



Memorandum

TO: APA Washington Board Members
FROM: Chris Comeau, Secretary
Date: June 24, 2014
RE: Minutes of June 20, 2014 APA Board Meeting

For the Record (No Board Action Requested)

Discussion only

X Board Action Requested

**Washington Chapter, American Planning Association
Board Meeting Minutes
Puget Sound Regional Council Offices, Seattle, WA**

June 20, 2014, 1:00-4:00 p.m.

Call to Order

President Ivan Miller called the meeting to order at 1:00p.m.

Secretary Chris Comeau confirmed that a quorum of the APA Board was present

In attendance:

Ivan Miller, AICP, President
Paula Reeves, AICP CTP (President-Elect as of July 1, 2014)
Laura Hudson, Vice President (Telephone)
Bill Mandeville, AICP, Treasurer
Chris Comeau, AICP, Secretary

Nancy Eklund, AICP
Ann Macfarlane, Administrative Office (SBI)
Nikole Coleman-Porter, AICP (Telephone)
Ferdouse Oneza, AICP
Jaquelyn Reid, AICP
Kell McAboy, AICP
Dick Winchell, FAICP
Lyn Keenan
Joe Tovar, FAICP
Chad Eiken, AICP
Karen Wolf, AICP

Esther Larsen (Telephone)
Michael Cardwell, AICP (telephone)
Deborah Munkberg, AICP
Jim Rogers
Ryan Windish, AICP
Kim Selby, AICP
Eric Howard
Paul Inghram, AICP
Geoff Appel, AICP
Marlis Korber (SBI)

Introductions were made for the benefit of all attendees, including those on the telephone

1:05pm - Updates

- Ann Macfarlane announced that she would be providing certificates of thanks to those APA Board members whose terms were expiring or stepping down from committee assignments.
- Marlis Korber of SBI Management provided an overview of the service that APA could expect in their new contract with SBI for administrative services.
- Karen Wolf, AICP Commissioner provided an overview of her role at the national level and her desire to represent the interests of APA Washington.
- Nominations Committee Chair Chris Comeau thanked all of the members of the Nominations Committee for their work, thanked Josh Peters for his willingness to offer himself as a candidate, and announced that as of July 1, 2014, Paula Reeves is President-Elect for APA Washington.
- Nikole Porter-Coleman provided an update on the 2014 APA Washington Conference in Spokane.

1:40pm Action Items

- **Approval of Meeting Minutes from March 21, 2014 APA Board Meeting**

Recorded minutes from the following meeting were presented to APA Washington Board members on Basecamp with no requests for changes:

- March 21, 2014 APA Board meeting at PSRC in Seattle;
- May 14, 2014 APA Executive Board meeting vi telephone; and
- May 29, 2014 APA Board meeting via telephone.

All meeting minutes were approved with a request from Nancy Eklund to ensure that AICP credentials of attendees listed in the minutes be double-checked and recorded accurately.

- 2015 National Conference - Budget Action

Paul Inghram provided a status report regarding the planning efforts for the 2015 National APA Conference in Seattle, including 'lessons learned' from the 2014 National Conference in Atlanta. He explained that the 2014 budgeted had allocated \$3,500 for conference planning because costs were not known at that time, but that now a request for an increased budget allocation of \$40,000 in total was being made. Deborah Munkberg explained that the committee had examined several possible venues to host the general reception.

A motion was made to increase the budget for the 2015 National Conference from \$3,500 to \$40,000. There was no second offered and the motion failed.

Discussion followed regarding the need for the budget increase, including additional explanation from Paul Inghram, Deborah Munkberg, and Treasurer Bill Mandeville.



A new motion was made to increase the budget for the 2015 National Conference from \$3,500 to \$40,000. The motion was seconded. APA Board members approved the motion with Michael Cardwell abstaining.

- **Proposed Bylaw Amendments**

Vice President Laura Hudson explained that there was a need to amend APA Washington bylaws regarding:

- Synchronization of elections with APA National;
- Clarification of the roles of APA Washington elected officers; and
- A few technical amendments regarding accreditation, etc. for consistency

The bylaws amendments listed above were the subject of the APA Executive Board meeting conducted by telephone on May 14, 2014.

Michael Cardwell made a motion to approve the proposed bylaw amendments and Nancy Eklund seconded the motion. Discussion occurred with Treasurer Bill Mandeville raising objections to the changes proposed for the roles of President and Treasurer in relation to budget matters. Bill Mandeville requested tabling the motion for further discussion. Laura Hudson voiced her opposition to Bill's request to table the motion, explaining that the Executive Board had already discussed these issues, had received advice from an attorney who is considered an expert in non-profit legal matters, and had voted to recommend the bylaw amendments to the APA Board. Ryan Windish pointed out that the language in bylaw 3.8 seems to offer some flexibility related to Bill's concerns. Nancy Eklund expressed reluctance to amend bylaw 3.8 after the discussion and Executive Board vote had already occurred. Bill Mandeville stated that he disagreed with the attorney's opinion on these matters, adding that he believed the attorney was biased and never consulted him or his sources of information on the matter. Bill further stated that he disagreed with the APA Board on this matter, that it removes check and balances, diminishes the role of the Treasurer to 'book-keeper,' and gives too much power to the President.

