fee assistance is at the discretion of the PDO. He continued to mention that he is surprised to not see any true requests and would be more than willing to offer assistance to any individuals. Randy stated that it would be a good idea to talk about reduced fees for exam at WPR conf.

5. State reports:

- a. North Dakota – Donna said that they have been having monthly conference calls. The conference agenda will be final by August. The agenda will include topics relating to transportation, regulatory, downtown, law, and finance. They are working on getting speakers committed for the conference event. The organization finances are well, but slow growth in getting dues. Currently, they have between 40-50 members and had

over 100 signed up at this time last year. The conference registration link is open for sign up, but online format not sending board registration.

- b. South Dakota – Lysann mentioned that things are quiet in the state. 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. David mentioned that he is on the local host committee for the SDPA conference and explained that the agenda is mostly set. The conference registration should begin soon after the agenda is approved. There are sessions on public participation methods, city planning department and town hall meeting room tours, sign ordinance updates, legal briefings from local attorneys, floodplain management, GIS basics for planning districts, Sioux Falls zoning ordinance update, historic preservation, and subdivision review. In addition, David and Lysann are working on planning a social event during the conference to entice students to attend for networking opportunities with SDPA members.
- c. Wyoming: The fall conference will be in Casper, August 31-September 2.
- d. Montana: Jeff reported that the WPR/MAP conf. is coming up this October. He mentioned that the legislative rep. moved out-of-state and that they are looking to hire a replacement for this position.
- e. WPR: Brandon outlined the conference dates. No new updates. Allison mentioned that we haven't written the \$1,000 check as noted by Megan for the host of WPR conf. Jeff explained that we don't usually pay until post conference. Allison will check with Galen.

6. Newsletter

Ashley was absent so Allison gave a brief update. Ashley is working on an update for Fall and she will be leaving for a new position in Minnesota. Allison reported that we will be conducting a search for a newsletter editor. The newsletter is currently in an Adobe InDesign template. She posed the question to the board if anyone is interested or knows of anyone willing to step in to fill newsletter position for WCC.

7. Website

David provided a website update. He is busy working on cleaning up the site with job postings and reported that there are quite a few available positions in all of the states. He is continuing to look into a complete backup of the files from the website to get on to the updated version of Wordpress. He noted that information about the Wildfire Planning Seminar taught by Ben Yellin has been posted under events for individuals interested in taking this course one day prior to the start of the WPR conf. He noted that we will need to post the meeting minutes from 2014, 2015, and the first part of this year on the website. Allison indicated that she will look through files and send minutes for posting to the website.

8. Young Planners initiative

Lysann reported that the group has not met to discuss any items yet, but will coordinate a meeting soon to discuss possibilities for this initiative. It was mentioned that it might

be a good idea to solicit feedback on the initiative from other state organizations in attendance at the WPR conf. next month.

9. Next meeting/conference call:

10. The meeting was adjourned at 12:14 p.m. (MST)