



THE AMERICAN PLANNING ASSOCIATION

TENNESSEE CHAPTER

Executive Board Meeting Minutes

Conference Call

November 19, 2009 @ 2:30 PM (ET)

MEMBERS PRESENT:

Karen Hundt, AICP – President
Steve Neilson, AICP - Past President
Valerie Birch, AICP – Vice-President
Rick Gregory, AICP - National Legislative Affairs
Kathryn Baldwin, AICP, Knox Section Director
Lisa Milligan, AICP – Middle TN Section Director
Karen Rennich, AICP – Chattanooga Section Director
Ambre M. Torbett, AICP - Secretary
Meridith Krebs – Treasurer
Stanley Harrison - Planning Official Development Officer

MEMBERS ABSENT:

Terry Langlois, AICP - Professional Development Office
Tim Hindrick – Student Representative
Angie Charles – State of Franklin Section Director
Sam Edwards, AICP - State/Local Legal Affairs
Brett Roller, West TN Section Director
Bill Terry, AICP - Chapter Lobbyist

CALL TO ORDER: *President Karen Hundt called the meeting to order at 2:30 PM.*

DISCUSSION ITEMS:

I. MINUTES

Meridith moved to approve the minutes from the 2009 Fall Conference Executive Board Meeting, which was seconded by Kathryn and approved by a vote of 10 to 0.

II. WELCOME STAN HARRISON – *Karen H. welcomed Stan Harrison as our newly appointed position as Planning Official Development Officer (PODO).*

III. FAICP NOMINATIONS SUBMITTED – *Thanks to Steve and Kathryn for putting together the nominations sent to FAICP/APA on behalf of Mike Marchioni (Teaching & Mentoring Category); Bill Terry (Community Service & leadership); and Sam Edwards (Community Service & Leadership).*

IV. CHAPTER BUDGET – APA POLICY, CONFERENCE PROFITS POLICY, SECTION REBATES

Karen H. asked the treasurer to provide a summary of the changes reflected in the draft budget. Meridith stated that APA will be deducting approximately 17% from our Chapter Rebate and so the chapter and sections will be affected. She stated that the chapter gave away all of the money earmarked for training. Also, she has cleaned up the budget for line items not used recently, added Bill's salary and so forth. Karen Hunt stated that we may have to deduct approximately \$1500 +/- from the budget this year due to the new policy from APA with regards to bank fees and processing fees. She sent an email to the board members from APA that further explained this decision. Discussion followed. Members discussed where this budget reduction could be made.

Valerie stated that the Winter Retreat planning does not get seed money. She stated that the budget is usually set based upon costs and they settle up with the state park afterwards. This year registrants will reserve their own rooms. The Winter Retreat made a \$2000 profit this past year. The year before the chapter might have lost about \$100 or so from the Winter Retreat. In the past, if rooms were reserved by the group block rate but not filled, then TAPA was obligated to pay for those rooms. Valerie confirmed that she has reserved a block of rooms, but will be able to reduce that number if needed, closer to time without being obligated to pay for those rooms. Steve stated that since CM requirements were instituted, the number of registrants at the Winter Retreat increased and he expected that to be the trend. Karen R. stated that maybe the budget could just have an overage line item for the Winter Retreat set at \$3,000 or so just in case the expenses are higher than the registration fees. Valerie agreed that we may need this if costs go up. It should be a budgeted item. Karen R. motioned to add a \$3,000 placeholder for the Winter Retreat. Val seconded the motion. Motion passed unanimously. Meridith will adjust the amendments as well as the updated formula for section grants.

Karen H. stated that a \$1,546 (17%) reduction will be made from what APA sends to the state chapter from membership fees. Steve motioned to accept those changes to the budget. Karen R. seconded the motion. Discussion continued. Valerie mentioned that the Planning & Zoning Institute pass-through budget item is merely set for the same amount they send us and so that should remain as is. Discussion followed.

Karen H. asked how we were going to handle the conference profits. She stated that the current policy is that the seed money gets returned to the chapter when profits are at least \$1,000. The next \$2,000 profit would be split by the hosting section and the state chapter. Anything over that gets returned to the state chapter. Steve explained the rationale regarding the existing policy as approved several years ago. Karen R. stated that they worked hard on obtaining sponsorships to keep the conference fees the same as the year prior. She stated that the current policy would be a disincentive to the hosting section. Meridith stated that each section needs to be clear on their bank accounting procedures for the conferences, so that it is clear what was spent, what was collected and what profits or losses were made. We need to be able to document all costs of the conference and report to the treasurer, as APA is requiring more transparency in accounting. Discussion continued. If the fall conferences make money, how will the profits be handled? Kathryn stated that if there is a loss the chapter should cover it and if there is a profit the chapter should gain. Since each section has a turn to host the conference this should be fair to all concerned. Meridith and others agreed that the chapter should receive the profits and that such profits could be earmarked for future training. The chapter has never turned down a request for training. Kathryn motioned that we maintain the current policy on any profits made for conferences. Steve seconded the motion. Motion passed unanimously.

