



# Tennessee Chapter of the American Planning Association

## Executive Committee Quarterly Meeting – Winter Retreat

February 27, 2013

### Minutes

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**Members Present:** Tim Roach, Lisa Milligan, Jessica Harmon, Karen Hundt, Steve Neilson, Ambre Torbett, Sam Edwards, Bill Terry, Buzz Johnson, Thomas Skehan, Doug Demosi, Kathryn Baldwin, and Rick Gregory. A quorum was present.

**Members Absent:** – Karen Rennich, Valerie Birch, Brett Roller, Andrea Barbour and Meridith Krebs.

**Approval of Minutes:** Ambre Torbett, chapter secretary, distributed minutes to all board members via email several times prior to the meeting. Steve Neilson distributed copies of February minutes noting minor correction, per Ambre's request. Minutes from October Fall Conference Meeting were approved on a motion by Tim Roach and seconded by Tom Skehan – motion carried. Minutes from February 7, 2013 Conference Call were approved on a motion from Tom and seconded by Karen Hundt. Motion carried with Lisa abstaining due to absence from that meeting.

#### **New Business:**

- A) **Winter Retreat** – Lisa Milligan updated members on the registration totals (80 preregistered for Thursday-only) for the retreat conference. Registration decreases on Friday, which is typical. The retreat will be at Montgomery Bell State Park next winter. Based upon her past and recent experiences with dealing with the CM program office through APA, it is best to submit the full document of speakers, biography statements and session abstracts all at one time. When speakers back out at the last minute and the conference committee has to replace that speaker, this is when it becomes difficult to edit the CM approvals with APA – thus wait until the last minute to submit. They have always been approved. She also reported that food prices went up so registration fees went up \$10 this year.
- B) **Upcoming Fall Conference** – Steve Neilson, Jessica Harmon and Ambre Torbett reported on behalf of the Conference Committee for the State of Franklin Section. Steve distributed Save the Date postcards with the date being September 25-27<sup>th</sup> and will be held at the new Marriott Executive Conference Center at MeadowView Resort in Kingsport. Discussion ensued regarding the theme, session ideas and social planning of the conference.
- C) **University of Memphis, Graduate School of Planning - Re-accreditation Meeting** – Lisa Milligan asked William Veazey to join the meeting and to provide a summary report as he attended the meeting. He stated that it served as a questions and answers meeting for the program. A follow up report on the accreditation status will be made at the next meeting.
- D) **Membership Report** – Steve Neilson reported that he has been working with the chapter treasurer on the membership totals and that they will be sending out and encouraging planners across the state to at least become a TAPA Chapter-Only member, as they will receive that \$25 back if they only attend on conference a year.
- E) **Student Scholarship Program** – Tim Roach reported that the final form was on the TAPA website. Applications should be sent to the chapter secretary. If Ambre receives any applications via email or regular mail, she will scan and send to executive committee members for review. Applications can be reviewed via conference call with awardees announced at the Fall Conference. Tim will send applications to the Graduate Schools of

Planning in Tennessee or other related graduate programs to encourage support. Tim suggested that TAPA consider some type of corporate sponsorship or fundraising effort to sustain this scholarship program so that it can grow and not burden the chapter's budget. Ambre suggested we hold a Silent Auction instead of Door Prize event at the end of each Fall Conference. Members agreed that would be a good idea. She will report back to the Conference Committee and get started planning this for the Fall Conference. This may also encourage conference attendees to stay until the end of the conference, as auction items will need to be paid for and distributed to highest bidders.

