**American Planning Association Florida Chapter**

**Executive Committee Meeting MINUTES**

**Date: JANUARY 19, 2018**

**Members Present**

Andre Anderson, AICP, President

Laura Everitt, AICP President Elect

Kim Glas-Castro, AICP, Secretary

Tony LaColla, AICP, Treasurer

Michelle Heinrich, AICP, VP Communications

Doug Kelly, AICP, VP Section Affairs arrived at 2:00pm

Wiatt Bowers, AICP, VP Conference Services

Henry Bittaker, AICP, VP Professional Development

Allara Mills Gutcher, AICP, VP Certification Maintenance

Melissa Zornitta, AICP, Past President

Brandon Henry, Young Planners Group

Daniel Hubbard, Student Representative (FSU)

Ennis Davis, AICP, First Coast Section by teleconference

Jason Green, AICP, Promised Lands Section arrived at 12:45pm

Devan Leavins, Capital Area Section

Edward Ng, AICP, Gold Coast Section

Joshua DeVries, AICP, Orlando Metro Section

Thuy Turner, AICP Broward Section

Catherine McCloy, AICP, Emerald Coast Section

Melissa Dickens, AICP, Sun Coast Section

Alessandria Palmer, Treasure Coast Section

Mike Disher, AICP, Atlantic Coast Section

Marisa Barmby, AICP, Heart of Florida Section

**Members Absent**

Marcie Stenmark, AICP, VP Membership Services

Jeff Brown, AICP, University Liaison (FSU)

Forrest Eddleton, San Felasco Section

**Guests**

Alex Magee, APA Florida Executive Director

Lester Abberger, APA Florida Legislative Representative by teleconference

Patti Shea, by teleconference at 1:00pm

Josh Long, 2018 Conference Co-Chair

John Roach, 2018 Conference Co-Chair

Andre Anderson called the meeting to order at 9:43 a.m. and requested self-introductions.

**Consent Agenda—Acceptance of Reports**

Corrections on the November meeting minutes were made. A motion was made by Tony LaColla and seconded by Melissa Dickens to approve the items on the Consent Agenda. The motion passed unanimously.

**Legislative Update**

Lester Abberger provided an update on the 2018 legislative session, which just completed its second week. The previously forecasted budget surplus has been wiped out as a result of Hurricane Irma relief, and as a result, the Speaker (Corcoran) does not want to fund any local projects. Funding for Florida Forever cannot be used for administrative costs, and monies are expected to be budgeted for springs’ protection, St. John’s River restoration, Indian River lagoon restoration and beach renourishment.

**Conference Items**

1. 2018 Conference Update – Wiatt Bowers reviewed the conference budget. Josh Long proposed pre-conference workshops. John Roach outlined keynote speaker recommendations. Consensus of the Executive Committee was to retain Craig Fugatge and Leigh Gallagher or Janette Sadik-Kahn as first preferences. Josh Long potential outlined reception venues, and was directed to proceed with negotiations to bring costs down to budget limitations. The EC provided consensus to move forward with the proposed mobile workshops.
2. APA Florida Conference Scheduling – Melissa Dickens requested that the Chapter revisit the timing of the annual conference to be later in October, at the beginning of the municipal budget cycle. It was noted that October is still hurricane season, that early-bird registration would still occur at the end of the fiscal year, and higher hotel prices typically commence with the start of the peak season in October. Alex Magee announced that a host for the 2020 Conference is being sought. This would be the first opportunity for a schedule change to occur. The conference committee will be tasked with comparing the impact on the budget for an October versus a September conference.
3. APA National Conferences/Scheduling Conflicts – Melissa Dickens informed the EC that APA’s ‘water and planning connect’ conference was held at the same time as the State conference, and inquired if the Chapter could request if national events be scheduled in consideration of local events. Andre Anderson will share the concern at leadership meetings.

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1. Circuit Rider Discussion – Alex Magee summarized the schedule for the Joe Minicozzi circuit rider series, scheduled for February 20-23, 2018, which will include sessions in Tampa, Sarasota, Davie, Melbourne and Kissimmee

**2018 Officers Election Update**

Alex Magee reminded the EC that the nomination committee would need to recommend a slate of officers at the April EC meeting.

