

# Minutes

Board of Trustees Meeting  
February 23, 2018 *Columbus*

## Summary of Action Items:

- C. Davis will send a follow up email to all those who registered for the Ohio Policy Platform webinar.
- Section treasurers will provide requested financial data to Ray for tax preparation.
- Awards Committee will continue to move forward with the Great Places Ohio program.
- GANT Committee will continue to move forward with election and Bylaw change preparation.
- All committees will send Lieber their work plan changes.
- Lieber will send final work plan to Board Members upon receiving any changes from committees.
- Committees will begin implementing work plan goals!

## I. Introductions

## II. Roll Call & Communications

Lieber called the meeting to order at 10:11 AM.

### Present:

C. Anderson	P. Etchie	K. Lieber
E. Anderson	D. Kennedy	P. Logue
C. Auffrey	K. Keough-Jurs	R. Ray
J. Braverman	T. Kinskey	N. Reger
T. Davis	A. Klavora	K. Scocco

### Absent:

K. Ezell	B. Nagy	J. Russell
A. Golden	C. Ronayne	M. Schmidt

### Others Present:

Jeff Kaiser  
C. Davis

## III. Motion to Follow or Amend Agenda

A motion was made by Klavora and seconded by Braverman to approve the amended agenda. Motion passes.

## IV. Approval of Minutes from the December 8, 2017 Board Meeting

A motion was made by Ray and seconded by T. Davis to approve the minutes. Motion passes.

## V. Action and Discussion Agenda

### President's Report

See Boardbook for full report. Lieber briefly highlighted a few items, below.

APA National has created a metric to assess performance of Chapters. An initial assessment was distributed to all Chapters and we have sent the form back. Looking to include some of the items in the performance report as work plan items.

There is some clarity needed on some specific assessment items which will be discussed at spring leadership meetings in NOLA.

2018 Work Plan:

APA National requires development plan and work plan. The development plan is long term and the work plan is more short term (1-2 years).

Lieber and C. Davis worked through developing a work plan for the Chapter that may be easier to read and commit to than the previous plans and lists that have been compiling.

The Strategic Plan needs to be redone. It was last updated in 2011. This will be a good item for the next president to address.

OKI reception at national conference:

It takes time and monetary support, but is there a benefit? There are already so many receptions taking place at the national conference. Lieber spoke with Indiana leadership and they agreed to forgo a reception. In time perhaps, we can come up with an alternate idea.

Kinskey mentioned perhaps we try to partner with Michigan.

Braver suggested we partner with a university.

Kinskey suggested we transfer the funds we would have used on a joint reception (\$1,500) and put it towards whatever we do next year.

The subject is now the responsibility of the conference/education committee.

#### Awards Committee

Braverman reported that we were recently notified that Bob Eichenburg and Wendy Moeller from Ohio have been accepted into FAICP. Congratulations!

Klavora reported that the Awards Committee recently met via conference call to discuss the Great Places Ohio awards program, which is tied to the Because We Plan initiative. She reported that the Committee is looking at different categories with a preliminary list coming together in the next few weeks.

Klavora asked how this event should be conducted – is it a separate event or just online? The idea is to do this in October for National Community Planning Month.

Ronayne had mentioned on the conference call that public officials be invited. Perhaps it could be at the Columbus courthouse.

This year the awards will coordinate with the OKI Conference. C. Anderson is looking at potential options for us – keeping in mind this is just an Ohio event, not Indiana and Kentucky.

Klavora reported that the Committee is looking at an alternative to traditional plaques/awards – perhaps a banner or flag.

Nominations will be due July 1. The Committee is looking at May for the open call.

Lieber suggested a Board nominated award – perhaps call it the Buckeye Award.

Klavora did some research on other Chapters who do this type of program. Some don't use any categories, others use characteristics, others use categories, some use a mix. Some use the National categories – place, neighborhood, street.

Scocco asks how the local sections can help. Klavora replied that we will rely on the local sections to advertise the program.

#### Education/Conference Committee

See Boardbook for full report.

C. Anderson reported that monthly meetings moving along. The next big milestone is to get a fleshed-out program in terms of highlights – featured speakers and mobile workshops.

A logo was chosen which was submitted by a UC recent graduate. That student will receive a \$100 Amazon gift card.

KKJ reported that the Professional Development Workshop will be a planners leadership academy. The idea is to focus on life balance, budgeting, supervising, and dealing with difficult people. This is a nice way to match the technical skills with the soft skills.

#### Legislative Committee

Kinskey reported the Committee conducted a great webcast yesterday with almost fifty (50) people in attendance. There weren't any critical comments, but ideas for how to tie it better with legislative issues going on at the state.

