**American Planning Association Florida Chapter**

**Executive Committee Meeting MINUTES**

**Date: November 3, 2017**

**Members Present**

Andre Anderson, AICP, President

Laura Everitt, AICP President Elect

Kim Glas-Castro, AICP, Secretary

Tony LaColla, AICP, Treasurer arrived at 9:45am

Michelle Heinrich, AICP, VP Communications

Marcie Stenmark, AICP, VP Membership Services

Doug Kelly, AICP, VP Section Affairs

Wiatt Bowers, AICP, VP Conference Services

Henry Bittaker, AICP, VP Professional Development

Allara Mills Gutcher, AICP, VP Certification Maintenance by teleconference

Melissa Zornitta, AICP, Past President by teleconference at 1:00pm

Brandon Henry, Young Planners Group

Daniel Hubbard, Student Representative (FSU)

Jeff Brown, AICP, University Liaison (FSU)

Ennis Davis, AICP, First Coast Section

Jason Green, AICP, Promised Lands Section arrived at 9:45am

Susan Poplin (PDO), Capital Area Section (for Devan Leavins)

Edward Ng, Gold Coast Section (for Lynda Westin)

Joshua DeVries, AICP, Orlando Metro Section

Robert Modys, Broward Section

Catherine McCloy, AICP, Emerald Coast Section

Melissa Dickens, AICP, Sun Coast Section

Alessandria Palmer, Treasure Coast Section

Kelly Hyvonen, Atlantic Coast Section (for Lisa Frazier)

**Members Absent (Sections Unrepresented)**

Forrest Eddleton, San Felasco Section

Marisa Barmby, AICP, Heart of Florida Section

**Guests**

Alex Magee, APA Florida Executive Director

Lester Abberger, APA Florida Legislative Representative

Shannon Burke, APA (CPAP) by teleconference

Timothy Gelston, FEMA

John Herin, esq., GrayRobinson by teleconference

Andre Anderson called the meeting to order at 9:30 a.m. and requested self-introductions.

**Consent Agenda—Acceptance of Reports**

Corrections on the September meeting minutes were made. A motion was made by Henry Bittaker and seconded by Joshua Devries to approve the items on the Consent Agenda. The motion passed unanimously.

**Legislative Update**

Lester Abberger provided a forecast of the upcoming 2018 legislative session set to commence in January. To date, 675 bills have been filed for consideration (the typical session has 2000-2500 bills filed by the start of session). It was noted that the Governor is proposing environmental funding this year. The unknown spending needs as a result of the exodus from Puerto Rice (increased demand on education and health care services) will affect the budget process.

**Section Advocacy**

Robert Modys asked if sections can advocate for or against bills. Andre Anderson stated it is important to be careful how we advocate. APA Florida wants to be viewed as a resource. We have to evaluate very carefully how we go about advocacy. Alex Magee noted that the section has a representative on the Legislative Policy Committee (LPC). Any concerns should come through the representative to the LPC. If a section wants to oppose an item or take a position, it is best to send the item to Laura Everitt and Alex Magee for an opinion. Alex noted that, in the past, the Chapter has allowed sections to write letters of support for a grant application. Also, it has been acceptable for an individual section to support a local policy issue, which is generally consistent with the Chapter’s legislative platform. Alex recommended the section create a working group and funnel ideas/comments to the LPC.

**FEMA and Irma Recovery**

Laura Everitt introduced Tim Gelston from FEMA CPCB Recovery Support, who gave a presentation. Shannon Burke, Manager of the Hazards Section of APA also joined via teleconference. In 2011, a National Disaster Recovery Framework was adopted. There is a coordinator in each FEMA region and states are asked to set up a similar framework. The FDRC and SDRC (State Disaster Recovery Coordinator) work together on pre- and post-disaster planning. Several federal agencies have recovery support functions. The NDRF support is known as the community Place Based recovery Initiative (PBI). The PBI helps communities stitch resources together. They are primarily focused on Tier 1 communities. A recovery symposium is being planned for January in Florida. FEMA can help communities find grants. In Colorado, the APA Chapter helped coordinate the FEMA symposium, a "loan a planner" program, and capacity building support. An APA technical assistance team performed land acquisition planning work along a river in Colorado. Edward Ng asked about the state level coordination. Mr. Gelston has suggested to FDEO a coordinated state web site. Jason Green asked about technical assistance opportunities from FEMA to help communities take the next step. Allara Mills Gutcher noted that Panama City adopted a PDRP and noted that an important discussion topic is how to get local officials to understand how important it is for local governments to continually update these plans Mr. Gelston noted that disaster planning starts with and ends with local governments. Shannon noted that APA CPAT has a website that offers technical assistance. Laura Everitt encouraged local sections to reach out to Mr. Gelston and suggested that sections let members know of opportunities to coordinate with FEMA. Andre Anderson noted that each community is different and APA Florida's role is as a clearinghouse for information. Joshua DeVries noted that Orlando Metro is considering a 50/50 raffle and donating proceeds to the CPAT. Alex indicated the best approach is to send the donation to the state office and they will send to CPAT.

