



TAPA Executive Committee

MINUTES

September 29, 2010

Voting & Non-voting Members Present: *Karen Hundt, Lisa Milligan, Tim Roach, Valerie Birch, Meridith Krebs, Jason Meredith, Steve Neilson, Ambre Torbett, Kathryn Baldwin, Sam Edwards, Rick Gregory*

1. Approval of Minutes – 07/23/2010 were emailed to all members in July and again by president for review prior to the meeting. Steve Neilson motioned to accept the minutes as emailed with no corrections noted. Valerie Birch seconded the motion and the minutes stood approved as prepared.
2. 2010 Conference Logistics – Monica Austin arranged for the luncheon. She provided an update on the conference, stating that there were 246 registrants, 25 student slots, and 20 speakers. There were 10 students coming from the University of Memphis and 5 slots from ETSU. Steve Neilson stated that there would only be 3 from ETSU coming this time. Students were provided registration waivers and will be called upon to assist Monica as needed throughout the conference. Monica also explained that some of the session titles have changed since the CM approval. APA will not change the titles and so she will make an announcement and send out an email notice to all registrants after the conference directing them to the changes so they can log in and obtain the proper credit with AICP on-line.
 - Awards + Ed Cole recognition – Karen Hundt listed the winning awards from each category. She also gave a background on Ed Cole, who has been a long-standing supporter of TAPA and regular speaker at the Winter Retreats. With that and his recent retirement from TDOT, the board had agreed to provide him with a special award that will be given to him after the other awards during the Friday Awards Luncheon. Discussion continued.
3. 2011 Fall Conference - Lisa Milligan briefed the board on her hosting committee's progress for lining up a venue for next year's annual conference, which will be located in Nashville. She has been researching hotels in the downtown area as well as possible venues for the receptions. She asked the board is it would be appropriate to ask ASLA to partner with TAPA for next year's conference. Members agreed that would be a good idea to pursue.
 - Conference cancellations / Refunds – Valerie Birch updated the members on the draft cancellation policy that was previously distributed for discussion via email. Ambre Torbett read the policy aloud. Discussion followed. Kathryn Baldwin motioned to approve the cancellation policy with an amendment to add: *unless waived by the Executive Committee with emergency or extenuating circumstances*. Motion was seconded by Lisa Milligan and motion carried unanimously. The complete cancellation policy will need to be added to all future registration forms and a copy of which should also be posted on the website.
4. TAPA/TNASLACM Credit Exchange Proposal - Members also discussed the on-going debate on exchanging continuing-education opportunities with other professional organizations in the state. Karen Hundt stated that she has

tried to iron out the details of this, but has received little feedback from the other organizations. Members agreed that it would not be beneficial to the chapter unless a sound reciprocity agreement could be settled to where TAPA members could attend and be guaranteed CM credit hours up front. Given the time-consuming process in obtaining AICP CM approvals, members agreed that the hosting organization should take this on, not TAPA. Karen will keep us posted if these other organizations pursue this Credit Exchange Proposal.

5. APA Leadership Conference Report – Karen Hundt reported to the committee on her attendance and participation at the recent conference:
 - One topic of discussion was for all chapters of APA to install new officers at the same time so that APA could synchronize leadership conferences and other important training events. Discussion followed. Steve Neilson offered that he thought it was beneficial to him when he was the TN chapter president to draw on the experiences of other state presidents who had served the previous year, rather than everyone entering in as newly elected officers at the same time. Members agreed that the synchronized elections would only benefit APA, while staggered terms would be beneficial at large.
 - Karen also informed the board of the proposed specialty exams being considered with APA/AICP. For example, they are first considering a specialty for transportation planners and environmental planners. Discussion followed. Meridith Krebs opined that with her line of work, she has specialized already and has devoted time and resources in obtaining continuing education and certifications with the long-standing professional organizations. Therefore she and others agreed that it would be redundant and counter-productive for AICP to offer specialty exams in these fields when other nationally recognized organizations already serve this purpose. Discussion continued.
 - CM Credit Comparison Report – Karen reported that with the institution of the CM Program, 87% of the TN Chapter AICP members have obtained at least the required 32 credit hours and there were no members that received less than 16 credits so far. It is important for TAPA to continue to offer these economical and accessible CM certified continuing educational programs throughout the year for our members.
 - APA Budget Recommendation – The APA recommends now that each chapter saves at least one-year's budgeted expenses in savings as a reserve. Meridith confirmed that our chapter has at least a two-year reserve saved.
 - Lastly Karen reported that the Leadership Conference provided policy sessions that emphasized sustainable growth planning.
6. Budget – Meridith Krebs summarized the status of the budget. She reported that the chapter has approximately \$22,000 in savings, \$11,000 in checking and \$575 in the charge account. She provided Jason Meredith, SOF director, with a breakdown on the section grant calculations: \$3 per section member, plus a base of \$300 per section.
7. New PODO still needed – Members agreed that it would be beneficial as a whole to continue to obtain Planning Official Development training from a member of the State's Local Planning Assistance Office. Stan Harrison has stepped down from this position as he has had to split his time with FEMA disaster response and LPAO. Members agreed to ask Dan