Discussion concluded and the APA Board voted to approve the motion with Bill Mandeville opposed.

Laura Hudson also explained that the cost to hire the attorney to provide the legal advice regarding the bylaw amendments would require \$720 from the APA budget.

Treasurer Bill Mandeville stated that he did not think a budget amendment was necessary because the requested \$720 could be taken from the "Discretionary Services" line item in the budget. President Ivan Miller explained the purpose and intent of the discretionary line item for the benefit of the APA Board.

A motion was made, and seconded, to approve a 2014 budget amendment in the amount of \$720 for the purpose of paying for the legal costs of the bylaw amendments approved by the Board. The APA Board voted to approve the motion with Bill Mandeville opposed.

President Miller called for a 10-minute break.

2:40pm Discussion Items/Requested Updates

The APA Board meeting was called back to order.

Kim Selby, Co-Chair of the Communications Committee, discussed the work that has been done regarding the schedule of newsletter articles. Kim explained that there will be monthly themes for the articles in the newsletter; for example, the theme for May will be "Transportation." Kim also announced that Ann Macfarlane has offered to provide a quarterly article on administrative issues. Ryan Windish asked for clarification on the schedule for the "Quarterly Commissioner's Corner." Ivan assured the Board that the scheduled would be corrected and clarified. Nancy Eklund suggested the use of "E-blasts" for AICP CM notices. Ivan requested that communications efforts point members back to the newsletter whenever possible. He also suggested that the Board not take a vote on this particular agenda item.

President Ivan Miller announced that the next APA Washington Board meeting would occur on Wednesday, October 15, 2014 from 5:00-8:00pm in Spokane at the 2014 APA Washington Conference.

- **Advertising Task Force**

Chad Eiken, Chair of the Advertising Task Force explained the work that has been done to examine the possibilities to expand APA advertising revenue opportunities. He provided handouts with examples from other APA chapters around the U.S. Chad highlighted several examples that may provide promise to APA Washington's efforts. President Miller requested that members provide input and comments to Chad within one week.

- **Membership Committee**

Ferdouse Oneza and Geoff Appell provided a status report on membership activities and recruitment efforts. They reminded everyone that there are now Washington Chapter-only memberships. Geoff presented and explained the new membership brochure and requested photos and images from APA Board members so that they would have a broad representation from across the State. President Miller requested that photos and comments be sent to Ferdouse and Geoff within two weeks.

Ferdouse introduced a request to increase the Membership Budget for 2014 from \$500 to \$1,200 to support the activities of the Membership Committee. A motion was made in support of the request, seconded, and approved unanimously by the APA Board.

- **APA-University Education Linkages**

UW student representative Eric Howard presented and briefly discussed the efforts of the Young Planners Group to improve the link between APA Washington and Universities. Eric discussed particular focus on:

- 1.) Coordination ;
- 2.) Professional's Council;
- 3.) PAB Accreditation; and
- 4.) Young Planners Group identity promotion

EWU Professor Dick Winchell discussed the need for more awareness of student participation and highlighted that EWU recognizes students with awards each spring.



- **Update on Short Course Coordination**

Joe Tovar described efforts to better coordinate the Short Course offerings between Commerce, PAW, and APA. APA has not specifically been mentioned in relation to Short Courses in the past. He mentioned that there has also been discussion of additional co-sponsorships. There are on-going discussions between APA and PAW to further define and clarify each organization's mission statement and to look for common ground on which to work better together.

Joe announced that there will be a special Short Course offered at the 2014 APA Washington Conference in Spokane that will include format changes, different content, new technology, and new resources. President-Elect Paula Reeves suggested that this could be a great opportunity for a webcast, similar to what they offered for the Climate Summit at the 2013 APA Washington Conference in Bellevue. Michael Cardwell asked about the inclusion of a Tribal Short Course and referenced an example from the WSDOT web site that focused on Transportation Planning in "Indian Country."

- Update on WASLA Coordination Meeting

Eric Howard announced that there would be a "Happy Hour" on July 12 for WASLA. President Ivan Miller suggested using an "Advise" notice to get the word out about this activity.

- Game Changing Initiative - Big Ideas

Lyn Keenan restated the 10 Big Idea themes and explained that leaders for each major theme are currently working on content for each and that there will be information displays at the 2014 APA Washington Conference in Spokane.

- **Adjournment**

The meeting adjourned at 4:00pm.

Recorded 6-20-2014 by Secretary Chris Comeau

Approved _____ - Signed by Chris Comeau, AICP, APA Washington Secretary