**Conference Items**

1. 2017 Conference Update – Wiatt Bowers recapped that over 600 members attended the conference despite the cancellations that resulted from Hurricane Irma. The conference committee has considered approximately $22,000 in refund requests. Because the conference committee was able to scale back on foot counts, cancel the band for the closing reception, etc., initial financial reports show a net-net profit of approximately $76,000. Therefore, the conference committee recommends that the Chapter not file an insurance claim for the losses associated with the refund requests. Consensus of the Executive Committee was to agree with the financial reports and recommendations of the conference committee.
2. Virtual Conference Update – Alex Magee noted that the virtual conference sessions have been well received. A total of nine panels/sessions have been offered with each being attended by an average of 40 people. These sessions are being recorded for “on demand” training opportunities. They will be made available next year to non-conference registrants as free professional development training opportunities.
3. 2018 Conference Update – Alessandria Palmer summarized that the host conference committee is proposing 7 session tracks, and presented the proposed themes. Wiatt Bowers offered that the conference committee anticipates 800 attendees, therefore 7 tracks will accommodate the attendees.

(D) Circuit Rider Discussion – Cancellation of the Friday keynote speaker has provided an opportunity to schedule the first circuit rider series featuring Joe Minicozzi who will speak on economic resiliency (and storm recovery). Sections in the central portion of the State need to decide if they wish to host a program. Doug Kelly will schedule a Section Chair conference call to discuss further.

**Reception at National Conference**

Alex Magee asked the Executive Committee if they desire the Chapter reception at the national planning conference in New Orleans (April 21-24, 2018) to be held in jointly with the other southeastern chapters or as a Florida-only event. Consensus was received to join the other chapters to allow for networking and exchange with planners from other states.

**Conference Scholarship Report**

Melissa Zornitta proposed a process and general requirements for Sections to distribute conference scholarships. Each Section is being provided $800 to cover local members’ conference registration, mobile workshops/tours, and/or hotel costs. The minimum scholarship to any non-student member is $200 and the maximum is $800. The Chapter is establishing basic program parameters; however, each section will determine the specific criteria and number of scholarships it wishes to grant. Melissa highlighted that the scholarship is provided on a reimbursement basis, and paid based on the conference receipts submitted by the awardee (this is not a blanket award). For example, if the awardee submits receipts totaling $375 to the Chapter Office, only $375 will be reimbursed, not the potential $400 approved by the local section. Each Section must present its scholarship program criteria/process/plan with its annual budget submittal to the Chapter. Jason Green moved to approve the conference scholarship program as presented, which was seconded by Eddie Ng, and approved unanimously by the Executive Committee.

**AARP Partnership**

Alex Magee reported that an Age Friendly conference is being planned for December 12th and 13th in St. Petersburg at the Poynter Institute. The Chapter will participate with a booth at the Resource Fair on December 12th, and has been asked to present or provide a session on livability. Ideas include inviting Whit Blanton to be a speaker and/or Ed Ng, to make a presentation similar to that made to the Miami-Dade TPO. Suncoast Section members are asked to serve as volunteers.

**Proposed 2018 EC Meeting Calendar**

Alex Magee proposed a schedule of 2018 meetings for the Executive Committee. Discussion included the ability to have a conference call in lieu of one of the meetings, and the ability to schedule a meeting to coincide with the annual Public Policy Workshop (the timing of which will not work for 2018, but will be considered for 2019). Doug Kelly moved to approve the schedule as proposed, which was seconded by Tony LaColla. The motion was approved unanimously.

**SOP Tasks Update**

Andre Anderson asked for any updates on the status of the SOPs. Henry Bittaker noted that the AICP exam pass rate for Spring, 2017 was 66% (1% average the national average). He also highlighted that a webinar is being scheduled to discuss the AICP Candidate Program with FAU. He was asked to invite all PAB planning schools to participate in the webinar. Marcie Stenmark noted that the student membership brochure is complete. Michelle Heinrich offered that the “Highlight a Planner” is ongoing and being included in Chapter newsletters. Allara Mills Gutcher added that the American Public Health Association should be included as a partner on page 64. Michelle Heinrich noted that the Annual Report is completed. Doug Kelly will check on the status of the Outreach pilot program and report back next meeting. It was noted that Section Chair (officers) orientation training was offered at the annual conference and is a completed task. Brandon Henry announced that Downtown Pensacola is the winner of the Great Places award for 2017. Other tasks are ongoing.

