**American Planning Association Florida Chapter**

**Executive Committee Meeting MINUTES**

**Date: APRIL 6, 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 arrived at 10:00

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 arrived at 10:08

Marcie Stenmark, AICP, VP Membership Services arrived at 10:00

Melissa Zornitta, AICP, Past President arrived at 10:00

Brandon Henry, Young Planners Group arrived at 10:00

Daniel Hubbard, Student Representative (FSU)

Ennis Davis, AICP, First Coast Section by teleconference

Jason Green, AICP, Promised Lands Section

Devan Leavins, Capital Area Section

Edward Ng, AICP,Gold Coast Section by teleconference

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

Mike Disher, AICP, Atlantic Coast Section

Marisa Barmby, AICP, Heart of Florida Section

**Members Absent**

Forrest Eddleton, San Felasco Section

Jeff Brown, University Liaison (FSU)

**Guests**

Alex Magee, APA Florida Executive Director

Lester Abberger, APA Florida Legislative Representative by teleconference

Josh Long, 2018 conference co-chair by teleconference

John Roach, 2018 conference co-chair by teleconference

Andre Anderson called the meeting to order at 9:41 a.m. and requested self-introductions.

**Consent Agenda—Acceptance of Reports**

Laura Everitt made a motion to approve all 11 items on the consent agenda, which was seconded by Henry Bittaker. The motion was approved unanimously without discussion.

**Legislative Items**

Session Overview: Lester Abberger shared that a special session of the legislature may be called to consider the Seminole Compact (gambling). The 2018 regular session had 3,250 bills filed, with only 196 bills passed. Four factors were determinative of the session: Hurricanes Irma and Maria, sexual harassment scandals in the Senate, the Parkland shooting, and 2018 unusable politics (upcoming elections, term limits). The attack on local governments and proposed preemptions on municipal authority continued this session. Some funds were budgeted for affordable housing, but the Sadowski trust fund was generally swept. Minimal funds were budgeted for environment protection, but the little approved include springs protection, everglades restoration, FRDAP and Florida Communities Trust. The Constitutional Revision Commission has until May 10th to submit proposed constitutional amendments for the November ballot. Proposals include 1) restricting legislative increases in taxes and fee to a supermajority vote, 2) the additional homestead tax exemption, and 3) local option casino gambling.

Draft 2019 Legislative Platform: Laura Everitt presented the draft 2019 APA Florida Legislative Platform for executive committee consideration. The Legislative Policy Committee met in February, refined the platform over the past few weeks, and recommends the presented revisions to the EC for approval.

**Conference Items**

2019 Conference: Marissa Barmby presented proposed themes for the 2019 conference, which is being hosted by the Emerald Coast Section. Tony LaColla made a motion to approve “Planning on the Upside of Paradise”, which was seconded by Ennis Davis, and approved unanimously by the EC.

2018 Conference: Josh Long shared that a goal of this year’s conference is to break attendance records. Ninety-one (91) session proposals were received by the conference to be held September 11th – 14th in West Palm Beach. Josh shared that the keynote speakers have been confirmed and reception venues are under contract. John Roach informed the EC that planning for mobile workshops is well underway and transportation arrangements are being finalized. The Chapter website will be updated by May with preliminary program information.

Wiatt Bowers advised the EC that the conference committee was assuming 750 registrants, and proposing to keep the registration fee the same as last year. He announced that fees would need to be increased in 2019 due to fewer attendees and sponsors. The EC discussed the pros and cons of incremental increases in both 2018 and 2019 rather than a bigger increase next year. Tony LaColla made a motion to allow the Conference Committee to increase registration fees by $10 this year, which was seconded by Melissa Zornitta. Fee increases will be discussed further among Conference Committee members. The motion was approved unanimously.

**Draft 2018-19 Budget**

Tony LaColla presented the draft budget for next year. The balanced budget projects $633,044 in revenues and outlines $633,044 in expenditures. The final budget will be presented for EC approval in June.

**Nominations Committee Report**

Melissa Zornitta presented the slate of officers recommended by the Nominations Committee in anticipation of the June Executive Committee meeting in which the slate will be finalized:

|  |  |
| --- | --- |
| **Position** | **Candidates** |
| President-Elect | Wiatt Bowers |
|  | Josh Long |
|  | Allara Mills Gutcher |
|  |  |
| Secretary | Lara Bouck |
|  | Jennifer Vale |
|  |  |
| Treasurer | Tony LaColla |
|  | John Roach |
|  |  |
| VP Professional Development | Lindsey Haga |
|  | Allison Megrath |
|  |  |
| VP Certification Maintenance | Jill Quigley |
|  | Mark Brown |
|  |  |
| VP Section Affairs | Doug Kelly |
|  | Tony Robbins |
|  |  |
| VP Communications | Mark Brown |
|  | Michelle Heinrich |
|  |  |
| VP Conference Services | Jay Collins |
|  | Thuy Turner |
| Position | Candidates |
| VP Member Services | Tony Palermo |
|  | Yxesy Schomber |

**Chapter Leadership Awards**

Alex Magee reminded the EC that nominations are due by May 31st in anticipation of the June EC meeting.