Hawk for a replacement. Kathryn agreed to discuss with Dan Hawk and request a LPAO regional director to serve as the chapter PODO.

7. New PDO needed – Terry Langlois is stepping down – Karen also explained that Terry will need to step down as the Professional Development Officer as he has served in this position for many years. Karen stated that she had mentioned this to Brett Roler from the West Section and that he was agreeable to serve if appointed. Members agreed to nominate by acclamation, Brett Roler to the post.
8. Election Status – Rick Gregory provided a summary of his time spent on the elections. He emailed out 460 ballots and mailed a hard copy to 19 members who do not have email. From that he received only 72 emailed responses and two mailed copies. He had a very difficult time reconciling the hard copy as the folks did not provide a return address. If he oversees the elections or any other chapter-wide voting via email, he would embed the text right into the email as opposed to a separate attachment, in order to make it easier on the respondents and tallying.
9. TN Planning Letter Editor/Newsletter Update – Tim Roach emailed out a pre-conference newsletter. Members discussed. He stated that he hoped to publish a post-conference edition, which will highlight some of the programs, photo-opts and section reports. From thereafter, he would like to obtain content from each section, president's corner, students, employment opportunities, training events, chapter officers and bios to name a few. Members agreed that we also need to select a student correspondent from both Memphis and ETSU planning students. Karen agreed to ask Dr. Ken Reardon to select a student who could contribute to the chapter newsletter.
10. TN FAICP Chapter nominations – Karen opened up the discussion on the policy for establishing the Tennessee Planning Leadership Council, as well as a policy for future nominations for such. Ambre read the draft policy which, was emailed to all members this summer. Discussion began. Steve Neilson motioned to amend the policy to read: 'that any nominated chapter members shall have illustrated a contribution to the Chapter and achieve one or more of the areas of service, as outlined in the policy, and to read that no more than 10 members shall be chosen by the Executive Committee with nor more than two new members nominated by the chapter each subsequent year and approved by the Executive Committee'. Lisa Milligan seconded the motion and the vote in favor of this policy with amendments was approved unanimously. Ambre agreed to compile this into an email blast to all chapter members calling for nominations. This will also be published in the December newsletter prior to the Winter Retreat. The executive committee will vote on the first ten members of the leadership council at the Winter Retreat with recognition at the annual Fall Conference.
11. Ed McMahon – Speaker – Karen Hundt stated that thought Ed McMahon would be a great speaker to have in the future. He is an expert on Sustainability Policies and Green Infrastructure Planning.
12. Legislative Reports – Sam Edwards reported on the proposed Senate and House Bills relating to planning. Discussion followed. He and Bill Terry would like to obtain approval from the Executive Committee to work these bills on behalf of TAPA. Members agreed. Additional information and discussion on these bills will be provided during his Legal Session during the conference.
13. Section Reports – Section Directors provided updates on their recent training and events. Members welcomed Jason Meredith from the State of Franklin Section to the board. He stated that his section has been brainstorming on topics for next year's luncheon training seminars that they have provided over the years to the region to planners, planning

commissioners and BZA members. They have been successful in the past. Kathryn Baldwin reported on some of the recent field trips her section has participated in, such as the new TVA/ORNL Zebra Housing LEED Certified project. Discussion followed. Members thought this would be a great case study topic for a future session at a TAPA conference, once the agencies have collected data. Rick Gregory also mentioned the Technology Corridor project of locating electric/hybrid car charging stations.

14. Adjournment – members adjourned at 1:25 PM (EST) - conference sessions were already underway.

Respectfully submitted by: Ambre M. Torbett, AICP