Klavora suggested a follow up email to those on the call.

Kinskey said one suggestion is to match a committee with our policy topics which received positive agreement.

#### GANT Committee

See Boardbook for full report.

Ray reported that the Committee is formalizing election procedures, board member succession planning, executive director contract review and a process for reviewing bylaws.

The top priority is the election process.

Ray asked how do we solicit interest in board members – either current or potentially new members?

The Committee talked about soliciting a statement of interest from anyone running for a position, ahead of their official statement on the ballot.

C. Anderson and Ray will work together to put the slate together.

C. Anderson mentioned any changes to bylaws will also occur during elections.

C. Anderson mentioned wanting to discuss what we do with a non-performing board member, especially when they are up for reelection. How do we approach the subject?

Kinsky asked if we need to change any Bylaws.

Braverman replied to Kinsky's question saying language needs to be updated regarding the election timeline.

Perhaps changes to reflect the new committee structure should also be updated in the Bylaws.

Kinsky suggested that the past president should not have to run to be reelected.

Lieber suggested that might mess up the four (4) year term. Perhaps use them as an ex officio position?

Braverman suggested that in the event the President runs and does not get elected, the Executive Committee could create an ex officio position for them.

#### Treasurer's Report

See Boardbook for full report.

A motion was made by KKJ and seconded by Klavora to accept the Treasurers Report. Motion passes.

Ray pointed out a budget amendment on page 17 of the Boardbook to reflect 2019 conference seed money in the amount of \$5,000.

A motion was made by Scocco and seconded by Lieber to accept the 2019 Budget amendment. Motion passes.

Ray reported a new accounting policy which asks sections to deposit checks from the Chapter within ninety (90) days or Davis will do so and apply a \$25.00 processing fee.

Klavora suggested that Section Directors be notified when checks are not being deposited in a timely fashion.

Ray (excitedly) reported that it is tax season! The Chapter has a new accountant that seems to be working out well.

Tax info from sections is due to Ray next week.

Ray reported the Chapter received another generous donation to the scholarship fund. Thank you, anonymous donor!

Ray reported that one of the sections was scammed. Thankfully, funds were recovered. Ray checked with our insurance provider and if funds are not recoverable, there is no insurance coverage available. Ray suggested that Sections create safety practices to deter this from happening again.

C. Anderson asked if a budget line item should be placed to send the legislative chair to APA's Policy and Advocacy Conference.

Kinsky replied to C.Anderson by saying that the chapter President usually attends because of timing with fall leadership meetings. Kinsky does not think the Advocacy Conference is really useful outside of the speakers. Leadership meetings have policy and advocacy training imbedded in it.

#### Planners4Health Update

C.Davis has been meeting with staff and board members from the Ohio Public Health Association to plan a joint one-day conference this spring/early summer in Columbus. The purpose is to bring the two professions together to discuss planning and public health and where the two can join forces. Funds from the Planners4Health grant will be used to help defer costs to participants who would not normally be able to attend such a conference due to budgetary reasons. The hope is to find yearly sponsors to keep the joint conference an annual event. Planners4Health funds (approx. \$20,000) will be spaced out throughout the next few years until a more sustainable source of income can be found.

#### Executive Director's Report

See Boardbook for full report.

#### Committee Report Out + Work Plan Adoption

Representatives of each committee reported out on the main points of discussion. Several committees had recommended changes and additions to their work plan items.

Lieber asked that each committee provide her the specific language to change in the work plan for inclusion in the final document.

A motion was made by C. Anderson and seconded by Klavora to approve the 2018 APA Ohio Work Plan. Motion passes.

#### Section Updates

##### *Akron (Kaiser)*

A meeting is scheduled for March 22<sup>nd</sup> for members to discuss the future of the Section. Interest in leadership positions will be solicited. Officer elections would occur in April.

##### *Cincinnati (Keough-Jurs)*

The Section is hard at work planning for OKI. Members will participate in several activities with UC including a resume review workshop and planning roundtables.

*Cleveland (Schmidt)*

Several winter events have been organized including tobogganing, broomball and a fireside chat at the Edgewater Beach House. We Plan is set for the week of June 11<sup>th</sup> and will feature events around the theme of urban equity.

*Miami Valley (T. Davis)*

Annual elections will be held in April. Planning will begin for the next P&Z Workshop.

*Northwest Ohio (Etchie)*

A social organizational meeting is planned for March. They'll be looking at dates for the 2018 P&Z Workshop.

**VI. Adjournment**

A motion was made at 1:20 PM by Lieber. Motion passes.