



TAPA - Winter Retreat

Executive Committee Meeting Minutes

January 26, 2011

5:00PM (CST) – Montgomery Bell State Park Inn

Members Present: Karen Hundt, Valerie Birch, Steve Neilson, Kathryn Baldwin, Lisa Milligan, Jason Meredith, Thomas Skehan, Tim Roach, Sam Edwards, Bill Terry, Rick Gregory and Ambre Torbett (12 total members with 8 voting members). A quorum was present.

Introductions: Karen Hundt, Chapter President, opened the meeting and announced the new members added to the Executive Committee for 2011. Brett Roller has stepped down from the West Section Director to take on the responsibilities of the chapter's Professional Development Officer (PDO), in charge of coordinating AICP training programs for perspective AICP exam-registrants as well as working with the conference chairs on CM approvals with APA/AICP. Thomas Skehan is the new West Section Director and Andrea Barbour is the newly appointed Graduate Student Representative from University of Memphis School of Planning. Stan Harrison has stepped down from the Planning Official Development Officer (PODO); however Dan Hawk, Executive Director of the Local Planning Assistance Office/Special Programs Director has assigned two regional directors to the position from his agency – Glenn Rosenoff, Upper East TN Regional Director and David Pechin, Jackson Office Regional Director.

Minutes: Ambre Torbett, Chapter Secretary, distributed copies of the minutes from the last meeting, which was held at the Fall Conference in Knoxville on September 29, 2010. These minutes were also distributed to the committee via email shortly after the fall conference. Kathryn Baldwin motioned to accept the minutes as presented. Jason Meredith seconded the motion and the minutes stood approved as prepared.

2011 Winter Retreat Update: Valerie Birch, Chapter VP, briefed the committee on the logistics of the Winter Retreat. She reported that there were 11 total CM credits that an attendee could earn by attending the full conference, noting that there are a few concurrent sessions from which to choose. In addition, the required legal and ethics training for the year could be achieved. Of the 70 pre-registered attendees this time, only one person was a non-member of APA and 6 were graduate students. She asked for assistance in the morning to work the check-in table. Lisa Milligan offered to help.

2010 Fall Conference Summary Report: Kathryn Baldwin, Knox Section Director, distributed a summary report on behalf of the Knox Section Conference Co-Chair, Monica Austin. There were 307 total registrants, although some of whom did not show. Of those, 115 were TAPA members, 51 were TSITE members and 120 not affiliated with either organization. There were 29 graduate students as well. Kathryn reported that TAPA's portion of the net profit from the conference came to about \$9,000.00, which included the seed money from the chapter. She will confirm that figure and it will be reflected in the budget. Discussion followed. She also distributed a summary sheet of the feedback they collected from the conference per the completed Evaluation Form. Overall, the comments were very positive. Discussion followed.

2011 Upcoming Fall Conference Planning Report: Lisa Milligan, Middle Section Director and conference chair, provided a report on the committee's conference planning. The Fall Conference will be held from September 28-30th at the Double Tree Hotel and Conference Center, downtown Nashville. She reported that they are leaning towards holding the TAPA Awards Luncheon on Thursday with box lunches on Friday during a session. This may interest attendees to stay on Friday and still earn a CM during lunch. She hopes to hold an Opening Reception within walking distance from the hotel on Wednesday night. The Urban Land Institute (ULI) has been identified for possible involvement and sponsorship with the conference. She encouraged the board to share speaker ideas and themes for the conference. David Codes will be the Awards Chair. They are also discussing Mobile Workshop/Tour Sessions as well. Lisa stated that she would try to work out a better arrangement and deal with the hotel on parking fees, as well as provide a detailed map of alternative public parking areas, to distribute to registrants. Stan Harrison or Dan Hawk may have suggestions.

Chapter Policies: Karen opened up the discussion on the recommended Cancellation Policy as crafted by the committee during the last meeting and prepared by Valerie Birch. Discussion followed. Karen will ask our chapter webmaster, Sarah Powell, to post this policy on the www.tnapa.org website.