**Video Project Update**

Michelle Heinrich informed the Executive Committee that they are looking to partner with another video professional, Justin R. Ward, at the recommendation of ULI, to reduce costs. The new proposal allows for post-production editing, background music, etc. The project’s budget is unchanged. Consensus of the Executive Committee is to move forward with the new professional.

**Contract Renewals**

Alex Magee summarized that all professional services contracts are expiring December 31, 2017. She recommended renewing contracts with Lester Abberger and Patti Shea for an additional year, with a 3% cost of living adjustment to each. Additionally, Alex recommended renewing the contract with Summer Taylor for Chapter website updates and publication designs with no increase over last year’s fees. Wiatt Bowers moved to approve these recommendations, seconded by Henry Bittaker, and approved unanimously by the Executive Committee.

Henry Bittaker made a motion to provide Amanda Pickles, the Chapter administrative assistant/bookkeeper, with a 3% salary increase, which was seconded by Robert Modys. Wiatt Bowers offered a friendly amendment to increase the salary adjustment of 5% in recognition of outstanding work, which was seconded by Susan Poplin. Both the friendly amendment and original motion were approved unanimously by the Executive Committee.

Alex Magee left the room while the Executive Committee discussed an appropriate cost of living or salary adjustment for her. Henry Bittaker made a motion to provide a 3% salary increase, which was seconded by Doug Kelly. Wiatt Bowers offered a friendly amendment to increase the salary adjustment of 5% in recognition of excellent performance, which was seconded by Michelle Heinrich. (Andre Anderson noted that Alex is recognized nationally as an exemplary executive director.) Both the friendly amendment and original motion were approved unanimously by the Executive Committee.

**Education Modules Update**

Tony LaColla informed the Executive Committee that the high school module is complete and ready for use. It includes a facilitator guide, PowerPoint presentation and exercise of the students. This module will be uploaded to the Chapter website and made available to the membership as a resource. He noted that the Grades K-2 module is in its Beta version, and the Grades 3-5 module in in Alpha version. The Middle School module has not yet been started.

**APA Planners4Health Grant Update**

Allara Mills Gutcher shared that September 29, 2017 was the deadline to obligate the entire $50,000 grant, which was completed. An intern from Florida State University will help develop content and resources for the website that is being developed by Patti Shea and Summer Taylor. Weekly calls are ongoing on the website development, which is expected to be completed by the end of January.

**President’s Items**

1. Nominations Committee Volunteers

 Andre Anderson announced that a Nominations Committee will be convened to develop a slate of officers for the next election. The Nominations Committee includes the President, President-Elect, 2 Section Chairs, and 2 other Chapter Members. Jason Green and Ali Palmer volunteered to serve as Section Chair representatives, and Melissa Zornitta and Daniel Hubbard volunteered to fill the 2 member seats.

1. Congressman Blumenauer Meeting

 Andre Anderson informed the Executive Committee that he attended a meeting in Orlando convened by Representative Blumenauer to discuss strategies and share success stories for improving biking, walking, and enhancing quality of life.

1. FAICP Revocation

 Andre Anderson notified the Executive Committee that a Florida member, pleaded no contest in a lawsuit that, by AICP rules, resulted in the revocation of both her AICP credentials and her Fellows distinction.

1. APA Leadership Fall Meeting Update

Andre Anderson shared that he had attended the Fall leadership meetings in Washington DC. The Florida Chapter is the second largest of all 47 state chapters. Alex Magee is recognized as a model executive director for chapters. He attended the APA Advocacy Conference and Planners Day on the Hill, where he advocated for NOAA, CDBG and Tiger funding.

1. Amicus Brief

 John Herin, attorney at GrayRobinson, provided a summary of the case Beyer v. Marathon, which is a takings case being appealed to the U.S. Supreme Court. At Nancy Stroud’s request, the Chapter’s executive leadership team is considering whether to file an amicus brief. Mr. Herin noted that the Chapter is also able to participate by filing a jurisdictional brief by December 18, 2017.

**Other Items**

* Henry Bittaker announced that 7 FAICP nominations were submitted by the Chapter.
* Alex Magee shared that the Chapter participated in FSU’s re-accreditation evaluation process.
* Jeff Brown, FSU, thanked the Chapter for its participation and announced that the planning school had been reaccredited for the full 7-year term.
* Andre Anderson and Alex Magee reported that 2 Minority Scholarship awards were made in the amounts of $2000 and $1500 to Daphne Green and Wizner Benoit, respectively (both to FSU students with financial hardships). There were a total of eight applications.
* Andre Anderson revealed that APA is testing a new software platform (APA Learning Management System) that allows for on-line educational programs, webinars and on-demand educational sessions.
* Andre Anderson disclosed that he is serving on the JAPA redesign task force, which is determining how best to increase JAPA’s use as a resource. The task force is considering converting the publication to an on-line version, as well as enhancing the image (not content) of the planning journal.

There was no other business, and the meeting was adjourned at **3:17** p.m.