



Tennessee Chapter of the American Planning Association

Executive Committee Quarterly Meeting Conference Call @10:30 AM EST/ 9:30 AM CST February 27, 2015 *Minutes*

Board & TAPA Members Present: Valerie Birch, Ambre Torbett, Doug Demosi, Buz Johnson, Andrea Barbour, Rick Gregory, Eric Howell, Steve Neilson, Tim Roach, Sherith Colverson, Chuck Downham, Thomas Skehan . A quorum was present.

Members Absent: Sam Edwards, Bill Terry, Meridith Krebs, Karen Hundt, Lisa Milligan, Jessica Harmon, Brett Roler, Chuck Hammonds.

New Business: none noted

New Chapter Officers:

President-Ambre Torbett, AICP
Vice President-Doug Demosi, AICP
Treasurer-Chuck Downham
Secretary-Sherith Colverson

2015 Winter Retreat-do we reschedule, permanently change the season it is held, etc.:

There was lots of discussion about whether to reschedule the winter retreat, and if so, when? It was noted that rates go up after March at all state parks. Doug asked if the park is available at a later date, as of today we don't know. There was agreement to try and reschedule the retreat this year to last week of March (18 through the 20th or 25 through the 27th) at the same rate. Ambre agreed to call the park and presenters then follow up with executive committee about whether it would be possible to reschedule the retreat.

There was also discussion about whether TAPA should we even hold a winter retreat? Some suggested that maybe TAPA could hold webinars occasionally for free through the divisions with each section planning their own training to get professional certification hours, with TAPA only holding an annual Fall Conference.

Buz: Knox Section of TAPA holds a quarterly luncheon with a featured speaker and wondering if this could serve as credit? Other sections in the state have a "series" on a regular basis.

Ambre added that no money is made from the Winter Retreat. Rick stated that it originally started as a chance for more executive participation in chapter function and to get things in order for the Chapter. It then evolved into a retreat for certification credit – like a business meeting.

There was a suggestion to hold a bi-annual meeting in some of the smaller cities around the state instead, kind of like the Annual Conference to coincide with elections. Some recalled meeting in smaller cities in recent years.

Rick also added that the hardest credits to attain are the ethics and law credits, so if we continue to hold a winter retreat, we need to provide the opportunity to attain these credits.

2015 Annual Conference Update:

Valerie updated everyone that the annual conference has been scheduled for the last week of September in Chattanooga. As of today, nothing else had been confirmed or relayed to Valerie.

TN Planning Leadership Council Nominations:

Our state’s applications came in late and were sent to Valerie who distributed to everyone. There was a recommendation for Melissa Taylor by Tim Mooreland to receive the Leadership award. No one on the call could speak on behalf of Melissa Taylor’s nomination.

It was agreed by all on the call that Melissa needed to be more involved with the Chapter in order to receive the award and it was decided to decline her nomination at this time due to her lack of involvement with the Chapter. Due to lack of a motion, the nomination failed for approval. TAPA chapter secretary, Sherith Colverson will work with President Ambre Torbett to prepare and send a response letter to Tim Mooreland soon.

Revised Bylaws:

Latest version was distributed via email. Section 4.3 changed. Conference call can replace executive meetings.

4.3 (a) Ongoing discussion about holding annual conference in the Fall and rotate between the sections. Suggestions of holding the conference where (what city) the section committee wants to hold it.

2.5 Executive Committee determining Annual Meeting to determine time, date and place – amend – annual meeting will take place at Fall conference

4.3 need to be in agreement with 2.5 (need a copy of the bylaws)

8.0 & 3.1(a)

Committees

- Nominating/Teller: need to change when new officers take office (next available Chapter meeting) and who should be on the committee, only three members
- Auditing: Ambre wants to enact this committee – to be made up of the Treasurer and others TBD
- Public Relations: shall consist of the NL editor, liaison from each section and website manager and other social media

Buz moved to approve these bylaw changes and committee creation, Valerie second – motion was approved

Section Updates:

Section Reports

West TN Section (Tom Skehan) – Training scheduled for 23rd – Memphis (ethics: Tim Roach and legal: Kristy?) & 24th (Jackson) of March

Knox Section (Buz Johnson) – luncheon scheduled for 3/11 with TDOT speaking, elections coming up

Middle TN Section (Doug Demosi) – elections coming up and how to move forward with who will participate



State of Franklin Section (Jessica Harmon) – December meeting held Margaret Norris on Roberts Rules of Order

East TN/Chattanooga Section (Chuck Hammonds) – no one on call

Facebook/LinkedIn:

Andrea began a discussion about better utilization of TAPA’s Facebook and LinkedIn accounts. TAPA needs a faster way of getting information available and these social media platforms provide that tool. Both are already set up and will remain private. There was discussion about whether a member of each section should have administrative rights in order to provide more specific updates. Andrea mentioned that Eric Howell, a student at TSU, wants to help work on getting TAPA better connected to these social media platforms. It was stated that we currently have two Facebook accounts: TN Chapter of the APA, and the APA TN Chapter. We need to close one of them. It was decided to close the APA TN Chapter account.

Currently the LinkedIn Administrator is Chuck Dixon, but no one on the call knows who he is...Andrea/Ambre will try and connect with him to see if we can gain control of the account. It is currently called: American Planning Association TN Chapter

There was a motion by Valerie to set up our current, approved Facebook page with our TAPA logo, Buz second – motion approved.

Emerging Planners Group:

Tom, Doug and Rick will help provide information for planners who are studying for their AICP certifications. Valerie will put together and email to be sent to the Leadership Council for additional volunteers.

MTAS Planners Training-New item:

Rick wants us to be careful on what classes we take to gain planning knowledge – some instructors are not properly certified. Always call and ask!

Approval of Minutes of last executive committee meeting:

Motion moved by Valerie to approve December minutes, seconded by Buz. Motion approved.

Adjournment: Members adjourned at 12:15 p.m. EST, 11:15 a.m. CST

Respectfully submitted by Chapter Secretary:

Sherith E. Colverson

3/8/15