Western Central Chapter

American Planning Association

Executive Committee Meeting Minutes

July 22, 2019

Attendees: Jeff Bollman, AICP, President; Charles Bloom, AICP, Vice-President; Megan Nelms, AICP, Secretary/Wyoming State Director; Lysann Zeller, South Dakota; David Heinold, Webmaster; Randy Johnson, AICP, Professional Development Officer; Allison Mouch, AICP, Past President; Jacob Cody, Newsletter Editor

Agenda:

1. Minutes

Randy moved to approve the minutes from May 28, 2019 as presented. Lysann seconded. All voted aye, motion carried.

1. President’s Report

Jeff will be able to attend the fall leadership conference in Washington and represent us at Chapter President’s Council, so he is finalizing his travel plans. He was also contacted by APA a few weeks back and notified that Lookout Mountain Park in South Dakota that was nominated as an APA “Great Place in America” was not selected. Lysann asked if they gave any feedback as to why it was selected. Jeff was going to look for the email to forward, but he didn’t remember if it had any specific feedback about the nomination or why it wasn’t selected. There was some general discussion about the nomination process.

Jeff also noted that he received an email soliciting topics and articles for Planning Magazine, so if anyone is interested, he can send the email with the contact details.

We further discussed updating the chapter’s strategic plan this year and whether we want to meet in person somewhere. Jeff asked for suggestions from the Board. Megan suggested sending out the current chapter work plan and having everyone do a review and edit and make a short list of goals and/or work plan ideas. Then we could all review and comment on the edits and decide if we want or need to meet in person.

We set a deadline of **September 3rd** to have review and comments completed. We will then hold a special board call on **September 16th** at 3pm MST to discuss and decide if we can do the updates online/through phone calls or if we want to meet. Jeff will send out the plan and a meeting invite for September 16th.

1. Treasurer’s Report

Jeff got a final spreadsheet from Bethany. She was moving to Minnesota today. She is going to send Jeff all the physical items until we have a new Treasurer in place and Jeff will fill in for the time being. Jeff sent a checking account summary to the board and added a few items to the balance sheet. Overall things look good; however, we are a little over budget on AICP/Professional Development, most likely because of the timing of the CM renewal/registration.

Jeff asked if anyone had any ideas for someone to fill the Treasurer position. Randy asked if we had sent out any announcements. Jeff said he had, but it has been some time, so we should try sending another. Megan said she was interested in taking over as Treasurer if we could find someone to be Secretary, as she is tired of being Secretary. There was no interest from anyone on the call for taking over Secretary. Jeff said that he would go ahead and put together an announcement advertising for Treasurer and Secretary and we will see what kind of response we get.

Lysann asked if we did yearly nominations for the non-elected positions? No one could remember without looking at the bylaws. We made a note to review them and put in language regarding appointed positions if there isn’t already something.

1. PDO Report

Randy sent out an email recently about the scholarships available for the November AICP test and said if anyone knows anyone who might be interested to tell them to apply. He said there are two people from the chapter already scheduled to take the test in November.

Charles asked who the two people were who were already signed up for the November test. Randy said he thought they were from Montana and North Dakota. Charles wanted to see if we could sponsor a session or something at the WPR Santa Fe conference for AICP candidates, kind of like our state mentorship program. Matching up potential test candidates with AICP planners. Megan asked if he was thinking any AICP planner or ones who had just recently passed the test. She noted that the test format and questions have changed so much over the past few years, that someone who took the test even 5 years ago wouldn’t be able to give someone who was about to take it very good advice.

Megan said she would inquire with WPR for the conference registration list and see if we can find any planners who recently passed the AICP test. Charles could then reach out to them about their interest in doing some kind of mentorship with potential test candidates.

We also need to renew our CM provider account by the end of the year. Randy will work on getting that done.

Jeff also noted the web consortium email that came out the other week about upcoming webcasts and wanted to remind us that the chapter can host a webcast/webinar training. There are dates open, so if anyone wants to do a session, let Jeff know so we can get on the schedule.

1. Website

David had nothing new to report, just keeping things cleaned up and up to date.

1. Western Planner

Andrew emailed Jeff that he was sick and couldn’t attend the call today. Megan gave the WPR update. She stated registration is open and they have seen an uptick in registration since the new fiscal year started for many people July 1. The early registration deadline is August 16th. Asked who was planning to attend. Only Megan and Charles are for sure.

Next year the WPR conference is in Bismarck, ND, so will be back in our chapter area. 2021 is planning for Arizona and WYOPASS/Wyoming is looking to make a bid for 2022. Also, they recently had the President-Elect resign, so they are looking for someone to fill that role. Dan Pava still has another year on his term, so they wouldn’t start until the end of 2020.

1. Young Planners Initiative – Mentorship Program Update

No update. They were going to have a call after our last board meeting but didn’t. Lysann is going to send an email invite to Allison and Charles so they can get a call on their schedules. Also going to invite the North Dakota rep, Sandy.

1. Newsletter Editor

Jacob Cody has joined the board as the newest Newsletter Editor. He gave a short introduction. He is originally from Minnesota but spent a lot of time growing up in North and South Dakota. He has been in Montana for about 18 months, and first came there through the Americorps program. He now works as a development project manager for a consulting firm in Billings, MT.

Jeff said he and Jacob had met and talked about some of the goals for the newsletter and at least trying to get one out quarterly. Also possibly looking at trying to do a “fancier” year-end summary starting next year. If anyone has any suggestions or content for the newsletter, get ahold of Jacob.

1. State Reports
	1. Wyoming

Megan and Charles gave an update. Their fall conference is scheduled for October 9-11 in Gillette, WY. They are working on that right now. Also, almost ready to roll out their new website.

* 1. South Dakota

Their fall conference is scheduled for October 16-17 in Brookings. The first day will be sessions and the second day will be mobile tours. Separating into cities and counties and focusing on issues that affect each – rural issues/wind farms/etc.

* 1. North Dakota

No representative on the call.

* 1. Montana

Allison gave the state update. MAP had their elections last month and she noted that technically we had a different person that was nominated as the WCC rep from Montana. He is no longer on the board. Allison does enjoy being the liaison, but she will bring it up to the MAP board at their next meeting to officially nominate someone. They are still working on Fall Conference planning and the state planning statute update that will come up in the 2021 legislative session.

9. Elections

 The APA election cycle is open right now, so please vote.

Adjourn

 The next regular meeting is scheduled for October 7, 2019 at 3pm. We will have our strategic plan call on September 16, 2019 at 3pm. The meeting was adjourned at 3:56 pm (MST).