**2019 Retreat Update**

Alex Magee informed that the EC that responses to the survey indicate that members would like the bi-annual Retreat to coincide with the Public Policy Workshop. Waukulla Springs has been selected as the Retreat location. The Retreat, in addition to strategic planning for the next 2-year period, will include a guided boat cruise of the Waukulla River, and a formal EC meeting. The Legislative Policy Committee will be meeting on February 6, 2019. The Public Policy Workshop will be held February 7, 2019. And the Retreat / EC meeting will be held February 8 and 9, 2019.

**Video Project Update**

Michelle Heinrich provided an update on the footage being filmed of planner events and projects representative of sound planning principals. Career Day at a school is desired, and pending school administration approvals. Wiatt Bowers commented that the video should not be too Tampa-heavy, and suggested that footage be obtained in Southeast Florida. Melissa Zornitta offered that the Bradenton Riverwalk might be a good location, as well as projects in Winter Haven. Andre Anderson asked about the ability for local planners to film areas so that the videographer doesn’t have to travel. But, it was shared that consistency in style and composition is desired.

**Website Transition Update**

Alex Magee shared that APA will start transitioning the Chapter website in June. Chapters are responsible for migrating material to the new website. An ad hoc committee was formed (Michelle Heinrich, Marcie Stenmark, Henry Bittaker, and Brandon Henry) to evaluate the current webpages and determine what information to keep, to update, or to eliminate, as well as the determine which tab to put each page’s information under. The Chapter intern and consultants will be able to assist also.

**Membership Trends Update**

Marcie Stenmark presented a summary of the 6-year membership trends. Membership numbers are increasing.

**Section Sponsorships**

Joshua DeVries inquired about the ability for Sections to solicit non-event specific sponsors. It was shared that SunCoast and Heart of Florida Sections have annual sponsorship programs. The Executive Committee discussed Section dues, the need to promote Chapter sponsorships, and the need to focus on member benefits and offer free events at the local level.

**APA Florida Election Cycle**

Laura Everitt informed the EC that APA will provide election results on September 14th, the last day of the conference. The desire to shift officer terms to coincide with the calendar year rather than the annual conference was discussed. It was noted that a change in officer terms would allow a few months of shadowing and transition in responsibilities. Consensus of the EC was to consider a bylaws change to change the term of officer terms to commence on January 1st. (Section terms would need to be changed for consistency.) This consensus is to be shared with the incoming Bylaws Committee for consideration. It was asked that officer candidates be made aware of this consideration, which might extend their term by a few months.

**SOP Tasks Update**

Andre Anderson reminded the EC that the SOPs need to be ratified in June in anticipation of the September general membership meeting. Changes or updates to the SOPs are needed by the end of May. It was requested that updates be provided in quarterly reports as a further tracking mechanism. A new SOP will be established for the next 2-year term at the February Retreat.

**President’s Items**

1. 2018 Class of FAICP Inductees - Andre Anderson announced that the Florida Chapter will have 6 inductee at the ceremony on Sunday, April 22nd.
2. EC Meeting Attendance - Andre thanked everyone for their participation in the quarterly EC meetings and reminded Section Chairs to send a representative if they cannot attend.
3. Membership Recruitment – Andre asked that all EC members encourage colleagues to become members.
4. Leadership and Succession Planning – President Anderson urged all Sections to include young planners on committees. Engagement results in future leaders and is the route to succession.
5. National Conference in New Orleans – Andre outlined meetings and receptions that are scheduled for the APA annual conference.

**Other Items**

1. Alex Magee informed the EC that two long-standing committees are in transition: Emerging Topics and Livable Florida. A new chairperson is needed for the Emerging Topics committee. If continuation of the Livable Florida committee is desired, a new chairperson and updated objectives are needed.
2. Marissa Barmby inquired about the Section grant applications that are due next week, and whether the request could present a dollar range (i.e. $500-800) to provide the selection committee with flexibility in approving grants. It was acknowledged that this could be done.
3. Josh DeVries stated that the Orlando Metro Section was in the process of the updating their bylaws, and they would now wait to see how Chapter bylaws are amended regarding the timing of officer terms.
4. Josh DeVries questioned whether Section logos could be adjusted to modify resolution. Alex Magee stated that the logos were prepared in variety of formats, and she would re-share to the Section Chairs.
5. Marcie Stenmark stated that she felt the Circuit Rider program was a huge success. Attendees of one of the sessions wholeheartedly agreed.
6. Doug Kelly asked about the status of relief and planning assistance for Puerto Rico. The status is not known, but APA representatives do participate in FEMA recovery conference calls.

There was no other business, and the meeting was adjourned at 2:30 p.m.