



THE AMERICAN PLANNING ASSOCIATION TENNESSEE CHAPTER

Executive Board Meeting Minutes Conference Call – December 2, 2008

MEMBERS PRESENT:

Karen Hundt, AICP – President
Steve Neilson, AICP - Past President
Valerie Birch, AICP – Vice-President (and current Middle Sec. director)
Meredith Krebs - Treasurer
Ambre M. Torbett, AICP - Secretary
Sam Edwards, AICP - State/Local Legal Affairs
Rick Gregory, AICP - National Legislative Affairs
Terry Langlois, AICP - Past-President & Professional Development Officer
Bill Terry, AICP - Chapter Lobbyist
Angie Charles, AICP – State of Franklin Section Director
Karen Rennich, AICP – Chattanooga Section Director
Shannon Cotter, AICP – representing West Section Director

MEMBERS ABSENT:

Kathryn Baldwin, AICP, Knox Section Director
Brett Roller, West TN Section Director
Michelle Kubant, AICP - PODO

CALL TO ORDER: *President Karen Hundt, opening the conference call meeting at 11:00AM. Members logged on within the next fifteen minutes. A quorum was established at 11:15AM. All votes will be taken via email per the existing By-Laws.*

DISCUSSION ITEMS:

1. Conference Calls

- Conference Calls Unlimited charges 8 cents per minute per line, plus a 12.6% tax (required by the FCC).
- There is no annual fee. We can record our calls for free. We are only billed when we use the service.
- I suggested adding \$250 to our budget for this service, which would allow us 4 calls per year.
- I will send everyone an email for a vote, since we didn't have a quorum at the beginning of the call.

2. Winter Retreat

- January 29-30 at Montgomery Bell State Park.
- 93 attendees last year – Should we have 2 tracks this year with that many people?
- Program suggestions: TAPA Award winners, Ethics with Ken Reardon, perhaps a Wednesday afternoon mobile workshop to Dixon, TN
- Should we use C-Vent this year? Or perhaps a link to PayPal? *Valerie suggested that we post the Winter Retreat information on the www.tnapa.org website with a link to PayPal and see how this works out.*

3. Banking / C-Vent

- *Meredith Krebs briefed members on the C-Vent fees, EMerchant Solutions fees and the trouble with switching account information with each new event. Discussion followed. We're already paying for it (we're locked in by contract for one more year), but it may not be worth using it regardless.*

- *It does allow registrants to use a credit card, but not many of our members do that. It didn't work well last time. Ambre Torbett added that she had received numerous emails from registrants who used C-Vent, in order to be reassured of transaction and registration. Evidently, folks needed personal confirmation anyway.*
- *It's complicated to learn, especially when we have a different person coordinating the annual conference each year.*
- *Meredith would like to set up a separate conference account, so the revenues and expenses from conferences don't get mixed up with individual Section accounts.*
- *APA wants Sections and Chapters to move their accounts to a single state-wide bank. That will make it easier for the Section Directors to get quarterly statements to the Treasurer.*
- *Meredith will gather all the needed information and we'll vote at the Winter Retreat.*
- *Meredith will look into whether on-line banking with print outs of statements will suffice APA, as opposed to mailed statements. Shannon Cotter confirmed that often banks would waive fees if account holder would agree to forgo paper statements.*

4. AICP Reduced Exam Fees

- *Karen Hundt and Terry Langlois led the discussion on the proposed AICP Exam Scholarship program. AICP is offering a reduced exam fee scholarship for each state.*
- *Tennessee has been allotted one scholarship for this upcoming exam schedule. APA and AICP provides for TAPA to submit the name of someone with financial hardships to become AICP members by taking advantage of the 2009 Reduced Exam Fee Scholarship program.*
- *First time AICP applicants will only pay \$125 for the application and exam fee. Previously approved AICP applicants will only have to pay the exam fee of \$65.*
- *All section directors will be asked to announce this opportunity to their section members in hopes of finding someone who may have deferred taking the AICP exam due to the high cost.*
- *Members with ethnic or a minority will be given preference. In addition, the applicant selected will have to be unlikely to take the exam without the reduced fee or have their employer subsidize the exam fee.*
- *For more information please contact Terry Langlois, AICP – TAPA Professional Development Officer.*

5. Other Business of Mutual Interest

- *Karen asked Steve to check into who the UTK student representative was from the School of Planning and have that person invite the class to the Winter Retreat. TAPA student reps. alternate each year between the University of Tennessee, Knoxville and the University of Memphis. Odd years - UTK, even years – UM.*
- *Steve also stated that he would get with Sara Powell, TAPA webmaster, to update the TAPA website and add the section directors and section state map to the home page.*

6. By-Laws

- *Karen led the discussion about updating the Chapter By-Laws. Members agreed that the last time we updated the By-Laws was on July 10, 2006 in order to allow votes by email. However, we did not receive enough votes to constitute a majority and therefore the draft was printed out and members voted at the Fall Conference in September of 2006. It was agreed that the By-Laws should be redistributed to all Executive Board members for re-review.*
- *By-Law amendments shall consider adding language for Section Directors, chapter lobbyist, holding conference calls, and voting by phone.*
- *Rick Gregory agreed to serve on the By-Laws committee along with Katherine Baldwin, as they served in the past. Members agreed. Rick would notify Katherine of this task.*
- *An updated By-Laws draft reflecting these changes should be placed on the agenda for the Executive Board Meeting at the upcoming Winter Retreat.*

7. Upcoming 2009 Fall Conference Planning Report

- *Karen Rennich, Conference Chair, gave a report to the group on the scheduling and venue for the 2009 Fall Conference in Chattanooga.*
- *She explained the different options for venue but stated that her committee was leaning towards the Convention Center. The dates of the conference will be September 23-25.*
- *She stated that the Convention Center was in walking distance to downtown plus had a shuttle bus.*
- *Discussion followed.*

8. APA/AICP – CM Log Website

- *Terry Langlois stated that the APA website has been down since November and that is why some members have had some trouble logging into their individual CM logs. He suggested members tell their sections to be patient and to keep trying. APA is working to update their website, specifically to make the CM log more user-friendly.*
- *Terry also recommended that the conference planning committees send him their proposed speakers bios and CM forms as soon as possible so he can review, edit and send on to APA as soon as possible.*
- *Discussion followed.*

ADJOURNMENT:

- *Motion made by Steve Neilson and seconded by Karen Rennich to adjourn the conference call meeting.*
- *Members adjourned at 11:57AM.*