



# THE AMERICAN PLANNING ASSOCIATION

## TENNESSEE CHAPTER

### *Executive Committee Meeting*

### *Minutes*

***January 27, 2010 @ 5:00PM (CST)***

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**MEMBERS PRESENT:**

Karen Hundt, AICP – President  
Steve Neilson, AICP - Past President  
Valerie Birch, AICP – Vice-President  
Rick Gregory, AICP - National Legislative Affairs  
Kathryn Baldwin, AICP, Knox Section Director  
Karen Rennich, AICP – Chattanooga Section Director  
Ambre M. Torbett, AICP - Secretary  
Bill Terry, AICP - Chapter Lobbyist  
Sam Edwards, AICP - State/Local Legal Affairs

**MEMBERS ABSENT:**

Terry Langlois, AICP - Professional Development Office  
Tim Hindrick – Student Representative  
Angie Charles – State of Franklin Section Director  
Lisa Milligan, AICP – Middle TN Section Director  
Meridith Krebs – Treasurer  
Stanley Harrison - Planning Official Development Officer  
Brett Roler, representing West TN Section

**CALL TO ORDER:** *President Karen Hundt called the meeting to order at 5:00 PM at the Fall Creek Falls State Park Inn (Central Time).*

**DISCUSSION ITEMS:**

**I. MINUTES**

*Ambre Torbett emailed a draft of the minutes to each member shortly after the last conference call. She distributed hard copies as well. With no corrections noted, Steve Neilson moved to approve the minutes from the Conference Call made on November 19, 2009 for the Executive Committee Meeting, which was seconded by Valerie Birch and approved unanimously by voting members present.*

- II. FAICP NOMINATIONS SUBMITTED** – *Karen Hundt stated that she had sent the three applications for the FAICP nominations off to the FAICP review board. She stated that the decision will be made by the end of this month with letters sent to the applicants shortly thereafter. Thanks to Steve and Kathryn for putting together the nominations sent to FAICP on behalf of Mike Marchioni (Teaching & Mentoring Category); Bill Terry (Community Service & leadership); and Sam Edwards (Community Service & Leadership).*

### **III. 2009 Fall Conference**

*Karen Rennich briefed the committee on the profits of the 2009 Fall Conference held in Chattanooga. She stated that the hosting section made approximately \$6,000 in profits minus the \$1,000 seed money given by the Executive Committee. Discussion followed. She stated that she will put together a final summary of the exact figures for the committee to review by email and then mail a check to the Treasurer for the seed money and shared profits pursuant to the latest policy of such.*

### **IV. 2010 Fall Conference**

*Kathryn Baldwin provided a summary of the planning activity thus far towards the Fall Conference. She reported that the venue has been secured and will be at the downtown Hilton Conference Center in Knoxville. The hosting committee decided to have a joint conference with the state's ITE chapter and are working closely with Cindy Pionke. The theme of the conference will be "Highways, Greenways and Byways." Monica Austin Carroll is the conference chair. The off-site reception will be held at the Tennessee Historical Museum. The conference will be from September 29<sup>th</sup> through October 1, 2010. They are also planning on piggy-backing on the scheduled Quality Growth Seminar, similar to what the State of Franklin hosting section did at the 2007 Fall Conference. Discussion continued.*

### **V. BUDGET**

*Karen Hundt distributed copies of the proposed draft budget as prepared by Meridith Krebs. She pointed out some items that are in draft form, such as the Fall Conference budget and the APA Rebates. Discussion followed. Steve Neilson made a motion to adopt the budget subject to plugging in the Fall Conference figures. Karen Rennich seconded the motion and the vote in favor passed unanimously.*

### **VI. BYLAWS**

*Kathryn Baldwin and Rick Gregory briefed the committee on the changes they made. A copy of the Bylaws was distributed by email to each committee member. The secretary presented a color copy that will be on display at the registration desk tomorrow morning. Karen Hundt stated that she had received 28 votes prior to the conference with 27 yes and 1 no vote on the Bylaw changes. Members recommended that a vote be taken during the lunch session tomorrow from the conference attendees. (Bylaws require that 15% of the membership must vote – currently that equates to about 70 members). Discussion followed. Karen Hundt agreed to make an announcement during the lunch session and take a vote at that time. {A vote was taken at the lunch session the next day. The ByLaw amendments passed favorably}.*

### **VII. WEB CONTENT COORDINATOR/E-NEWSLETTER**

*Valerie Birch relayed the update from Tim Roach, Web Content/Newsletter Coordinator. She stated that he needs content from each section director to place articles and news on the e-newsletter. Discussion followed.*

### **VIII. SECTION REPORTS**

- a. Karen Rennich reported from the Chattanooga Section stating that they have not held a formal meeting since the Fall Conference but plan to regroup this spring.*
- b. Valerie Birch reported from the Middle TN Section stating they held a small Christmas Party in December and will also be having a meeting this spring.*
- c. Kathryn Baldwin reported from the Knoxville Section stating they held a quarterly meeting in January and had a luncheon seminar on Sustainability: How to reduce your carbon footprint. They also had a Christmas party at the Bijou Theatre downtown and held elections appointing Kathryn as the Section Director for another term.*

- d. *Ambre Torbett reported from the State of Franklin Section on behalf of Angie Charles, Section Director who is on maternity leave. She stated that they held a training luncheon session in December where Sam Edwards provided an update on the new Horizontal Property Act. They had over fifty attendees ranging from planners, board members, state planners and building inspectors. The plan on holding another luncheon seminar in late February.*
- e. *No one was present to speak on behalf of the West TN Section.*

**IX. CM CREDIT SPONSORSHIP FOR OTHER ORGANIZATIONS**

*Karen Rennich addressed the committee with a request she received from the upcoming Pro Walk/Pro Bike Conference to be held in Chattanooga before the TAPA conference in September. She stated that they had asked her if they could provide continuing maintenance education hours for AICP members. Discussion followed. Steve Neilson stated that if TAPA wanted to secure CM hours with other conference programs and organizations then the APA policy requires that TAPA substantially contribute to the development of the program and sessions plus we would have to pay for such credit certification. He added that the chapter pays \$1,500 annually to APA for CM registration as a whole, regardless of how many sessions we offer for certification. Discussion followed. Karen R. stated that she would send the executive committee a summary of this opportunity with more detail so that we could review prior to decision.*

**X. CANCELLATION AND REFUND POLICY PROPOSAL**

*Valerie Birch recommended that the committee consider adopting a formal policy with regards to handling requests for refunds on conference registration fees for those cancelling. She recommended that the chapter adopt a similar policy to that of the APA and have it detailed on the registration materials for the Fall and Winter conferences. Members agreed this needs to be done immediately. Valerie offered to research the policy of APA and email the committee with a proposed policy that can be considered at the next conference call meeting.*

**XI. WINTER RETREAT**

*Valerie Birch stated that there were approximately 64 registrants for this Winter Retreat not including speakers; however several folks have recently canceled due to the weather forecasts. She reminded the committee that Thursday's breakfast was to be continental style within the meeting room but that Friday's breakfast would be the full buffet. This approach should save the chapter money as many folks do not arrive to the park until the first session, while others might have arrived on Wednesday.*

**XII. ELECTIONS NOMINATING CHAIR**

*Members appointed Rick Gregory to serve again as the Elections Chair. He agreed to send out a call for nominations via email to all chapter members requesting names for each office on the Executive Committee.*

**XIII. ADJOURNMENT**

*Being no further business the meeting was adjourned at 6:30PM Central Time.*