

Western Central Chapter
American Planning Association
Executive Committee Meeting Minutes
July 10, 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; David Heinhold, Webmaster; Ken Markert, AICP, Past President

Agenda:

1. Minutes: We are delaying approval of the April conference call minutes until October.
2. Treasurer's Report

Jeff gave a brief Treasurer's update. He sent out the financial report for everyone to review. There was nothing unusual since we're done with the Plan 4 Health money. He also got our tax form done and sent it to Lynn at APA. It was a lot of work this year since there was so much money from the grant. There was some general discussion about the tax process and some discussion about upcoming expenses, including travel for fall leadership meetings and state conference sponsorships. Lysann is going to ask the SDPA Treasurer to request the support for the WPR conference.

3. PDO Report

Randy was absent so Allison gave Randy's summary. In NYC at the conference, the primary topic of interest was the change in the new membership program and the candidate pilot program for AICP. Randy is still soliciting interest within the state organizations for people trying to take the AICP test so they can get scholarships for reduced test fees. He didn't get any for the May testing window.

4. Website Update

There was not a lot of new information. It will be sometime next year, January or later, before we get a new website. They are working on two new rollouts right now, so we are next in line to move forward. We renewed the webhosting for our existing page for another 6 months. David is going to do what he can to get the documents ready for the new website, but anything hard copy needs to go directly to David. We need to figure out what we want to highlight as important on the page. We also need to provide a Google Drive or other mechanism for all our documents and links to give to the website designers. We have the rest of the year to do this. There are essentially five "buckets" or tabs that we need to have info on (About Us/Membership/Contact Info/etc.). We will then create a word document for each tab to spell out how we want the information set up. Allison will help David work on that and hopefully by October they will have everything set up and will come back to the group for anything they need.

5. Young Planners initiative

The committee has not gotten together since the survey. Lysann, Bethany and David are the committee. Bethany mentioned that in the survey results, most of our members don't consider themselves young planners, and respondents were only lukewarm to the idea of young planner events. She thought maybe we should just summarize the survey and do an action plan on how to do the things that were mentioned in the survey, especially trying to help with training opportunities. Allison said that most of the planners in Montana are early to mid-range planners and in the discussion of a "young planner" we tend to think of young in age or young in career. Allison thinks maybe we could take the avenue of are you a "new planner" to the mountain west or new to the planning field – not necessarily young people. We should also get in touch with the people who provided their contact info in the survey who said they were interested in a young planner event in their area. There were 18-20 people who said they were interested in an event. Brandon said we need to build leadership within the ranks of our planners – getting supervisors to encourage leadership and involvement. We need to get those people who are interested to become more involved. Building up younger planners in leadership positions for these boards for years to come.

Allison directed the committee to do a short summary on the survey and we will take some time to respond to the people who said they were interested and how we can follow up with them. Lysann said she will work on the summary.

6. State Reports

a. Wyoming

Megan gave a summary of the WYOPASS spring conference and what has been going on. She mentioned WYOPASS getting involved with a special committee for the Wyoming Legislature to work on joint planning legislation.

b. South Dakota

Not much going on in the state right now. They are gearing up for the WPR conference in September. They are dealing with TIF stuff at the state level.

c. North Dakota

There was no rep on the call from ND. Allison said there were some planners from Bismarck at the WCC reception in NYC.

d. Montana

Jeff said the MAP conference in Miles City is at the end of September. Nothing major happened during the MT legislative session. TIF is also a hot topic there, so they will wait to see what else comes up.

7. Western Planner Update

Brandon said they were having a board meeting this week to discuss next year's conference in Idaho. This year it is in Spearfish and registration is a little slow right now, so he was pushing people to register. Brandon will confirm with Amber which session WCC will sponsor.

8. President's Report

Allison just had a short update on the national conference in NYC. She said there were a lot of people and it was a very successful conference in terms of attendance.

9. Elections

The committee put together our ballot that will be coming out in August for voting. Jeff is running for president. There was supposed to be a VP candidate but they didn't go through with applying, so we are doing a write in. That was our other option besides doing another election. She is encouraging everyone to talk to eligible candidates in your chapter that would be a good VP candidate. We can nominate them through the write in ballot.

10. Dues Structure

The outcome of our last discussion, given the survey results, is that we really want to keep dues the same. Our members are open to a modest increase, but right now we should start tapping into our surplus and taking a small amount and providing an increase in services. Setting dues at 8% keeps the majority of membership consistent with the \$29 that is set now. There will be some people who will pay a bit more or less, but they will keep us consistent with our current revenue. The intent is in 2 years, we will be providing our membership with more services and we will be able to increase dues then a little, if needed. Maybe up to 10 or 12%, but put back into our reserves what we take out now and to increase revenue slightly to support resources in the future. Right now we don't want to ask for more money without providing greater benefits and we need to show the members that benefit before we make a request. Ken made a motion to move forward with dues set at 12%, Jeff seconded. Ken said we have given a lot of thought to this and most people won't see a significant change so we should be able to move forward comfortably. All were in favor and the motion carried.

Allison will put together a summary about dues to the membership and Lysann will do the young planners summary so by the end of the month we can send it to the membership.

Allison will also contact Brandon about moving our WCC meeting time at the WPR conference. The next meeting will be in Spearfish.

Adjourn

The meeting was adjourned at 4:30 pm (MST).