- F) **Professional Development Officer** – Brett Roler, PDO, was not present. However Lisa reported that he has worked very hard on drafting the CM submittal for the Winter Retreat on behalf of the chapter. He has always been able to obtain CM credits for each session.
- G) **Newsletter** – Tim Roach reported that Andrea Barbour is the new TAPA Newsletter Editor and will be sending out an updated newsletter shortly after the conference. She will need information sent from each Section Editor noting New Hires, Planning Job Openings, photos of Section Meetings/Seminars, as well as updated reports from sections and chapter president. Discussion followed.
- H) **Legislative Report** – Sam Edwards, Bill Terry and Rick Gregory stated that in the interest of time, the legislative report will be provided at the scheduled session during the retreat. Go to class!
- I) **School of Planning** – Lisa Milligan reported that the new Director of the School of Planning at the University of Memphis was Charlie Sanchez. Dr. Ken Reardon has stepped down from Directorship, although remains very active with teaching and conference planning for the program.
- J) **Future Conference Planning** – Lisa opened the discussion on ways TAPA could strengthen the budget through conference planning and partnerships. Members discussed the idea of not holding a Fall conference every year, rather every other year, which would encourage folks to attend the Winter Retreat, save money, support APA national conference or other CM regional seminars TAPA supports. Members also discussed idea of holding the Fall conference in secondary cities rather than the big cities – such as Murfreesboro, Gatlinburg or Clarksville/Cookeville area. Lisa asked the board members to share their ideas with her and to email follow up ideas to her so that she can compile responses and report back at the next meeting. Buzz Johnson suggested since CM of 1.5 hours is required for Legal Aspects of Planning and Ethics each two-year CM cycle that we rotate those sessions between Fall Conference and Winter Retreat to give Sam, Bill, Rick and Ethics Speaker/Professor a break. Possibly split and rotate respectively. Karen Hundt also suggested that the Conference Committee get the conference agendas out earlier so planners can decide in advance if they would like to go – with respect to budgeting. Lisa added that there is still the task of publishing the Conference Committee Guidebook being worked on by Tom and others, which will greatly assist future conference planning committees. Discussion continued.
- K) **Speaker** – Jeff Speck was a proposed speaker at an upcoming seminar with TAPA support requested by member, Tom Skehan. This speaker fell through due to scheduling. Members agreed to encourage other members to send in requests for TAPA support for regional seminars.
- L) **TN Planning Leadership, Distinguished Planner Award Nomination** – Ambre Torbett submitted a nomination via email for Buzz Johnson, AICP (nominee was dismissed from meeting at this time). Ambre briefed members on his background and involvement with TAPA over his career. Discussion followed. Karen Hundt motioned to approve Buzz Johnson. The motion was seconded by Tom Skehan and the vote in favor passed unanimously. Steve Neilson suggested that the TNPL Council develop a mission statement and serve in an advisory capacity with the board. He added that there should be a designated time for the council to meet at each conference. Members agreed.
- M) **In Memorial** – Tim Roach mentioned that David Karnes, former West TN Local Planning Director passed away on February 26<sup>th</sup> of this year. He suggested that we add a section to the TAPA newsletter for a place to add his obituary. It would be nice to send condolences via the newsletter as he may have touched many other planners

across the state. If Section Editors would keep this in mind, and share other memorials to Andrea, she could post a Memorial Board in the newsletter – passed but not forgotten.

**Section Reports:**

- A) West TN Section – Tom Skehan reported that his Southeastern Development District will be hosting an APA webinar on April 13<sup>th</sup>. They have committed one training event each year to serve the planners and commissioners in their section.
- B) Middle TN Section – Doug Demosi reported that he sent out a survey to his section members requesting input on the possibility of providing GIS training to planners. It will be a hands-on approach to training. So far he received 60 responses to the survey.
- C) State of Franklin Section – Jessica Harmon reported that she will hold a section meeting next Friday, March 8<sup>th</sup> to continue their Conference Planning.
- D) Knox Section – Kathryn Baldwin reported that they held their quarterly meeting last Tuesday and held a symposium which hosted over 100 people. The Theme was “Giving Knoxville Region a Competitive Edge Through Good Planning,” which was supported by keynote speaker from the Wampler Sausage company. Discussion followed.

**Adjournment:** Members adjourned at 6:47 PM (Central Time)

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