

# Minutes

Board of Trustees Meeting  
June 22, 2018 *Virtual*

**Summary of Action Items:**

- The Scholarship Committee will move forward on hiring an intern, facilitating the Great Places in Ohio award program (due July 1) and working with the Education Committee on planning for the awards ceremony at the OKI Conference on October 3.
- The Education Committee will continue to plan for the OKI Conference. Session proposals are due July 6. Registration opens August 1.
- The Legislative Committee will continue to work with APA National on the pilot advocacy email.
- The Governance Committee will continue to monitor the voting process with APA National. Voting opens August 7.

**I. Introductions**

**II. Roll Call & Communications**

Lieber called the meeting to order at 10:05 AM.

Present:

- |              |                |            |
|--------------|----------------|------------|
| C. Anderson  | D. Kennedy     | R. Ray     |
| E. Anderson  | K. Keough-Jurs | N. Reger   |
| C. Auffrey   | T. Kinsky      | C. Ronayne |
| J. Braverman | A. Klavora     | M. Schmidt |
| P. Etchie    | K. Lieber      | K. Scocco  |
| K. Ezell     | B. Nagy        |            |

Absent:

- |           |            |
|-----------|------------|
| T. Davis  | P. Logue   |
| A. Golden | J. Russell |

Others Present:

- C. Davis
- J. Kaiser

**III. Motion to Follow or Amend Agenda**

A motion was made by Braverman to approve the agenda. Motion passes.

**IV. Approval of Minutes from the May 11, 2018 Board Meeting**

Ray suggested an edit to page four of the minutes (page five of the boardbook) which is underlined:

- *Challenge: what is considered a citizen planner?*

- *Braverman asks if Anthony Lococo is a citizen or professional planner. Ezell suggests he is a professional planner. The Board discussed Lococo's personal and professional experience as described in his position statement.*
- *It was determined to move Anthony Lococo to Citizen Planner and bring Jacqueline Yeoman to professional.*

A motion was made by Klavora and seconded by Keough-Jurs to approve the minutes as amended. Motion passes.

## **V. Action and Discussion Agenda**

### President's Report (Lieber)

#### Executive Director Contract Review:

- See boardbook for draft contract update.
- The contract will automatically renew every January 1.
- The Executive Officers that June is a good time to discuss the renewal because of budget approvals.
- Reimbursable expenses, time allocation and bi-annual review procedures were updated.
- A motion was made by C. Anderson and seconded by Klavora to accept the updated contract. Motion passes.

#### Akron Section Review:

- Lieber suggests we delay the desertification to help the section get back on their feet. A conference call is not the ideal venue to discuss this topic so it will be tabled until the in-person meeting in September.
- Reger and Klavora agree
- There has been one event and another scheduled.
- A motion was made by Braverman to table the vote until the September board meeting.

### Awards Committee (Klavora)

#### Great Places in Ohio Awards Update:

- Nominations are due July 1. There has been one nomination thus far.
- Reger suggests it be marketed on the APA Ohio homepage.
- C. Davis will take care of doing so.
- Lieber reminded the Board that if a committee member is submitting a nomination, they will recuse themselves from voting.

#### Intern Proposal:

- Klavora reported that she sent the draft proposal to the Committee earlier in the week and did receive some initial feedback.
- The idea is to have a CSU student do a semester long internship to research the last 50 years of APA Ohio.
- Logistically, the student would be from CSU because the 2019 100<sup>th</sup> Anniversary conference is in Cleveland, the physical records are in Cleveland, and the intern would be housed at the City of Shaker Heights with Klavora.
- There is a broad concern from the Board of limiting the internship to CSU students.
- Funding for the intern would come out of the Scholarship Fund which currently houses over \$28,000. It was voted to utilize these funds for the intern at the May 11, 2018 board meeting.

- Klavora reported that the Committee has been in communication with the Chapter accountant for advice on a contract. The accountant suggests they be hired as an independent contractor, which removes financial burden from the Chapter.
- Ray asked if there would be any qualifications such as undergrad or grad, full time or part time.
- Ray asked if the contract should specify a specific number of hours spent at the City of Shaker Heights.
- Braverman suggested the internship be open to any Ohio student, so long as they can travel to Shaker Heights.
- Lieber asked how the selection will work. It was determined that the Scholarship Committee will review all applications and narrow them down to the interviews. Klavora and Lieber, as co-chairs of the conference, along with C. Davis, will interview the final candidates and select the intern(s).
- Lieber suggested that the Executive Committee review the final contract.
- Klavora suggested that an APA Ohio member who is also an attorney review the contract.
- Ray asked when the intern will be compensated. Klavora responded that it still needs to be worked out, but foresees something like a third before, a third in the middle, and a third at the conclusion.
- Braverman suggested that the intern interview specific people for a verbal history – such as Anne McBride.
- A motion was made by Klavora and seconded by Braverman to approve the intern, with logistics worked out by the Awards Committee and Executive Committee. Motion passes.

