



TAPA Executive Committee

Conference Call Agenda

April 6, 2010

1. **Members who dialed in:** Karen Hundt, Steve Neilson, Ambre Torbett, Valerie Birch, Brett Roler, Angie Charles, Stanley Harrison, Lisa Milligan, Meridith Krebs, Tim Roach, Karen Rennich, Kathryn Baldwin
2. **Approval of Minutes** – Karen emailed a copy of the minutes again for review prior to the meeting. Valerie made a motion to approve the minutes with Lisa seconding the motion to approve the minutes as published. Minutes will be added to the website.
3. **National Conference** – Chapter Social – announcement made by Karen Hundt.
4. **2010 Fall Conference (Knoxville)** – Update provided by Kathryn. They have established committees. The speakers are pretty much lined up and proposals have been received. They will have two concurrent session tracks. Buzz Johnson is heading up the awards committee and will be sending out the call for awards in May for a June submittal deadline. They have narrowed down their selection of keynote luncheon speakers. There is a consortium of planners, developers and city –county officials that grew out of the 9-Counties/1 Vision effort. The coordinating committee is looking at piggy-backing onto the conference of this consortium on Wednesday with one large reception. This may be a pre-conference activity. The full TAPA conference will kick off on Thursday morning. This may assist in obtaining more CM hours. The TVA/SE Watershed Quality Growth program may also be an option. The hotel assigned is the Hilton, across from the two TVA buildings, adjacent to Market Street downtown Knoxville. The opening reception is the downtown history museum, which is within walking distance from the hotel. The conference will be September 29th – October 1st.
5. **Conference cancellations / Refunds** – Discussion was led by Valerie – she emailed out the policies of APA and others. She briefed us on those various policies. Discussion followed. Valerie recommended having different cancellation policies and time limits for the Winter Retreat and the

Fall Conference. Karen Rennich suggested using the same policy as APA but to adjust the cut-off date to 2-4 weeks with a full refund. Steve suggested a limit to 2 weeks prior to event. Karen Hundt asked about how that would affect the room block, the food costs and transportation expenses. Valerie will draft a policy based upon the feedback and discussion. Members agreed on a 3-week cut-off with processing fee and 4 week with full refund. Two weeks prior to the conference, no refund. Exceptions shall be made by request with approval by the Executive Board. Meredith stated that the chapter cannot afford monetarily to absorb the cost of cancellations. Karen Rennich stated that the conference coordinator should not be put in the position of determining why a person must cancel registration. Substitutions are acceptable, but full refund may be approved up to the cut-off date. Registration shall not be complete until payment is received. Valerie will submit draft and we will vote on the next conference call.

6. Budget

- o Did we add Fall Conference figures? Karen Rennich stated that the amount to be refunded back to the chapter is about \$ 1 500 and she will mail the check to the treasurer.
- o TN Treasury Dept – Unclaimed Property Reporting – Karen Hundt received a letter from the state. Steve stated that he received those in the past as well and was informed by past presidents that this was just a standard letter that gets mailed out, but believed we did not have anything to claim.

7. **Nominations Committee** – This item of discussion was deferred until the next meeting.

8. **Newsletter/Website** – Tim Roach, Editor – was hoping to do a spring addition. Requested a disk from APA regarding the use of logos, with guidance on use of the logos. Tim will study the APA newsletter templates and recommends that it be electronic format. He would like standard content as well as section reviews or feature articles. He may also allow for RFQ/Ps to be added to the newsletter, photo gallery, student section, etc. He shared his ideas and will email to board for review. He will also send out an email to each section president again to solicit for newsletter content person. Sarah Powell has made some upgrades to the TAPA website. He offered to help her to upgrade the website as it is long past time. He thought we should use the newsletter to keep interest alive. Stan mentioned that when accepting independent articles, that there should be an editorial council to review those articles. The editorial committee was set to be comprised of the executive board at this time.

9. **TN FAICP** - Chapter nominations: Karen Hundt will ask Sam to follow up with this fellow award program.
10. **Ed Cole Retirement** - What should the Chapter do for a formal recognition of Ed. Steve suggested this be done at the fall conference. Karen suggested that the awards committee follow up with this - possibly a plaque or award. Kathryn will notify Buzz on this added award.
11. **CM Credit Sponsorship for other organizations** - This item was deferred until next meeting.
12. **Section Reports** -
 - o **State of Franklin** - report by Angie Charles, we will be meeting on April 2nd for a regular meeting and April 23rd for a training luncheon session on Subdivision Bonds Requirements.
 - o **Knoxville/East** - Kathryn Baldwin - will be meeting soon. Jane Fowler will come and address the group reporting on the mobile work sessions, lessons learned and future programming and feedback.
 - o **Middle TN** - Lisa Milligan reported that they had a meeting last month with a training session on signs. Planning to do 1 training per quarter that will be rotated around the region as their area is spread out. Each of their section officers will take on coordinating a session.
 - o **West TN** - Brett Roller stated that their section meets every other month and will be updating their section by-laws next month.
13. **Adjournment** - Members adjourned at 3:10 PM.