

Western Central Chapter
American Planning Association
Executive Committee Meeting Minutes
April 17, 2017

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;; Brandon Cammarata, AICP, Western Planner Representative; Randy Johnson, AICP, Professional Development Officer; David Heinhold, Webmaster; Scott Harmstead

Agenda:

1. Minutes: Scott moved to approved the minutes from the January 9, 2017 board call. Megan seconded. All in favor, motion carried.
2. Treasurer's Report

Started with the Treasurer's Report as we needed to formally approve the budget. Jeff gave an overview of where we are and a financial overview. We are just about done with Plan 4 Health and we have paid out all that money. Everything else looks normal.

There was discussion about the budget surplus. Jeff gave some information and history about the surplus. At the end of 2016 our balance was \$30,678. In 2008-009 there were some chapters that came upon hard times, so APA made the recommendation about what kind of surplus a Chapter should have in the bank, but left to up to each individually to decide. WCC decided we should have at least 2 years operating as a cushion in case hard times come up. That is the reason for having the surplus. Jeff said we could go back and look at the amount of money and possibly investing it or doing something else with the money.

There was general discussion about the budget and our proposed 2017 budget. The 2017 budget has money in certain line items right now, and we are looking at running at \$3,000 deficit. So we have felt better in the past about running short because we have a large surplus in the bank. There was more discussion about budget items, including more money for AICP development and WPR leadership travel. We want to continue to do more for professional development, even if its not solely for AICP. Good ideas were continue to offer scholarships for conference attendance. Randy is also looking into more training for AICP and to sponsor an AICP study session at a future WPR conference.

The board increased the AICP development one time to accommodate travel costs to APA this year. We have increased state sponsorships significantly. There was discussion about putting in miscellaneous money for development activities – AICP things that may come up like FAICP applications or things at a WPR or state conference. We could pull from that as a catch all.

Next the board discussed the proposed fee structure change. Allison recommends that we do a percentage to keep fees near the same as now. Then in a couple years with fee increases we will start to operate with a balanced budget. Allison thinks we'll be okay as long as each year we don't chip into our surplus.

We discussed the scholarship amount and if we had an application form and how to get the word out about them being available. Right now we just have an application for graduate students but we have never had anyone apply. There was a lot of discussion about how we would grant the scholarships and to whom. The general consensus was to just get the money out to the membership now and market them to let people know about the opportunity. We have the money to spend and in the next few years we can start to add criteria and requirements for being awarded. We just want to get people access to these funds. Megan will send out WYOPASS's application and we can discuss it on the next call.

Allison proposed we adopt the budget as presented. Keep the state conference support at \$2,000 for now. Increase miscellaneous to \$500, allowing us to have more flexibility to use those funds, and we can always line item transfer things. Brandon requested some money for WPR travel expenses. He asked for \$150 or \$300. He is also starting a job in metro Denver, so he's not going to be involved anymore. Allison is okay with \$150, but not much more, because we don't give money to other executive board members. We also added money for webhosting, \$200. Randy moved to approve the budget for 2017 as presented. Jeff seconded. Motion carried.

3. Elections

Allison asked for people to serve on the elections committee. Jeff, Randy and David signed up to help with it.

4. NPC Conference

There was discussion about the upcoming conference. There will be a young planners initiative forum. There will also be a WCC social in NYC. Allison is going to be the policy delegate. Other conference update items were discussed.

5. PDO Report

Randy gave an update. He was pleased to let us know that he granted an AICP reduced fee scholarship. He has had contact with 4 candidates trying to get them exam materials. We are doing good with everyone in our chapter in terms of maintaining credits. NYC will be busy for PDO sessions. Regarding the free and new member student program, we are just waiting for confirmation from APA – then we will try to get the info out to people

6.

There was discussion from David about website migration and how they can transfer the documents. David was checking into options, but basically they build a new site from scratch

and they need all of our documents to do it. They need at least 6 months if you have everything ready to go. He has been working on doing some clean up on our site but still has to find all the documents – old newsletters and minutes. He is going to try to go to the web development meeting in NYC. He is really interested in looking at our editing ability. Allison clarified if we moved forward from today's date, we would be looking at October before we get a new website. We are going to prioritize moving websites by the end of 2017. They are going to let everyone go to NYC and get more information and then after that we will decide when we want to migrate and how long we want to renew our current website for.

7. Young Planners Initiative

We will wait until after the NPC to discuss this further.

8. Western Planner

Megan gave a brief update on conference planning activities.

9. State Reports

There were no state reports. Allison suggested that state representatives send a bulleted list of their updates prior to meetings for inclusion in the meeting agenda.

Adjourn

The meeting was adjourned at 4:25 pm (MST). The next meeting will be July 10th