**FEMA Update**

Laura Everitt informed the EC that date and location of a FEMA-hosted hazard response symposium has not yet been determined.

**Puerto Rico Recovery Effort**

Alex Magee shared that she had requested, via Jim Drinan and Mary Kay Peck, that the Community Foundation and its CPAT teams take the lead in assisting the Puerto Rico Planning Board with post-disaster recovery and mitigation plans.

**Video Project Update**

Michelle Heinrich informed the Executive Committee that the videographer was filming footage of events, such as the walking tour and circuit rider series to include in the video. There is no set schedule for completion of the video project as of yet.

**Plan4Healthy Florida Update**

Allara Mills Gutcher updated the EC on the development of the website: [www.plan4healthyFL.org](http://www.plan4healthyFL.org) The objective of the website is to promote collaboration between planners and health professionals.

**Education Modules Update**

Tony LaColla shared copies of the completed High School and K-2 modules, which include a Facilitator Guide, Common Core Standards summary, and age-appropriate exercises. The Grades 3-5 module should be completed in the next few weeks.

**SOP Tasks Update**

Andre Anderson asked for any updates on the status of the SOPs. It was noted that a new Chair/Leader of the Emerging Topics Committee is needed. Lindsay Stevens will be asked to prepare a description of the committee tasks/responsibilities and time involved. Henry Bittaker noted that the AICP exam pass rate for Fall, 2017 dropped to 41% (Spring, 2017 pass rate was 66%). He cannot determine the reason for the drop. Alex Magee noted that an intern has been hired to assist in the Chapter Office, and will assist with Education and Outreach programs.

**SOP/2018 Budget Implications**

Andre Anderson asked the EC to prepare budget requests necessary for carrying out SOP tasks for consideration during the preparation of the 2018-19 budget.

**President’s Items**

1. Amicus Request – Miami v. Cruz - Andre Anderson informed the EC that the Chapter had been asked by 1000 Friends of Florida to join in an amicus brief. APA (national) is willing to file an amicus brief, separately from 1000Friends, because the case has implications in other states. This course of action will help preserve the Chapter’s image as a resource rather than an advocate.
2. APA Reception in St. Pete - The EC members are welcome to attend the national APA leadership’s reception.
3. Delegates Assembly - Volunteers to serve as a Florida Delegate are being sought. The Delegates Assembly will meet on Sunday, April 22nd at 10:30am in New Orleans.
4. National Parks Maintenance Support Letter - The Chapter will be writing a letter of support to send to Congress, with a Fact Sheet attached outlining economic considerations of the national parks within Florida, at the request of The Pew Charitable Trust.
5. ED Contract – Andre Anderson had forwarded an email to the EC in advance of the meeting that contained a survey of comparable salaries for executive directors, along with a proposal to increase Alex Magee’s salary to be on par with the industry, in recognition of her excellent performance. The proposal is a 19% increase or salary adjustment, to bring the ED salary to $110,000. Benefits, which are derived as a percentage of the salary, would also increase:

It was discussed that surplus revenues will cover the costs, with no negative impact to the Chapter budget. Kim Glas-Castro made a motion to approve the President’s recommendation, which was seconded by Melissa Zornitta, who clarified the benefits package after the increases as follows: salary: $110,000, retirement: $13,200, healthcare: $6,000, PTO: $12,692.31, Holiday: $5,923.08. Andre Anderson clarified that the increases would be retroactively effective to the start of the ED contract on January 1, 2018. The motion was approved unanimously.

**Other Items**

* Josh DeVries requested a clarification on the circuit rider program, as a Host Section. The Chapter is covering the costs of the speaker; however, the Section is responsible to cover any costs associated with the venue and refreshments. It was confirmed that there is to be no charge for attendance for Chapter members, however, a fee may be charged for non-members.

There was no other business, and the meeting was adjourned at **2:21** p.m.