Ambre mentioned that it might be wise to increase the seed money for the fall conference so that the hosting section can make a deposit on the venue early on in their planning year. She mentioned that \$1,000 was not enough of a deposit and that sponsorships tend to come in later within the planning year. Val motioned to increase the seed money for the annual fall conference to \$2,000, but the seed money should be paid back provided the hosting section does not show a loss. Therefore, the next \$2,000 would be split between the chapter and the hosting section, and anything above that goes back to the chapter. All profits returned to the chapter

minus the seed money should be credited to the budget for future training needs. In summary, the hosting section could expect to make up to \$1,000 profit after the seed money is reimbursed to the chapter. The revised motion was seconded by Kathryn. Motion passed unanimously. Steve motioned on accepting these changes to the budget. Kathryn seconded that motion. The vote in favor of the budget as changed passed unanimously. Meridith confirmed that the changes were to increase the seed money for the fall conference from \$1,000 to \$2,000; amend the Winter Retreat line item to allow for \$3,000 should there be cost overruns; and to amend the section grant amounts per APA's new formula respectively.

- **2009 Fall Conference**

Karen Rennich gave a brief report. They made a profit of \$6,000 this time. However last time they lost \$3,000. Her agency assumed that cost five years ago. Discussion followed.

- **2010 Winter Retreat**

Valarie Birch gave an update of the 2009 and 2010 Winter Retreats. Ninety-two people attended the 2009 meeting which made approximately \$2,000 in profits. The 2010 meeting will be held at Fall Creek Falls State Park on January 27th through the 29th. Originally, they had hoped to hold the retreat in Gatlinburg; however, the hotel did not return any of their calls. She is currently working on lining up speakers and setting the budget. Discussion continued later.

V. **BY-LAWS**

Kathryn stated that anyone at the fall conference can vote on the By-Laws and anyone not present can vote on them by email. Kathryn and Rick have updated the By-Laws. Rick stated they have made changes to the document based upon updates regarding the student representative and vote by email policy. Karen suggested that they send it out in January before the Winter Retreat. Rick recommended that there be a tracking on how many emails go out and how many are received in order to reconcile and keep a count. Members agreed that the By-Laws should be emailed out early January and then voted on at the Winter Retreat. (By-laws require 15% of the membership must vote – currently that equates to 70 members).

VI. **WEB CONTENT MANAGER REQUEST FROM WEB-MASTER** – *Karen spoke with Sara Powell, TAPA webmaster and MPC staffer. MPC allows her to do this for the chapter as a service to us even though she is not a TAPA member. She had suggested that we appoint a chapter Newsletter/Web content person to provide Sara with updated content for the chapter. This will better afford us with more timely news, happenings and updated content for the website. Valerie stated that she might have someone in mind.*

VII. **WINTER RETREAT** – *Valerie stated that we are confirmed for FCF SP. The executive meeting will be held from 3-5 on Wednesday, January 27th. The title will be The Nuts and Bolts of Planning. She added that it looks like they can provide 11 credits and still end at 2PM on Friday. The confirmed sessions are: legislative updates; The Nuts and Bolts of “birthing” a Bill, How to do Presentations by Karen Hundt, legal and ethics requirements by Ken Reardon, Sketch Up, and others. The cost of dinner has doubled from last year. It looks like the fee may be \$92 per person for the registration costs. She is proposing the following breakdown for registration fees: APA members = \$95, non members = \$100, PC = \$75, students = \$60 and day-only would be = \$60. Discussion followed. Room rates are \$75 right now. Half price rooms may be available now or soon. Rick Gregory offered to provide a session on Wind Turbine and Sustainable Energies. She stated that she may also have a TDOT update. Stan suggested we have a panel discussion on solar panel codes with regards to sun rights and height restrictions. Discussion followed. Members agreed that a panel session on solar and wind energy regulations*

would be a timely topic. Val will prepare a "Save the Date" email for the chapter president to send out very soon.

VIII. SECTION REPORTS –

- a. *Kathryn reported on the Knoxville Section – She stated they had a section meeting recently and toured a "green" subdivision. Currently they are planning their Christmas Party. This week, they also hosted a Loriman webinar on LED billboards. They have had good luck with them. Karen H stated that the TAPA website could be used to host links to good webinars such as these. Discussion followed.*
- b. *Lisa reported on the Middle TN Section – She stated that her section is planning quarterly training luncheons for the upcoming year. Their goal was to rotate the meetings around the participating agencies as opposed to just Nashville, in hopes of attracting more members and participation.*
- c. *Ambre reported on the SOF section – She stated that they held a training luncheon session in August and one is planned for December. The section tries to provide at least 4 continuing education credits per calendar year so that all Planning Commissioners and BZA members have an opportunity to satisfy their PC862 requirements.*

IX. ADJOURNMENT -

Being no further business the meeting was adjourned at 4:07PM Eastern Time.