2011 Planners Network National Conference in Memphis: Karen announced that there will be a great opportunity to attend this upcoming conference in Memphis, May 18-21 at the University of Memphis. They have asked TAPA to be an involved participant and sponsor. Steve Neilson motioned to approve the support the conference with up to \$1,000 as a sponsor - providing the discretion of our president to spend up to that amount. Lisa seconded the motion. Motion passed unanimously.

Budget Report: Valerie stated that Meridith could not be here; however she provided as summary of the budget for the chapter. Valerie stated that there was approximately \$22,497.31 in savings; \$10,869.91 in checking; and \$602.65 in the charge account for a total of \$33,969.87 in assets. In addition there will be the \$9,000 profit from the Fall Chapter (minus the profit/share and return of the seed money). The Pay Pal Account also showed a \$1,100 credit balance. Discussion followed regarding the status and date each section should expect for the annual APA grant. Valerie will discuss with Meridith and inform each section director accordingly.

Tennessee Planning Newsletter: Tim Roach, newsletter editor, briefed the board on the recent make-over of the chapter newsletter. He would like to have reoccurring sections in the quarterly newsletter such as reports from each section, job openings, and feature articles. Some of the suggested topics are: a survey on existing successes or issues with Design Review Commissions across the state; climate change; sustainable design case studies and tourism planning development. Discussion followed.

Legislative Report: Sam Edwards briefed the board on two upcoming bills he would like approval to lobby for on behalf of the chapter: 1) from the TN BAR on the revocation of a plat with a performance guarantee – surety bond; 2) defining a quarry operation relative to land use and permitting. Discussion followed. Members agreed to iron out the differences with the TDEC boring permit standards. There are a total of 9 out of 10 bills proposed that he and Bill are dissecting. Valerie motioned to approve the support for these bills. Ambre seconded the motion and the vote in favor passed unanimously. Bill and Sam will provide more detail on these and other bills during their session at the end of the conference, as well as email out a Legislative Summary to the chapter.

Chapter Address to Governor Haslam: Karen suggested that the chapter consider sending a letter to the new governor, which would serve as an introduction of TAPA to him as well as make him aware of our role in the development of legislation, training for the planners and Planning Commissioners across the state and long standing relationship with the State Local Planning Assistance Office. Discussion followed. Members agreed to support Karen's letter with a recommendation from Rick that the letter emphasize the importance of city-county local enabling legislation and local control. Discussion continued. Karen asked each member to email her with any other key topics to address in this introductory letter to the governor.

Section Reports:

Knox Section – Kathryn shared some highlights of recent activity within the Knox Section. She stated that while snowy weather delayed the section's annual gathering last month, they have had other training opportunities that were well attended. She also shared her participation in the 4-County Consortium on Sustainability Strategic Committee with a Work Plan due the end of February. She will provide more details soon. Secondly, she announced that the East TN Quality Growth group will be hosting their 2nd conference May 30-31, which will be held at the Knoxville Convention Center. The last one they held had over 700 attendees. TDOT will be helping to fund the Quality Growth Toolbox Session as well as an on-line interactive website. They asked TAPA to also help sponsor the two-day conference. Discussion followed. Lisa suggested they apply to AICP for CM credits to make it worth our while if the chapter considers sponsoring this event. Kathryn motioned that we sponsor up to \$1000 for this conference. Steve seconded the motion and the vote in favor passed unanimously.

State of Franklin Section – Jason Meredith shared news from Upper East TN. Last month Stan Harrison addressed the planners and Planning Commissioners from the section on the Nashville Flood Incident. He held a captive an audience of about 35 folks or more. Our next after-hours section meeting will be the first Friday of March with future training luncheons set for April.

West Section: Thomas stated that as the new section director he was just in the process of reorganizing the section and trying to draw more interest and participation. More news to come.

RECESS – The Executive Committee recessed this portion of the business meeting at 7:10PM Central Time. The meeting was reopened at approximately 8:00PM to review the TN Planning Leadership Council 2011 Nominees. Separate summary attached.

Respectfully submitted: Ambre M. Torbett, AICP
Chapter Secretary