



# Tennessee Chapter of the American Planning Association

## Executive Committee Quarterly Meeting August 20, 2012 - Conference Call Minutes

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Members Present: Karen Hundt, Meridith Krebs, Ambre Torbett, Andrea Barbour, Lisa Milligan, Steve Neilson, Thomas Skehan, Brett Roller, Tim Roach, Sam Edwards, Rick Gregory

Members Absent: Valerie Birch, Karen Rennich, Bill Terry, Kathryn Baldwin, Jessica Harmon

1. **Approval of Minutes** – Lisa motioned to approve the minutes as finalized and distributed via email. The motion was seconded by Thomas Skehan and the minutes stood approved as prepared.
2. **Elections** – Rick said of the 11 mailed ballots, only 1 was mailed back and of the over 400 emailed ballots about 37 have been emailed back. Rick stated that one of the write-in names was a Chapter-Only member. Discussion ensued as to the By-Laws on the matter of whether or not a Chapter-Only member can be an officer of the Chapter. The updated By-Laws did not have this language included in the last edition, however it has in the past as well has been a long-standing policy and practice. Members agreed that the Chapter-Only members could be officers in the section but not officers on the Executive Board. Lisa motioned to amend the By-Laws to state that a Chapter-Only member could serve at the Section level but not as an officer on the Executive Board. Discussion followed. One reason is that traditionally the president of the chapter attends the national APA meetings and conferences as well as officers are delegates to the national convention. A non-APA member cannot serve in this capacity. The motion was seconded by Thomas and the vote in favor of amending the By-Laws to reflect the long-standing policy was unanimously agreed. Rick also stated that he has had problems reconciling ballots with no signature line on the ballot. Karen offered to gather input from other chapters on this matter. Rick stated that he has received paper ballots in the past that are not postmarked with a return address to determine the sender. In a close contest this could be an issue.
3. **New Officers** – State of Franklin Section: Ambre presented the names of the new Section officers for the State of Franklin Section in upper east region.

Section Director: Jessica Harmon of Johnson City Planning

Vice: Jon Hartman of City of Elizabethton

Secretary: Heather Moore of City of Bristol

Treasurer: Alan Hartman of City of Morristown

4. **2012 Winter Retreat** – Finances, deferred
5. **2012 Fall Conference** - Memphis
  - Awards – Thomas asked for guidance on the types of awards given. Lisa stated that they did certificates that were framed with custom do-to-yourself frames. Thomas suggested that the board consider a standardization of the types of awards, rather than leave it up to the section. Lisa stated that her awards committee did very nice

embossed certificates. David Codes was in charge of this last year. Members agreed to standardize the awards.

- Sponsors – Thomas stated that they have some verbal commitments of gold sponsors but no one at the platinum level yet. Discussion followed.
  - Entertainment – Thomas said they are still working on the final details of the reception and music.
  - Sessions – He also stated that his committee members have been finalizing the scheduling of the speakers. They have 4 or 5 presenters that will be on-call in case others do not work out. Karen suggested sending out the draft conference schedule to the membership. Thomas stated that he would send out the draft soon after the input from the conference committee. Senator Norris will also kick off the conference.
  - Mobile Workshops may include tours and discussion at: Overton Park, MATA, Riverfront development and others being negotiated. Some are walking tours and others may be using tokens through the trolley or MATA system.
  - CM Credits are being sent to Brett and reviewed. Lisa suggested that everything should get submitted at the same time, so AICP does not get confused and delete the whole conference.
  - Induction of new TNPLC members – will be held at the Awards Luncheon.
  - TAPA board meeting will be held during the first day after the mobile workshops and before the Opening Reception. Thomas will confirm this time slot to allow for more travel time from members coming from East TN.
6. **TAPA Conference Planning Guidebook** (for future conferences) - Thomas has agreed to put together this to help out future conference planning committees. Input from past conference committees is also encouraged. The book will then be passed along to the upcoming hosting section.
7. **2013 Fall Conference** – State of Franklin Section - Hosting Conference Committee - Ambre and Steve updated the board on the new committee for next year's Fall Conference. They will be gathering quotes from the two convention centers in the area in order to compare and select the site that is the cheapest. Ambre stated that they should have the venue lined up by the next board meeting.

Lynn Tully – Chair of Fall Conference

Steve Neilson – Co-Chair

Ambre Torbett

Alan Hartman

8. **Budget** – Meridith reported that the chapter has \$12,000 in the checking account, \$878 in the charge account, and \$22,000 in savings. Section Grants have been distributed already to each section's treasure.
9. **Membership Chair** – Meridith will work with Steve on getting the promotion and renewal of Chapter-Only memberships better organized.
10. **Student Scholarships** – Tim emailed out the last draft of the background and application for the proposed new Student Scholarship program. He asked for guidance and feedback on the actual "mechanics" of this new program, such as where the applications will be mailed, the due date of submittal and appropriation of such scholarship. Members agreed that the applications shall be sent to the Chapter Secretary and applications shall then be reviewed by the Executive Board. Applications shall be submitted by July 1<sup>st</sup>, distributed by Chapter Secretary to Executive Board for review at the August Executive Committee meeting and awarded at the Fall Conference. Tim Roach volunteered to be the contact person with regards to inquiries and questions but the completed applications shall be mailed to the Chapter Secretary. The final draft should be added to the chapter's website so all can access it. Thomas motioned to accept the above details. Motion seconded by Steve Neilson. Motion carried. Tim will be

working on gathering sponsors and donations that can be earmarked for this fund and deposited so that it could be a self-perpetuating program fund.

11. **PDO Report** – Karen inquired about any feedback and correspondence between Brett and other conference providers with regards to factors contributing to them not wanting to apply for CM credits. As long as our chapter has some role in other conferences, then we could apply for CM credits. The fee seems to be what is keeping others from applying. Thomas wanted to know if the local and statewide conferences hosted by the Building Officials' organization (TBOA or Floodplain administrators) could gain CM approval for shared sessions. Discussion followed.
12. **Newsletter** - Tim stated that he and Andrea will be working on the next addition soon. Tim encouraged all to send him news from the section or planning projects. Pictures from training sessions, projects or new hires are all interesting news that should be shared to TAPA members. Discussion ensued regarding the MTPO in the Nashville Metro area's upcoming symposium. The Newsletter serves as a catch up for all that has happened or is planned. An email blast every few weeks might serve better for timely information and the quarterly edition can then be more in-depth. Members agreed to provide Tim and Andrea with more content that can be either emailed if the news is urgent, such as an upcoming training opportunity, or sent out quarterly in the longer edition. Karen encouraged all to forward content to Tim.
13. **Legislative issues** – Sam stated that they will offer a more interactive and participatory session rather than the traditional summary briefing on passed and upcoming bills. More time will be allowed for this important session at the conference. Thomas also stated that this will be the only session held at this time, since all members need their Legal CM credit.

*Respectfully submitted by Chapter Secretary: Ambre M. Torbett, AICP*