



American Planning Association
Florida Chapter
Orlando Metro

Creating Great Communities for All

OMS Executive Committee Meeting

Thursday, February 8, 2024, noon – 1 pm

MEETING CALLED BY	Roxann Read (Chair)	
TYPE OF MEETING	OMS Executive Committee monthly meeting	
BOARD MEMBERS (highlighted members were in attendance)	Vice-Chair, Tina Demostene Treasurer, Stephen Noto Secretary, Emily Porter Communications Officer, Heather Croney Professional Development Officer, Tammy Reque Orange County Director, Colandra Jones	Programs Officer, Anne Marie Sillaway Programs Officer, Janie Barron Immediate Past President, Luis Nieves-Ruiz EPG Rep, Charles Abbatantuono (ex-officio) University Liaison, Oghogho Oghosa Oriakhi (ex-officio)

I. Call to Order/Quorum (6 members)

II. Admin Items

- Approval of January 13, 2024, Minutes*
 - *Luis motioned for approval and Heather seconded. Approved unanimously.*
 - *From now on minutes should be posted on the APA webpage. This allows others to see what happens at meetings.*
- Appointments
 - EPG Rep*
 - *Charles agreed to continue as the EPG rep which will be for another 1 year term per the bylaws.*
 - *Luis motioned to approve, and Colandra seconded. Approved unanimously.*
 - Subcommittee members
 - Alissa Torres/Bylaws subcommittee*
 - Colandra Jones, Racquel Lozano/Communications subcommittee*
 - Potentially Gregory Hines for Communications Subcommittee
 - Mindy Heath, Heather Urwiller, Deidre Oge/Programs subcommittee*
 - *A request was made for any additional nominees.*
 - *Luis suggested someone involved in transportation planning.*
 - *Tammy suggested Francine Sutton for the PDO subcommittee as well as Annie.*
 - *Annie motioned to approve, and Tina seconded. Approved unanimously.*
- Approve Work Program*
 - *Per bylaws, Work Program for 2024 must be approved.*
 - *Discussed inclusion of events from other planning organizations (in gray). Emily and Annie suggest keeping the events.*
 - *Discussed process of approving work program and the process when future changes to the program arise.*
 - *Luis – do we re-vote every time a change is made?*
 - *Annie – I thought it was only if it's expected to have a major financial impact.*
 - *Roxann – more of a framework – shouldn't have to update for every change. For example, currently have placeholders for happy hours with details to be determined closer to the*



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event.

- *Tina suggested allocating some funds even to happy hours and to bump up everything that's there currently.*
- *Roxann – Should we approve with the understanding that the cost will be less than \$100 for each, as a placeholder?*
- *Tina – Or we could add 20% in budget to every item – we can afford it since we have so few events.*
- *Tina motions to approve the Work Plan with the change of up-ing funds and Annie seconds.*
- *Colandra – I like the using percentage vs. the value amount to add to each budget item, makes more sense to me.*
- *Tina suggested to at least double each item.*
- *Roxann asked whether we should vote on the framework as is then dollar amounts as we go.*
- *Tina – it is helpful to have budgeted amounts as we go.*
- *Roxann – do we need to revisit next month?*
- *Tina revised her previous motion to approve the 2024 Work Program with the note that budgets for happy hour events will be increased from \$40 to \$80 and 25% will be added to all other items in the budget.*
- *Annie – seconded.*
- *Approved unanimously.*
- *Tina will make changes in the spreadsheet on behalf of Stephen.*

III. Discussion Items

- Discussion of OMS members attending EC meetings
 - Roxann – Suggested there's nothing in the bylaws to prevent this. She has never seen this occur in her history with the organization but can see how it could be a benefit to recruiting more board members.
 - Luis – Suggested that in his experience it's not great idea. Does see benefit for recruiting, but has potential for disruptiveness. May or may not affect chapter anyways. This is the duty of the president, why they get elected. Have to consider there are others attending outside of OMS – don't know if they're comfortable.
 - Tina – Suggests it's like sunshine laws – don't think we should preclude if they want to attend, nothing being done that shouldn't be included.
 - Heather – Agrees with Tina – if someone was interested, they should have opportunity to join. There probably wouldn't be many people anyways. To address disruption could provide a separate access link so they can listen but not speak.
 - Luis – was thinking of state board – agrees with Heather and Tina.
 - Roxann – as long as I've been on, haven't had anyone involved. Seems like people are generally supportive. If you have people who want to hear what goes on, on the nominating committee etc. they are welcome to attend.
 - Luis – Suggested carving out time for them to participate/speak. We were elected, and only have an hour. Don't want anyone not elected to disrupt. Establish a time at either the beginning or end to make comments.
- Other
 - Roxann brought up Alissa's resignation from the board – just want to acknowledge, no approval needed.
- Stress management proposal
 - Alexandria Sanchez - \$750/webinar
 - Tina – suggested this would be great to use grant money for – votes in favor especially if it can be used for the grant
 - Tina motioned to approve \$750 cost and grant moneys to be included as part of grant from the state. Heather seconded. Approved unanimously.
- Recording proposals PA101



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- Once Upon a Wedding - \$750
- Jodi Hayes - \$2,850
 - Tina – obviously go with the cheaper option then use second half of grant money to pay for it.
 - Heather motions to approve use of Once Upon a Wedding to record PA 101 and to direct remaining grant money towards it. Tina seconded. Approved unanimously.

