



# Tennessee Chapter of the American Planning Association

## Executive Committee Quarterly Meeting – Conference Call

*October 4, 2013*

### *Minutes*

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**Members Present:** Karen Hundt, Buz Johnson, Steve Neilson, Valerie Birch, Tim Roach, Thomas Skehan, Meridith Krebs, Brett Roller, Lisa Milligan, Rick Gregory, Andrea Barbour, Jessica Harmon, and Bill Terry. A quorum was present.

**Members Absent:** – Doug Demosi, Ambre Torbett and Sam Edwards

**Approval of Minutes:** A motion to approve the minutes for the 2.27.13 and 7.17.13 meetings was made by Tom Skehan and seconded by Buz Johnson. Minutes were approved

**New Business:**

- A) APA's 2013 Great Places in America** (Karen Hundt)-Chattanooga's Walnut Street Bridge was designated as one of the Great Public Spaces through the *APA Great Places In America Program*. There will be a ceremony.
- B) PlanET**-Buz Johnson talked to the executive committee about the PlanET effort and a possible resolution from the Chapter in support of the regional partnership effort. He will write up a draft and circulate it. The website is PlanEastTN.org.
- C) Annual Conference** (Steve Neilson) - There were 118 full registrations, about 30 planning commissioner and student registrations and 30 one-day registrations. Only 20 people registered for the half day session on Wednesday but about 130 people attended for lunch, which could add some expense to the conference. Final numbers are not in yet for the conference. Lynn Tully won the Bike that was donated by Kimley-Horn. The chapter was able to raise \$673 for the student scholarship, of which \$500 was donated by Dr. Marchioni.
- D) Student Scholarship** (Tim Roach) - The first scholarship has been awarded. No check has been written. The question was raised whether the check should go directly to the scholarship recipient or to the school. Lisa Milligan put forth a motion that the funds go directly to the scholarship recipient. The motion was seconded by Meredith Krebs. The motion passed. The next deadline for scholarship applications will be in July. The scholarship submission deadline will be published on the TAPA website and in the newsletter.
- E) Winter Retreat** (Lisa Milligan) - the 2014 Winter Retreat will be held at Montgomery Bell February 26-28, 2014. There is a need for session ideas. Lisa hopes to send out an agenda mid-January. Some suggested session ideas: water quality issues, water regulations, and container housing.
- F) 2014 Fall Conference** (Meredith Krebs) - Meredith, Doug Demosi and Jeanne Stevens have been working on the 2014 Fall Conference. The Nashville Area MPO and TDOT are co-sponsoring the conference, which will be a joint conference with the Transportation Research Board (TRB) ADC 10 committee. The MPO is planning to donate money for a guest speaker. Currently the location for the conference is unknown, but the committee is checking with the Omni, Hilton, and Music City Center. The committee will also check with the Double Tree. The goal is to have a Save-the-Date out by mid-Oct. Anticipating 200-300 people in attendance at the conference

**G) PDO Updates** (Brett Roler) - Still waiting for CM credit approval for the conference. The CM provider handbook has been changed. One change focuses on the credits allowed for brownbag/lunch presentations. The AICP committee is concerned about offering credit for time that is not instructional. Now brown bag presentations will only earn 0.5 credit and lunch presentations will only earn 0.75 credit. Training CD's are being phased out. APA is looking to provide content in a streaming format now.

**Treasurer's Report** (Meridith Krebs) - Department of revenue certificate has expired and needs to be renewed. A new application was filed and rejected by the State. The application requires the social security numbers for the officers. Neither Valerie nor Meridith feel comfortable using their social security numbers on this information and would like to explore alternatives. Steve Neilson stated that most of the vendors for the Fall conference accepted the 2007 form. Valerie recommended perhaps getting an estimate for services from a tax professional. Tom made a motion to allow up to \$500 to be allocated for a tax consultant/attorney and Lisa Milligan seconded the motion. The motion was approved. The federal tax exempt form is up to date and current.

- The Winter Retreat made \$2,000 (kudos to Lisa Milligan).
- The current budget does not take into account the most recent conference.
- New membership numbers have been updated. No budget again this year for FAICP nominations. Valerie didn't attend the national conference nor the fall leadership conference therefore there was money saved.
- TAPA sponsored two events this year.
- The chapter received about \$625 in chapter-only registrations this year.
- \$5,000 seed money for the fall conference will be returned to the chapter.
- We only spent \$12,000 for the year instead of our anticipated \$18,000.
- Bill stated to change the wording of lobbyist salary to fee in the budget.
- Valerie stated to get any comments about the budget to Meredith about the budget by next Friday so there can be a vote.

**H) Section Reports**

West TN Section (Tom Skehan)

- West TN will be hosting a low impact development workshop Oct 21<sup>st</sup> and a session on Property Rights.
- Sam Edwards will also be presenting in West TN on Nov. 6<sup>th</sup>
- Gina Tyson will be putting something together for Dec. but nothing has been officially decided.

Knox Section (Buz Johnson)

- PlanET is having a capstone event in Nov., which will be the final presentation and celebration of the document.
- Buz would like to have a resolution from TAPA in support of this effort. Additional supporters would include ALA and ASLA.
- Find out more about PlanET at [www.planeasttn.org](http://www.planeasttn.org)

**I) Lobbyist Update** (Bill Terry)-Buz motioned to keep Bill as the lobbyist for next year. Karen Hundt seconded the motion and the motion passed. Bill asked for TAPA's stance on annexation-he is often asked while at the

Legislature and he recognizes that it is a difficult issue, especially since TAPA has members representing potentially opposite sides. Tim Roach recommended that TAPA produce a general statement that addresses the need for a plan to be in existence in order for the municipality to use annexation. Tim Roach and Bill Terry agreed to draft a statement for TAPA on this issue.

- J) TAPA Data Query** (Valerie Birch) - Valerie gets data query from members from time to time. Often the responses to the queries are quite informative. Valerie would like to find a way to make the responses available to all TAPA members. The TAPA website might be a good vehicle for this. The two most recent topics have been downtown facade programs and container housing legislation. Tim Roach stated that it would be good content for the newsletter. Bill Terry agreed the information should be shared. Valerie will continue working on the logistics for this.
- K) TAPA Facebook** (Steve Neilson) - A Facebook page was created for the conference. It is a public Facebook account as of now. Photos from the conference have been uploaded to the site that can only be viewed by those who friend the page.
- L) Membership** (Meredith Krebs) - We made our goal for the year.
- M) Newsletter** (Andrea Barbour) - Andrea raised the question of including paid ads in the newsletter. Valerie stated the newsletter would have to be published on a regular schedule if that was something we wanted to do. Some of the questions raised by members of the executive committee included whether this could be tied to sponsorship on the TAPA website and where the revenue generated by the ads would be used. There was recommendation to run a pilot and see how it works. Tom Skehan motioned to explore the idea and Buz Johnson seconded the motion. The motion passed.
- N) Legislative Update** (Bill Terry) - Bill mentioned that the final legislative update posted on the TAPA website was an out of date version as was another report of his. Valerie asked Bill to resend the most recent versions to her and she would get them posted.
- O) AICP Exam** - Tom wanted to know if the scholarship fund for the AICP exam was still available. Brett said he wasn't sure if it would be funded next year, but would let the executive committee know as soon as he knew something.

**Adjournment:** Members adjourned at 3:30PM (Central Time)

*Minutes drafted by Andrea Barbour.*

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