

Minutes

Board of Trustees Meeting
May 10, 2013 *in Columbus*

I. Introductions

II. Roll Call & Communications

Klavora called the meeting to order at 10:06am.

Present: Braverman; Burrus; Davis; Etchie; Hopkins; Kennedy; Keough-Jurs; Kinskey; Klavora; Papsidero; Ray; Scocco; Wenger; Yin

Absent: Brachman; Edelman; Egan; Cowley; Moeller; Reger; Ronayne; Wagner

Others Present: Dersi, Goebel

III. Motion to Follow or Amend Agenda

Klavora asked to amend the agenda as follows:

- o Add board attendance discussion after lunch

A motion was made by Braverman and seconded by Wenger to amend the agenda. Motion passed.

IV. Approval of Minutes from the February 15, 2013 Board Meeting

A motion was made by Kinskey and seconded by Papsidero to approve the minutes from the February 15, 2013 Board meeting. Motion passed.

V. Action and Discussion Agenda

President's Report

Klavora directed everyone to look at the boardbook for CPC updates given at the national conference.

2013 APA Ohio Work Plan

Communications Committee

General Communications Plan.

Klavora reported that the committee had back and forth email conversations regarding the committee plan and annual report format.

Klavora said that Chapter members are receiving a lot of email throughout the course of each week. After reading comments from the survey, it is clear that the communication is currently not effective.

Dersi and Klavora discussed a weekly eNEWS blast to be sent every Tuesday. The first run went out earlier this week. This will reduce the number of emails and help group and contain all the news in one email.

The Chapter will blast similar news to the Listserv every Friday.

Klavora said that Sections all do things differently, but it is suggested that they send any news items to Dersi by Monday afternoon so it can be included in the Tuesday eNEWS blast. The same goes for the Listserv, to get any news items by Thursday afternoon so it can be sent with the Friday blast.

Dersi reported that the remaining dates have been scheduled for the Ohio Planner's News pertaining to call for content, content deadline, committee meeting, and distribution date. These dates coincide with the weekly eNEWS.

Klavora said the new website will be live on 07.01.13 for the opening of the state conference registration.

Annual Report.

Echie reported that he looked around at different annual reports from APA, looked at our current programming, and came up with a draft annual report outline.

Kinskey said it may be a lot of work but the benefit should outweigh the time put in.

Papsidero suggested a page limit be placed on the document.

Kinskey suggested the document be no longer than six (6) to eight (8) pages.

Kinskey said that until the Board has any impact on any legislative items, it is hard to see a connection or value to the membership. This annual report is important to fulfill that role.

Klavora said our year end is June 30th, 2013. The report should be built in July and August to be ready at the state conference in September.

Kinskey suggested an announcement be made the first morning of the conference stating we have an annual report and will be going over it. Maybe even put hard copies in each folder.

Membership Survey.

Scocco reported there were 248 respondents to the survey which is about twenty five (25%) percent of membership. The Central Ohio Section saw the most respondents.

Hopkins asked if Dersi could capture the results by Section. Dersi said she would report back whether that could be done or not.

Scocco said that the services offered are valued the most.

Klavora said the conferences are done well.

Klavora reported there was a desire for more policy and advocacy, more involved newsletter, more attention to students, more free and low cost CM events, and better communication. She also stated the Southeast portion of the state is lacking attention.

Kinskey reported the County Planning Directors Association of Ohio (CPDAO) sees a fair amount of folks from Southeast Ohio at their quarterly meetings. That portion of the state has different kinds of planning issues because of the lack of regulation.

Hopkins mentioned a "toolkit in a can" model in Michigan.

Kinskey suggested someone go to the next Planning Directors Association meeting and see what these folks need or what we can do to facilitate.

Hopkins also mentioned someone take part in the Ohio Township Association.

Dersi mentioned taking more resources from National and filtering it back down to the State level. She also mentioned that ULI has the most cross members and said the Board should take a more active role in collaboration.

Klavora reported the idea of only having one (1) Facebook page for the entire State.

Keough-Jurs said the Cincinnati Section has a page and would be willing to merge.

Burrus mentioned the idea of a Twitter account or LinkedIn for blog style discussions.

Goebel suggested having a student do daily Tweeting to keep people interested.

Klavora reported that the Listserv is not working well and will be overhauled with the new website transition.

Awards Committee

Braverman reported the 2013 Awards are due July 19th, 2013. New Jersey has again offered to be the award jury.

Braverman reported that FAICP nominations are due in November 2013. National will get a list of eligible members out shortly.

Braverman passed out a draft short list of members and asked if anyone had someone to add, please let her know.

Governance Committee

Braverman reported the Committee had a conference call and divided up tasks.

Braverman reported that she is working on a logo policy and that Moeller is working on an inner-chapter agreement.

Hopkins suggested a guidebook for each Section might be useful.

Braverman reported that Reger is working on a Board Commitment Letter.

Education Committee

Hopkins reported there is a lot of work to be done as stated in the work plan including updating the Guide to Planning in Ohio, looking into other Chapter's products, moving forward with the Hamilton County BZA Handbook, and looking into high and middle school programs.

Kinsky said the County put the BZA handbook together because of the number of questions from communities on how to run and facilitate the BZA.

Kinsky reported that three different attorneys were involved in its review, the team took models from around the country and narrowed them down to the judicial policies in Ohio. They used a simple slide presentation to train the BZA.

Kinsky asked if APA Ohio would put their stamp of endorsement on the handbook and publicize it on APA Ohio's website.

A motion was made by Hopkins and seconded by Papsidero to endorse the handbook. Motion passes.

Scholarship and Students Committee

Yin reported that the committee has not done too much at this point other than some good email exchanges.

