



# TAPA Executive Committee

## Minutes

*August 24, 2011*

---

**Welcome:** Chapter president, Karen Hundt opened the regular meeting of the TAPA Executive Committee (board) via the set conference call at 2:00PM (Eastern Time). A quorum was established.

**Members Present:** Karen Hundt, Valerie Birch, Steve Neilson, Kathryn Baldwin, Lisa Milligan, Jason Meredith, Thomas Skehan, Andrea Barbour, ~~Karen Rennich~~, Tim Roach, Brett Roler, Sam Edwards, ~~Bill Terry~~, Rick Gregory and Ambre Torbett (there were 9 voting members and 4 non-voting members present).

### **Approval of Minutes:**

On a motion by Kathryn Baldwin and seconded by Valerie Birch, members unanimously approved the minutes from the Winter Retreat on January 26, 2011. On a motion by Lisa Milligan and seconded by Karen Hundt, members approved the notes from the conference call on May 2, 2011.

### **2011 Conference – Nashville: “The Unexpected Environment”**

Lisa briefed members that registration is now open using Events.org. So far 70 folks have registered. The Double Tree by Hilton Hotel sent her an update as well. They extended the deadline to September 14<sup>th</sup> for room reservations. The agenda is strong and is posted on the website, offering a wide range of speakers and mobile workshops planned for Wednesday afternoon. Opening Reception set up for Wednesday night. Thursday night has a free downtown concert – called *Live on the Green*, which is within walking distance from the hotel. The CM process is slow, but she and Brett are working closely to send the speakers’ bios and summaries to AICP. Exhibitors will be in the main lobby area to offer more exposure. Sponsorships are down this year but they are reaching out to potential sponsors. The Legal Session and the Ethics Session are longer to meet the requirements of AICP.

APA’s PTS: Planning for Flood Resilient Communities – a one-day workshop is scheduled for Wednesday. The speaker is from APA National Speakers Bureau and so his travel costs are covered by APA.

Ceremony for the TN Planning Leadership will be conducted on Wednesday at the Opening Reception, separate from the Awards Ceremony on Friday.

### **APA Leadership Conference (Washington, DC):**

Valerie will be attending this conference as our Vice-President as Karen Hundt cannot attend.

### **Student Scholarships:**

Tim Roach presented the proposal on recognizing the Local Planning Assistance Office through a Public Planning Scholarship. The proposal was emailed to the board for review. The basis of it would be an essay contest on the importance of the public sector planning service, in honor of the public service the Local Planning Assistance Office exemplified over the years. This will create a lasting legacy of the agency as to what Local Planning Assistance Office was to the State of Tennessee and how it drafted and trained young professionals in this field. The scholarship would provide \$1,000 a year to a graduate student ½ way in an accredited or emerging school in the field of planning. Kathryn suggested we use the existing awards committee or Executive Board to approve the selection. A formal recognition should be made at the Fall Conference. Lisa recommended that an announcement be made at the Awards Ceremony to not only provide the information to the chapter as well as recognize the Local Planning Office. Kathryn suggested that we also recognize all planners in the audience who worked for Local Planning or have worked for the

Local Planning Office. Steve asked if the budget could accommodate this new item. Tim stated that he had already discussed this with Meridith. He also suggested we begin an endowment so that the funds can grow to where the interest could carry it forward and not burden the chapter in the future. Steve made a motion that we approve this scholarship, seconded by Kathryn. The motion was approved unanimously. Tim will provide a one-page summary for the Fall Conference program and will make the announcement at the Awards Ceremony. Copies of the application should be made available at the conference. Lisa motioned that the Awards Committee shall be responsible for making the selection on the scholarship. Tom seconded the motion and the vote in favor passed unanimously.

#### **Budget – 2011-12:**

A copy of the budget was emailed to board members for review. In the absence of the treasurer, Karen will forward Meridith any questions. Some revenues (such as conference registration fees) don't appear to be accounted for. Is that why there is a negative balance of \$21, 836?

***Educational material for Sections:*** Tom questioned whether \$500 for the chapter-wide was sufficient and if loaning out materials would be feasible across the state. Karen stated that each section should be responsible for loaning and collections of training materials. In the past, each section was given a copy to loan within their section. Karen suggested that the Chapter could purchase some material but also each section could purchase their own. The chapter also sponsored other conferences. Karen suggested that we combine the training material line item and the sponsorship line item together to give the board more flexibility in purchasing or supporting training in the future.

**PDO Report:** Brett reported that there still are 29 members who have not earned enough CM credits as reported to AICP/APA. Discussion followed.

#### **Newsletter:**

Tim published the last edition in April and plans on putting out one in September before the conference. He will also publish a full edition after the conference. He asked Valerie if she would help with taking photos during the conference. He also encouraged each Section to contribute updates for the newsletter.

#### **Legislative issues:**

Sam and Rick opened the discussion on a Land Banking law and the process. Discussion followed. He encouraged all planners to discuss this and other planning related issues often with legislators.

#### **Letter to Governor Haslam:**

Karen sent a draft letter to the board that she would like to send to the governor. Discussion followed. Similarly, Tim drafted a letter to Mayors was prepared by Tim Roach. Sam and Kathryn stated that the letter to the governor was well crafted but may be too late, since the decision has been made – ending the era of the Local Planning Assistance Office. Tom suggested the letter to the mayors may still be valid and helpful by reconnecting to those communities previously served by the Local Planning Office. Members agreed that the letter to the governor should be scrapped but the letter to the mayors may be sent out as a form of referral or resource to those communities without full time planning staffs. The letter should be sent to all mayors (using the list on the MTAS and CTAS website). Sam offered his agency's administrative services to send out this letter to all mayors.

#### **Other Matters of Mutual Interest:**

- Karen Hundt received an email from a member with an idea of setting up a listserv through the chapter across the state. Discussion followed. It's a good way to discuss shared concerns. TAPA

could send out the information so all planners become aware of this opportunity to join the listserve. Members agreed to approve this development of the listserve and support this effort.

- Discussion led by Tim on the annual Local Planning Report produced by the Local Planning Assistance Office. Tim suggested that TACIR take over this annual state-wide assessment report. Tim will email the board the final copy for 2011. Karen stated that she will add this to the agenda for further discussion at the Fall Conference. Members agreed it was good information but needs to be better marketed.
- The next regular meeting of the TAPA Executive Committee (the board) has been set for Wednesday, September 28th at 11 :00 at the Double Tree Hotel.

**Adjournment:** Members adjourned the meeting at 3 :27PM.

Respectfully submitted: *Ambre M. Corbett, AICP*  
Chapter Secretary