



# Tennessee Chapter of the American Planning Association

## Executive Committee Quarterly Meeting

### Winter Retreat

**February 26, 2014**

### *Minutes*

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**Board & TAPA Members Present:** Valerie Birch, Buz Johnson, Steve Neilson, Thomas Skehan, Meridith Krebs, Lisa Milligan, Rick Gregory, Sam Edwards, Ambre Torbett, Doug Demosi, Kathryn Baldwin, William Veazy and Bill Terry. A quorum was present.

**Members Absent:** – Tim Roach, Andrea Barbour, Brett Roller, Karen Hundt, Karen Rennich, and Jessica Harmon.

**Approval of Minutes:** A motion to approve the minutes from the fall conference call on October 4, 2013 was made by Steve Neilson and seconded by Lisa Milligan. Minutes were approved as published (via email).

**New Business:**

- A) TAPA Student Scholarship Applications** – Ambre stated that she had only received one email of inquiry but to date, no applications had been filed. Valerie stated that she will send out an email to the entire chapter to solicit interest from graduate students.
- B) Winter Retreat 2014** – Lisa stated that there were about 70 confirmed registrants for the Winter Retreat and that she projected the chapter would break even on the budget. Discussion followed. She has prepared a survey form regarding input on suggestions for improving the Winter Retreat. She will distribute this survey during the sessions and report back. She also stated that all 11 CM hours have been submitted to AICP for approval and should be confirmed within a week post conference. Lastly, she confirmed that she made the reservation for the 2015 Winter Retreat at Fall Creek Falls State Park and the 2016 Winter Retreat with Montgomery Bell State Park as they were booked two years out.
- C) Annual Conference 2014** – Doug and Meridith distributed Save the Date postcards for the upcoming TAPA Fall Conference to be held on August 26-29 in conjunction with the TRB ADC. The conference will be held at the Music City Center in downtown Nashville. The reason the committee chose this time was the TRB ADC Committee typically holds their annual conference in the summer while we hold ours in the fall. Late August became the compromise. The theme of the conference is Transportation Innovation – Planning Inspiration. They encouraged all to book your room at the Hilton Downtown as soon as possible at the Group Rate.
- D) Treasurer's Report/Budget** – Meridith reviewed the current budget report with the board. She did not have copies of the budget for distribution but would email the board the updated report once she returned to the office. The primary checking has approximately \$14,000; savings has \$12,000; charge account has \$1,200; State of Franklin Section has \$307; Chattanooga Section has \$8,000; Knox Section has \$2085, Middle Section has \$5018 and West Section has \$?? Meridith also stated that she needed a 1099 IRS form on Bill Terry and she will be discussing the tax exempt status with a CPA. For purposes of the conference, we will use TRB's tax exempt status for accounting purposes.

**E) Section Reports**

West TN Section (Tom Skehan)

- The University of Memphis, School of Planning seems to be in a state of flux with accreditation. Dr. Ken Reardon will have a Mid-South Planning Conference as well – TBD.
- Sam Edwards presented a session in West TN on Nov. 6<sup>th</sup>

Knox Section (Buz Johnson)

- He stated that they held a luncheon program with Dan Hawk as the speaker. They had close to 25 attendees and the topic was on rural planning post LPAO.

Middle TN Section (Doug Demosi)

- Lisa Doncheau was the speaker on “How Can Planners Better Utilize GIS.” The session was held in Franklin.
- David Pike with Pike Legal will be the upcoming speaker on Cell Tower Regulations.

**F) TAPA Elections** – Valerie stated that the TAPA Elections will be conducted by APA in line with their schedule. Discussion followed.

**G) ByLaws** – Rick Gregory stated that the ByLaws Committee members were still reviewing the updates and they will provide final draft at the next Executive Committee Meeting. The committee will plug in the Membership Chair to the ByLaws and reflect the APA policy on Election Schedule.

**H) Membership** – Meridith stated that the goal was to sync Chapter Only Membership Renewals in order to send out one annual notice via email. Steve stated that he had prepared a Membership Flyer to be distributed at all conferences at registration booth. Bill stated that some of his emails to the TAPA membership bounce back. Valerie suggested sending all Chapter/TAPA mass emails and documents for distribution through Andrea Barbour as she can send out using Mail Chimp tool.

**I) TAPA Conference Committee Workbook** – Tom stated that he had compiled some helpful information from past conference committee members in hopes of developing a Workbook for future Conference Committee members. He should have a draft completed soon.

**J) TN Planning Leadership Council Nominations 2014** – Ambre stated that she had received two nomination forms for the 2014 year: David Coode as nominated Tim Roach; and Valerie Birch as nominated by Lisa, Meridith and Ambre. The secretary distributed copies of the nomination forms and resumes. After a brief discussion, Kathryn Baldwin motioned to approve the nomination for David Coode for membership. Bill Terry seconded the motion and the vote in favor passed unanimously. Sam Edwards motioned to approve Valerie Birch’s nomination. Meridith Krebs seconded the motion and the vote in favor passed unanimously.

**Adjournment:** Members adjourned at 7:00PM (Central Time)

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