Yin passed around a draft scholarship program proposal and explained that the timeline is planned to coincide with the State Conference. He also said there needs to be a board vote to approve the funds closer to the event – Executive Committee is fine.

Yin asked the Board if it should be open to students and just accredited schools or all schools with students in planning.

The Board agreed that all students and from any school may be included, as long as they are a current member of APA Ohio.

Hopkins said the earlybird registration will be closed by the time the decision is made. She asked if they should be told to register as an earlybird in the event they do not receive the scholarship. The Board thought that was not necessary.

Legislative Committee

Kinsky reported that the Board needs to identify priorities, look at priorities from other organizations, and connect with and support them if priorities align.

Kinskey also reported that as a Board, we need to communicate information and champion a campaign that we can all agree on.

2013 State Conference Update

Wenger reported that the planning process is in good shape. All sessions have been identified and the group is now reaching out to proposers to begin the finalization process. The Professional Development Workshop planning is in full swing. The House of Blues will house the opening reception and Pura Vida will be the location of the main reception. She said the group has requested funding from the Gund Foundation to support Jeff Tumlin as Keynote Speaker. Registration will open July 1st, 2013. She reported that publicity and sponsorships are the current priorities.

****Update**** Because the team has not heard back from the Gund Foundation, a less expensive option is being discussed for the keynote speaker.

2014 OKI Conference

Klavora reported that the 2014 OKI Conference will take place September 24-27 in Lexington KY.

Board Liaison Appointments

Ohio Health Impact Assessment

Dersi referred to the background information in the Boardbook. Hopkins volunteered to participate in the two-day intensive workshop on behalf of APA Ohio.

****Update**** Hopkins is no longer able to attend; Dersi will be acting on behalf of the Board at the two-day workshop.

2014 OKI Regional Planning Conference

Klavora asked for a volunteer to act as APA Ohio's representative to the Regional Conference. Keough-Jurs volunteered to represent, especially because of geographic location.

Transportation Division

Klavora explained that the Transportation Division is establishing an initiative whereby each Chapter has a representative to the Transportation Division to help facilitate an exchange of communication and ideas. Scocco volunteered to represent as a transportation planner.

Board Attendance

Klavora reported there are several Board Members who have missed three (3) or more consecutive Board Meetings. Further discussion should take place on establishing a no-show policy. Two (2) of the Board Members are new to the Board and have not been able to attend any meeting. Brachman asked if Goebel could attend meetings as her proxy, but current Bylaws do not allow for a proxy.

Braverman suggested that Goebel could be a member of the Legislative Committee, without being a Board Member.

Klavora said she would speak with the Board Members and report back with any ideas on how to solve the issue.

Treasurer's Report

Ray referred to her report in the Boardbook and stated there is a revised 2013 budget based on the discussions at the last Board Meeting in February, a rebate analysis, and account balances. She said the budget should be approved at the next Board Meeting which is a conference call at the end of June 2013.

Ray reminded Committee Chairs to get any budget items to her by Friday June 7th, 2013.

Ray also reported there are some unclaimed funds to get back from the State of Ohio. She suggested those funds be put in the scholarship fund. A motion was made by Hopkins and seconded by Papsidero to utilize unclaimed funds for scholarships. Motion passes.

Chapter/Section Financial Policy

Dersi reported there is some confusion on proper tax documents to be used by Sections. She said that she and Ray prepared a financial policy summary for all the Sections to reference when necessary. This information is included in the Boardbook. A final draft will be emailed to the Sections shortly.

Professional Development Officer's Report

Hopkins reported she did attend the PDO exchange at the National Conference.

Hopkins said the AICP exam is being refreshed and that National offers two (2) scholarships per year for Ohio members to take the AICP exam. She also said that AICP exam preparation information will be posted sometime after May on the National Site.

Hopkins reported the CM program has undergone some scrutiny about the quality of the presentations and the accuracy of the topic announced versus the actual content. National is starting to audit sessions for content quality.

Executive Director's Report

Dersi referred to the report in in the boardbook and summarized the major activities related to the newsletter, section support, membership, website migration, board member/committee support, and workshop/conference attendance.

Dersi asked if there was any interest in polo shirts for the Board and lapel pins for the Board and membership.

Klavora asked Dersi to get a quote and bring it back to the Board for discussion.

Section Reports

- Cincinnati: Keough-Jurs reported that the program committee is working on additional programming and joint events in the area. She also reported they plan to take a good look at the survey results.
- Cleveland: Wenger reported the Section had a spring social last week whereby Tony Coyne reported on the Group Plan. The Northeast Ohio Planning and Zoning Workshop will be held June 28th. The Section will again be offering two (2) scholarships and the applications are due mid-June. The Section is also looking at a half day storm water educational event in July. The annual happy hour boat cruise will take place on June 7th.
- Central: Scocco reported there were a few afternoon and learn sessions along with a welcome event for the new Executive Director at MORPC. The Section is hosting a planning and zoning workshop next Friday. Hopkins asked if the Section is planning to do a survey. Scocco reported that they are. Hopkins suggested the results come back to the Chapter, along with a list of good speakers and their biographies, to use as a "speaker bank" for the entire Chapter to use.
- Miami Valley: Davis reported the Section planning and zoning workshop will take place Friday, December 6th. The planning committee has already started meeting every month to begin that process. Davis asked for any keynote speaker suggestions. He also reported that he has met with previous Section leaders to continue getting a handle on the Section.
- Northwest Ohio: Etchie reported that the Section planning and zoning workshop will be held Friday, October 25th. The Section is also thinking about doing a river cruise in downtown Toledo, or a Toledo Mud Hens event.

VI. Other Business

N/A

VII. Adjournment

A motion was made by Hopkins and seconded by Wenger at 2:13 pm to adjourn the meeting. Motion passes.