



# Tennessee Chapter of the American Planning Association

## Executive Committee Quarterly Meeting – Memphis, Double Tree Hotel

*October 17, 2012*

### *Minutes*

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Members Present: Karen Hundt, Valerie Birch, Meridith Krebs, Ambre Torbett, Steve Neilson, Rick Gregory, Sam Edwards, Bill Terry, Brett Roller, Lisa Milligan, Buzz Johnson, Thomas, Skehan, Jessica Harmon, Andrea Barbour, Tim Roach

Members Absent: – Karen Rennich, and section director from Middle TN section – vacant seat, and vacant seat on the Memphis Graduate Planning School representative.

Minutes – A motion was made by Steve Neilson to accept the minutes as distributed by email. Meridith seconded the motion and the motion carried favorably unanimously.

#### New Business

- 1) Elections – Rick Gregory provided a summary of the TAPA executive board elections. Valery will become our new president, Lisa will serve as the new vice-president and Karen will become our immediate past president. The rest of the officers remain the same. APA National is consolidating elections to a January timeframe rather than fall, to get all the state chapters in sync. Rick stated that we will need to amend our by-laws to reflect this change. Karen will forward the sample electronic ballot to Rick for future elections. They will send it out for us. Meridith reported from attending the Leadership Conference in DC on behalf of Karen. This will also work for the elections at the section level as well. APA is requesting endorsement from each chapter. Discussion followed. {Editorial Note: due to the election year beginning in January, the new officers will serve from October 2012 to January 2014 or 2015 – either a longer term by 3 to 4 additional months or a shorter term by the same}. The current By-Laws committee was Rick Gregory and Kathryn Baldwin. With Kathryn no longer on the board, Rick, Val and Ambre agreed to serve on the By-Laws committee to reflect the new election process and other minor changes. Meridith also said APA will phase out the AICP training CD; it will now be a download from an ftp site. Discussion followed regarding costs of a download for training materials, etc. The passing of the gavel will take place at the awards ceremony during the Thursday luncheon.
- 2) Conference update – Thomas stated that approximately 137 were registered plus students for this conference. Hopefully they plan on breaking even and return the seed money to the chapter. Thomas suggested that it would be mutually beneficial to invite a member from APA National TAPA fall or winter retreat conferences. Discussion followed. Tim suggested that the PC training may be too long – 4 hour. Tim suggested giving the PC members a 4-hour a-la-carte training ticket to sit through any of 4 sessions for their registration rather than a 4-hour block. Rick stated that APA Transportation division has offered speakers for state conferences. Thomas stated they contacted the adjoining state chapters to invite them to our conference. Discussion continued.
- 3) Student Representative – Andrea has served on our section as a student representative; however she is now gainfully employed! Therefore the board shall consider a new member. She recommended UM, grad student, Bridget Rose as she was recently nominated by the students. She is working the registration table for all to meet. Andrea recommends also reaching out to TSU in their Urban Affairs program.

- 4) Winter Retreat – Lisa stated that it may be at Montgomery Bell SP a bit later to avoid weather issues and to be 6 months away from fall conference. Steve suggested avoiding having the same award winner speakers at both conferences. Val offered to help Lisa plan.
- 5) Conference Planning Guidebook – Thomas will work with other conference chairs to collaborate on lessons learned and conference planning tasks in order to develop a working guidebook that could be passed on to the next hosting section. Meridith has an example guidebook to get us started.
- 6) 2013 Fall Conference – Steve briefed members that the upcoming fall conference in 2014 will be at the new Meadowview Executive Conference – September 25-27<sup>th</sup>. Conference committee members are Lynn Tully, Steve Neilson, Ambre Torbett and Alan Hartman. Our theme is Urban and Regional Planning related to Agri-tourism. Members brainstormed on ideas and tracts for the sessions such as: – Food for Thought – American Farmland Trust, TN Land Trust/Conservation, Farmers Markets as Venue, Blount County case, Greenbelt Law, Economics of Planning – Chris Baker (Lisa M, contact). Ambre stated that one possible add-on mobile workshop would be to tour the Reedy Creek Vineyard in Bloomingdale/Blountville area, make a stop at the winery which is on site at the hotel, then end the session with wine sampling in the new tasting room at the hotel. She also said that they were looking at the idea of having one of the evening receptions at the downtown Farmers Market Building.
- 7) Budget/Treasurer’s Report – Meridith distributed copies of the budget report for the chapter which showed a \$14,000 deficit. She stated that she has not received the seed money back from the Nashville Conference Committee for 2011. She reported on several ideas to cut back on chapter expenses by taking advantage of the free Conference Call line hosted by APA. They can also host the website from APA for free. Discussion followed. Ambre stated that she would prefer if the chapter maintain control of our website so that we can update it on a timely basis without having to wait on APA to post updates. Meridith also suggested that we reduced our FAICP nominations to one and standardize the TAPA awards. She stated that the take-back (portion of the chapter dues received) from APA is only \$6,200. Members agreed that some sections are not active and yet they receive the full grant amount based upon membership, while smaller sections are more active. Lisa suggested and members agreed that unless the section is planning the next conference, the chapter should consider withholding the section grant over a certain amount if that section is not active and/or their individual accounts reach a threshold amount. In other words, if you don’t use it you lose it. Sections should have the goal of providing continual education opportunities for their members and local board members. Karen also suggested if you have over a certain amount during your conference planning year you are not eligible for the grant money or seed money. Meridith suggested a few line items that could be cut or amended. She distributed a budget of chapter assets and revenues. Rick suggested reaching out to SW VA and Kentucky planners for future state and regional conferences. Another option is to alter the fall conference in Nashville every other year and then the sections. Discussion continued. Meridith motioned to institute a new budget policy to not award section grants to sections with accounts of \$3500 or more per their second quarter statements, with the exception of the hosting section. Steve seconded that motion and the motion carried. Steve also motioned to utilize the APA conference call free service in order to save money on our budget. Ambre seconded the motion and the motion passed favorably.
- 8) Student Scholarships – Tim distributed the proposed Student Scholarship program in honor of the Local Planning Assistance Program. He said the cycle starts now, Winter Retreat makes selection and announce at fall conference – same schedule as TN PLC. Discussion followed. All applications shall be mailed or emailed to our secretary, which is currently Ambre Torbett.
- 9) PDO Report – Brett – no formal report; however he stated that often assists members via email.
- 10) Newsletter – Tim provided an update on the newsletter assignment. He would like to receive more content from each section so that he can in turn provide more frequent and smaller blast of news we can use. He reported that some emails were bouncing back. Ambre suggested creating a TAPA Facebook group list where

each section director or his/her appointee be signed on as an administrator of the TAPA Facebook. This could be a faster and easier way of disseminating information to a broader group.

- 11) Legislative updates – Sam and Rick briefed members on upcoming drastic changes. Sam suggested calling your state legislative representative on matters identified in Bill's quarterly reports. They will provide a full summary and highlight upcoming legislative concerns during their Legal Session of the conference.

Members adjourned at 6:30PM

FYI – Tim mentioned upcoming symposium next week – transit on 25<sup>th</sup>.

*Respectfully submitted by Chapter Secretary: Ambre M. Torbett, AICP*