



THE AMERICAN PLANNING ASSOCIATION TENNESSEE CHAPTER

Executive Board Meeting Minutes Montgomery Bell State Park – January 28, 2009

MEMBERS PRESENT:

Karen Hundt, AICP – President
Steve Neilson, AICP - Past President
Valerie Birch, AICP – Vice-President
Meredith Krebs - Treasurer
Ambre M. Torbett, AICP - Secretary
Sam Edwards, AICP - State/Local Legal Affairs
Rick Gregory, AICP - National Legislative Affairs
Bill Terry, AICP - Chapter Lobbyist
Brett Roller, West TN Section Director
Kathryn Baldwin, AICP, Knox Section Director

MEMBERS ABSENT:

Vacant Position – PODO
Terry Langlois, AICP - Professional Development Officer
Karen Rennich, AICP – Chattanooga Section Director
Angie Charles – State of Franklin Section Director
Lisa Milligan – Middle TN Section Director

- I. **Call To Order:** *President Karen Hundt, opened the meeting at 3:00PM. A quorum was present.*
- II. **Introductions:** *Karen Hundt introduced new members to each other. Several members were absent. Brett Roller introduced himself as the new director of the West TN Section of the chapter.*
- III. **Approval of Minutes:** *Steve Neilson motioned to approve the minutes from the December Conference Call. Bret Roller seconded the motion and the vote in favor passed unanimously. Minutes stood approved as presented.*
- IV. **Conference Call:** *Members confirmed that the board approved via email vote to pay for executive board's use of conference calls as an efficient method to conducting business.*
- V. **Winter Retreat Update:**
 - a. *Valerie Birch provided a briefing of the Winter Retreat budget and registration. She reported that 89 members have confirmed registration for full conference whereas last year there were 93 folks. There were a few folks who registered for one day one – 33 for just Thursday and 55 staying until Friday.*
 - b. *Also, Dr. Ken Reardon brought 9 students from the University of Memphis. She also requested input into the pros and cons of having the VP make the hotel reservations as part of the Winter Retreat. Discussion followed. Members confirmed that this method of full registration – tuition plus room and board was begun when the chapter had a part-time administrator making the plans. Now that the sole responsibility is placed on the VP, maybe next time registrants can make their own room reservations with the state park. Valerie added that often times, individuals can take advantage of not only the TAPA group rate but possibly extra winter specials with the state park; whereas TAPA would be locked in to the reserved group rate. Steve added that often times, students will share a room to cut costs and therefore TAPA would not need to make their room reservation. Steve Neilson motioned to leave the room reservation planning decision up to the VP in the future. Katherine Baldwin seconded the motion. The motion in favor to leave this decision up to the current VP, passed unanimously.*
 - c. *Valerie also stated that they have made over \$1200 so far. Each AICP member will have the opportunity to obtain up to 11 CM for this two-day retreat.*

- VI. Students:** *Valerie stated that she would put the graduate students to work by having them not only man the registration booth but also introduce each speaker. Discussion followed.*
- VII. AICP Reduced Exam Fee:** *Karen informed the board that she has received two student requests for the AICP reduce exam fee opportunity. Terry Langlois recommended one student over the other as that person satisfied most of the preferences to qualify, such as being a minority. The student who receives this grant must take the AICP exam in May or November of this year. Discussion followed regarding fees, test changes, schedules. Members agreed that it would be good for Karen Rennich to reserve a time period on the upcoming fall conference for an AICP study class.*
- VIII. Banking/CVENT:**
- a.** *Meredith Krebs stated that she has paid Cvent off for and that future credit card conference reservations may be made using PayPal if members are interested. Otherwise, the chapter will not be using CVENT anymore. She explained the many hidden fees with each transaction and merchant fee. The chapter still has access to CVENT's TAPA database until November 2009. Ambre Torbett suggested that we export out the entire distribution list before CVENT expires.*
 - b.** *Meredith also stated that she has put all of the chapter's CDs into a Savings Account at First TN bank. Steve Neilson turned in his debit card to Karen Hundt, for president's expenses. Meredith also provided an update on the new APA finance reporting. She stated that all of the TAPA section treasurers were providing her with quarterly banking reports via email or fax. She then compiles finances and has to report to APA for their auditing procedures. Discussion followed. Meredith stated that TAPA chapter has \$6,000 in the charge account, \$22,000 in savings and \$20,000 in checking. She added that she completed the taxes for the chapter. This was the first year TAPA had to complete the 990N (non-profit/tax exempt) form for the IRS.*
 - c.** *Bill Terry submitted his expense receipts for payment.*
- IX. By-Laws:** *Rick Gregory reported on the By-Laws Committee. He found the latest version of the July 26, 2007 By-Laws. The committee is seeking input on any necessary changes. These changes will be submitted for vote via email. Some of the changes forthcoming will be adding language on the Standing Committees, Legislative Counsel, Lobbying Services, and the Professional Development Committee. He requested that any suggestions be forwarded to Katherine and/or Rick. Karen suggested that the committee complete these changes soon as the final version needs to be sent off to APA. The full chapter has to be given the opportunity to vote on these changes. However, the chapter must receive a minimum of 15% response with a majority of the responders in the affirmative in order for the changes to be approved. Karen requested that these changes be drafted no later than the 2009 Fall Conference. The committee agreed.*
- X. Upcoming Fall Conference:** *Karen Hundt reported for Karen Rennich in her absence. She stated that the conference committee was leaning towards booking the conference location with the Marriot Conference Center with the event scheduled for September 23-25th. More details will be provided soon.*
- XI. CM/AICP Continuing Education Maintenance Program and On-Line Credit Log-In Services:** *Members stated that the website for CM was still not running properly. Karen stated she would stay on-top of this and continue to provide chapter with updates.*
- XII. Chapter Only Membership:** *Ambre Torbett stated that she had received a request from her section suggesting that the chapter begin sending out invoices annually to all chapter-only members to pay their dues. Since APA sends out notices to all full memberships, which includes TAPA, the chapter-only members do not know when it is time to send in their payments annually. Discussion followed. Meredith stated that she had 23 chapter-only members on her current list – most of whom are planners with the State Local Planning Assistance Office. Steve suggested sending out e-card notices. Meredith suggested that we also advertize at the Fall Conference. Meredith and Ambre agreed to develop the e-notices and e-cards for current and prospective chapter-only members, which will provide them with a payment plan and benefits list.*
- XIII. Executive Committee Roles:**