IV. Programs Officers Report

- *Have several events scheduled – Colandra will be speaking at Beyond a Sunday – which will look at the role of the Black Church in planning.*
- *March – Ethics Game Night (Tina).*
- *June – Cape Canaveral Mixed Use – Kyle Harris will be presenting virtually.*
- *Mobile Hubs – UCF & Roberta Fennessy presenting – July will be a virtual demo with an in-person event in October or November.*
- *Janie & Annie are working on SOPs for a Planning 101 workshop to tie into event (June).*

V. Treasurer's Report

- *Roxann – Stephen is unable to attend, but as discussed in January meeting, we need to address discrepancies and bring to board to make final decision on how money in account will be spent. This will be determined on a monthly basis.*
- *Luis was reimbursed – should have about \$20k in the account. Received 3 Venmo payments and will write check to OMS.*
- *Luis reminded the board that every time you write a check to chapter, need to write the section name on check.*

VI. Secretary's Report

- *Emily – no updates.*

VII. Vice-Chair's Report (Nominating Committee)

- *Tina – Going to start recruiting. Reach out if anyone you know is interested.*

VIII. PDO Report (Section Grant Subcommittee)

- *Tammy – submitted CM credit request for 102 and in person April event. This week going to submit for lunch and learn at end of the month.*
- *Tammy – Planning 102 next month 3/21 (not really PDO but she's planning it). Melissa Dunklin & Dr. Roger Carter – a City Manager for over 20 years – will be the speakers.*
- *Tammy – started looking at requirements for section grant – what has been done in the past – in order to be prepared. This will make it easier to come up with narrative for things discussed today like Tina mentioned.*
- *Discussed AICP prep events – should we consider a virtual training in the Spring and an in-person training in the Fall? (April virtual and October in-person). This will allow us to reach different audiences – people who don't have a whole day to commit – easier to watch series online. Can change up the content a little.*
- *In-person version could cater to new planners – addressing both format and fundamental knowledge. While online will address more experienced planners – who need more help with test taking itself and refreshing knowledge of planning content. Tammy asked for board input.*
- *Heather – I like that approach – to capture more people, different levels, at own leisure.*
- *Colandra – will this be on demand or live/virtual? Similar to Planning 102 – live event but have option for on-demand after. Good idea to have on-demand virtual type.*
- *Tammy – Will send out for input then start finding people who can support (Doug Kelly, Heather Urwiller, etc.)*
- *Roxann - Use state's go-to webinar – find out from them when available to use that platform then go from there. Heather Croney can help?*



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IX. Communications Officer Report

- *Heather – Have coordinated over email so far. Exciting to get out newsletter. Working on scheduling for social media. For events plan to post once a week until week it's happening – then a reminder day of event.*
- *Considering a “Meet the Board” campaign. Need to come up with questions, a bio from each board member. For example, every Monday could do “Meet and Mingle Mondays” and post photos/info on each person.*
- *Tuesdays – Test Prep Tuesdays – sample questions/resource starting, test taking tips, etc.*
- *This allows people to be able to expect what they're going to see for content each week.*
- *Note – If anyone wants to request communication content, either contact Heather directly or add to newsletter/social media tab on the spreadsheet.*

X. Legislative Policy Committee Report – see attached report

- *Roxann attached to this meeting, of course always being watched. Gives a feel for what APA Florida is interested in.*
- *Know anyone wanting to be on committee? Patricia Tice will hang on unless someone wanting to step in.*

XI. EPG Report

- *Charles – possible forum with undergrads at UCF – get to know you, what planning career is like / March 5th or 12th potential dates.*
- *Luis – not necessarily EPG, but very low-hanging fruit are those minoring in urban planning. Consider event allowing young people to lead, 3-person panel – all young professionals, recently graduated. Currently have 3 undergrads interested in moderating. Option to partner with Urban Knights?*
- *For EPG – nothing planned currently in Orlando section, planning to do something at state conference panel. Will report back when this is more set-in stone.*

XII. Urban Knights Report

- *OG – still determining Urban Knights' role in UCF undergrad event. Luis to check in with Jessica and report back.*
- *Planning a general meeting in Feb/March – Jason Burton (City of Altamonte Springs) will be the speaker.*
- *Board Members election – there are no specific dates per constitution – but looking at first week of March to appoint new board members.*
- *Discussed potential mentorship program. A lot of emerging planners end up quitting after the first few months. Need comprehensive program to enlighten students what it means to be planners / expectations in class versus reality and address burnout.*
- *Dr. Beitsch thinking of restarting the mentorship program with OMS. Previously, virtual program was very successful but phased out. UK in support of the program.*
- *Roxann to put Urban Knights update higher in agenda for next time*
- *Luis – Charles and OG to meet offline – include Dr. Yu in next meeting, recap on mentoring program look into opportunities for future.*

XIII. Chair Report

- *Alissa's resignation from EC*
(Discussed under Discussion Items)*

XIV. Additional Items

XV. Next Meeting – March 14, 2024

*needs vote

Adjourned 1:01 pm