#### Education/Conference Committee (Keough-Jurs/C. Anderson)

##### 2018 OKI Conference Update:

- See boardbook for full report.
- Frost Brown Todd LLC donated conference space (good space with good views) for the PDW. A small reception will take place right after at their offices.
- The PDW is called “Planners Leadership Academy”.
- The Great Places award ceremony will be at the Hilton for logistical reasons. Ann asked that the ceremony be long enough for people to attend – so a half our or so.
- Reger suggested the national Great Places be highlighted as well.
- C. Anderson reported that the opening reception begins at 5:30 PM – but it can be pushed back.
- Kinsky suggested that the Great Places ceremony be at Frost Brown Todd.
- A discuss will continue offline.
- The call for session proposals has been released and are due July 6. Please spread the word!
- A headhunter is getting a list of potential keynote speakers together.
- Reger suggested that one of the Great Places from Cincinnati be a mobile workshop.
- E. Anderson sent save the date postcards to all the section directors. All members should have also received a postcard.
- Registration opens August 1.
- Schmidt asked that if there is a lack of certain topic areas, the planning committee let the board know so they can seek out those topics.
- Keough-Jurs suggested that if someone sees a cool project, they suggest it be submitted.

#### Legislative Committee (Lieber)

APA Legislative Action Alerts:

- Lieber went over the online action alert tool with the Board. The program allows the Chapter to send emails to members asking them to reach out to their elected officials on a particular matter. The system provides simple online instructions to send an already generated letter electronically to their official.
- The Chapter will be a test of this system and will utilize HB 302 as the subject. C. Davis will provide more information to the Board as it becomes available.
- C. Davis summarized [HB 302](#) – Health and Equity in all Policies – to the Board.

Governance Committee (Ray)

APA Legislative Action Alerts:

- See boardbook for full report.
- Ray reported that the bylaw amendments and slate of candidates were sent out to membership exactly 90 days before the election begins.
- Elections begin August 7 and run through September 7.
- Substantive amendments to the bylaws are outlined in the boardbook memo.
- Braverman asked to clarify that the Professional Development Officer (PDO) will become an executive committee officer elected by the board. Ray confirmed that that is correct.
- Ray thanked the Governance Committee for all their work on the bylaw amendments and preparing the slate of candidates.
- A motion was made by Braverman and seconded by Klavora to accept the bylaw amendments. Motion passes.

Treasurer's Report (Ray)

See boardbook for full report.

A motion was made by Lieber and seconded by C. Anderson to accept the Treasurers Report. Motion passes.

C. Anderson commented that budgeting a conservative OKI profit was a great idea.

Klavora asked that line item 612 be increased from \$4,500.00 to \$7,000.00.

- \$2,500.00 for fall intern; \$2,500.00 for spring intern; \$2,000.00 for general scholarships.

A motion was made by Keough-Jurs and seconded by Kaiser to approve the 2019 budget, as amended. Motion passes.

Planners4Health Update (C. Davis)

C. Davis reported that APA Ohio partnered with the Ohio Public Health Association (OPHA) on a joint one-day conference on June 21 in Columbus to talk about planning and public health.

The event was successful with about 40 participants.

Board members Nancy Reger and Chris Auffrey were in attendance.

Section Updates

*Akron (Keiser)*

The Section held a networking lunch on March 22. A happy hour is scheduled for June 27. The Section is planning for quarterly meetings. They are looking to hold officer elections soon. A September lunch and learn is in the works. An opportunity has come up to serve as a clearinghouse for speakers. Patrice Theken was planning director of Medina County and taught courses. Some township trustees are asking her to give workshops and talks to commissions in the area. Perhaps the section could provide resources that may want to learn about a particular topic. Theken spoke to someone at UA to provide meeting space at the medina county campus or downtown campus.

*Cincinnati (Keough-Jurs)*

The Section is hard at work planning for OKI. The Section is also holding elections right now and they are due on July 4. Keough-Jurs, C. Anderson and Geoff Milz (Treasurer) are all stepping down.

*Central Ohio (Golden)*

N/A

*Cleveland (Schmidt)*

The Section finished 2018 We Plan week. The intent of this yearly event is to expand the planning conversation. This year's theme was equity. As with last year, there were several Jane Walks which are really unique. Visit [www.ohioplanning.org/cleveland](http://www.ohioplanning.org/cleveland) for more info. The event received great press from [www.cleveland.com](http://www.cleveland.com) and NPR! Summer events are being scheduled to get folks out and about!

*Northwest Ohio (Etchie)*

The Section held a leadership/social meeting this past Wednesday to discuss planning for our Fall P&Z Workshop. The Section is tentatively looking at either November 9 or November 16 depending on availability of venues for the annual P&Z Workshop. The Section is planning to co-sponsor several NW Ohio planning related events coming up in 2019 (NORED & TMACOG organizations) to help get our local section and APA Ohio information out to others to help build memberships. Section Leadership would also like to request that Toledo be considered for the 2025 APA Ohio Statewide Conference as that is the next open year available.

**VI. Adjournment**

A motion was made at 11:58 AM by Lieber. Motion passes.