- a. Valerie suggested that the By-Laws reflect the current duties and responsibilities of the Vice-President position. It has been a lot of work for the VP to organize the entire Winter Retreat without assistance. Ambre offered to help out, as there is not a fair amount of work related to secretary position as compared to VP. She stated she would be glad to assist with next year's registrations and arrangements with Fall Creek State Park if needed. Karen requested that each member create a current duties list of their position and send to By-Laws Committee in order to have a better defined executive committee responsibilities outline.
- b. Karen added that we have current vacancy of the Planning Officials Development Officer (PODO), which really is an important function of TAPA. Discussion followed. Bill Terry motioned to appoint Dan Hawk with the Local Planning Assistance Office as TAPA's next PODP. Steve Neilson seconded the motion and the vote in favor passed unanimously. Karen stated that she would ask Dan if he would be interested in serving in this capacity. Members agreed that it would be nice to have Local Planning as a standing position on the executive board.
- c. Members also agreed we need to have all section directors listed on the www.tnapa.org website. Valerie offered to coordinate with Sara Powell, the chapter's webmaster.

XIV. TCA – Subdivision Enabling Legislation – Discussion: Ambre Torbett led the discussion on some of the confusion as to what constitutes a minor subdivision (two-lot plat). She gave two scenarios for consideration. Bill Terry, Sam Edwards and Rick Gregory agreed and confirmed that two platted lots that were less than five acres along with a remaining tract of over five acres, was still considered a minor plat that could be approved administratively. They concurred that tract remaining over five acres were not considered a lot that had to be surveyed and platted, unless new infrastructure was planned. In addition, the word 'infrastructure' did not refer to service lines for individual taps. Discussion followed. Members also agreed that it would be wise for Bill and Sam to develop a TCA amendment to delete 'executive engineer secretary' from TCA 13-3-103 and delete references to the appointment of the executive engineer secretary to be appointed by the Planning Commission. This entire section needs to be updated. Members agreed it was time to place the term 'professional planner' into the language. Sam and Bill agreed to draft a bill and have the executive board review.

XV. Other Business:

- a. Karen reported on the results of the Chapter Survey. She stated that there was a good response rate. Sara Powell and Steve Neilson tabulated the results. Sam opined that the chapter needs to keep the BZA and PC training as part of regular training cycle.
- b. Katherine mentioned that the Knox Section has not had any interest in the section director position, so she is still the section director. Members discussed ways of targeting all municipalities within each section, as it appears that the large cities do not participate as much as the small towns. Members agreed to seek out chapter-only memberships. Valerie agreed to add a write-up about this in the upcoming TAPA Newsletter. Ambre suggested broadening the distribution list to MPOs, RPOs, and Development Districts. Valerie reminded members that she needs more content for the newsletter – representing news from each section. Bill agreed to provide the Legislative Update as well.

ADJOURNMENT: Members adjourned at 5:15 PM.