**American Planning Association Florida Chapter**

**Executive Committee Meeting MINUTES**

**Date: June 22, 2018**

**Members Present**

Andre Anderson, AICP, President

Laura Everitt, AICP President Elect

Kim Glas-Castro, AICP, Secretary

Tony LaColla, AICP, Treasurer via teleconference

Michelle Heinrich, AICP, VP Communications

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

Marcie Stenmark, AICP, VP Membership Services

Melissa Zornitta, AICP, Past President

Ennis Davis, AICP, First Coast Section via teleconference

Devan Leavins, Capital Area Section

Edward Ng, AICP, Gold Coast Section

Robert Modys, Broward Section

Catherine McCloy, AICP, Emerald Coast Section via teleconference

Melissa Dickens, AICP, Sun Coast Section

Alessandria Palmer, Treasure Coast Section arrived at 9:52am

Mike Disher, AICP, Atlantic Coast Section

Tom Wodrich, AICP, Heart of Florida Section

Terry Clark, AICP, San Felasco Section

Brandon Henry, Young Planners Group

Jeff Brown, University Liaison (FSU) via teleconference

Mitchell Austin, AICP, Promised Lands Section

Roxanne Reed, AICP, Orlando Metro Section via teleconference during morning agenda items

Veronica Miller, AICP, Orlando Metro Section via teleconference during afternoon agenda items

**Members Absent**

Daniel Hubbard, Student Representative (FSU)

Joshua DeVries, AICP, Orlando Metro Section

Jason Green, AICP, Promised Lands Section

**Guests**

Alex Magee, APA Florida Executive Director

Lester Abberger, APA Florida Legislative Representative

Whit Blanton, FAICP

Lindsay Haga, AICP via teleconference

Catherine Henshaw, APA, via teleconference

Kristin Shell, AICP, Emerald Coast Section via teleconference

Andre Anderson called the meeting to order at 9:34 a.m. and requested self-introductions.

**Consent Agenda—Acceptance of Reports**

 Laura Everitt made a correction to the Treasurer’s Quarterly Report that the figure for Chapter Expenses should be 32.3%, not 57%, of the annual budget.

Doug Kelly moved approval of all items on the Consent Agenda, which was seconded by Melissa Zornitta. The motion passed unanimously.

**Legislative Items**

Update: Lester Abberger provided a summary of the proposed constitutional amendments that were recommended by the Constitutional Revision Committee or proposed via citizen initiatives. Amendment #1 raises the homestead property tax exemption, Amendment #3 provides for expanded casino gambling, and Amendment #9 enacts an offshore drilling ban.

Proposed 2019 Legislative Platform: Laura Everitt summarized the changes to the legislative platform. Provisions regarding Citizen Standing were expanded a new Resilience policy is proposed. Henry Bittaker moved approval of the recommended changes, which was seconded by Marcie Stenmark. The motion was approved unanimously.

APA Legislative Outreach Pilot Project: Catherine Hinshaw, APA Government Affairs Associate, provided an update on APA’s new on-line legislative action center. Through this platform, members are able to receive legislative alerts and send messages to legislators. APA will review and suggest edits to legislative messages before it’s distributed to Chapter members to utilize to send individual messages to elected officials.

**Project Awards**

Lindsay Haga, AICP, Awards Committee Chair, shared that the committee recommends eight (8) Awards of Merit, but no Award of Excellence. Tim Brown stated that they have tried to get planning schools to participate in the student project for award recognition. It was suggested by Melissa Dickens that a committee revisit the award categories. She, Eddie Ng, and Mike Disher volunteered to serve on such a committee. The committee will include the sitting Awards Committee members. Henry Bittaker move to accept the Committee’s award recommendations, which was seconded by Eddie Ng, and approved unanimously.

**Financial Items**

Proposed 2018 Budget Amendments: Tony LaColla summarized proposed budget amendments to recognize receipt of funds from the BP Oil grant, to adjust the Executive Director’s salary and benefits per prior Executive Committee approval, and to add a new line item for federal taxes owed. The budget amendment were moved for approval by Terry Clark and seconded by Allara Mills Gutcher. The motion was approved with no dissent.

Proposed 2019 Budget & Narrative: Tony LaColla summarized the proposed revisions to the draft 2019 budget, which are similar to the three adjustments made to the 2018 budget. Terry Clark moved approval of the revisions to the proposed 2019 budget, which was seconded by Allara Mills Gutcher, and approved unanimously.

2017 Audit: Alex Magee shared that the audit of the 2017 accounting records was complete, and the Chapter was found to be “in accordance with accounting principles”. Weaknesses in the Chapter’s accounting oversight and financial record keeping are due to our small staff size. Laura Everitt reminded the Board that oversight is important to ensure no fraud or misuse of funds occurs and that the Executive Committee should be diligent in this responsibility and not rely on auditors.

**Conference Items** Wiatt Bowers announced that 2018 conference registration is now open. Also, a contract for the 2020 conference has been signed with the Hilton Orlando.

2019 Conference Logo: Catherine McCloy and Kristin Shell (via teleconference) presented the recommended logo for the 2019 conference. The emerald green color represents the Emerald Coast. The tag line plays on the City of Pensacola’s logo. The conference committee will work with Summer Taylor to add the APA Florida 2019 Conference under the logo. This logo will be used for Save the Date promotions. The Executive Committee provided consensus to use the proposed logo.

**Standard Operating Procedures for Certification Maintenance Credit Authorization**

Allara Mills Gutcher recommends a SOP for non-APA events seeking CM credits. Section Chairs were reminded that the Sections need to assist with regional events and submit for credits. Henry Bittaker questioned whether the proposed SOPs coincide with APA criteria for CM credits. Terry Clark asked for clarification, for event planners, on the timeframe that the Chapter needs to respond/approve a non-APA event for CM credits so that it can be advertised that the program is eligible for credits. Ms. Gutcher will bring this proposal back to the EC for further consideration in September.

**Proposed 2019 SOP**

Alex Magee reminded the EC that elections for Chapter officers will be held this summer, with new officers assuming their roles in September and an Executive Committee retreat planned for February to develop SOP tasks for the next term. No major changes are proposed to the SOPs at this time, since the objective of the retreat is for the new officers to refocus the SOPs. Melissa Dickens move to approve the proposed 2019 SOP tasks for publication, which was seconded by Marcie Stenmark. The motion was approved unanimously.

**Chapter Diversity Committee**

Andre Anderson announced that the Chapter was creating a diversity/inclusiveness policy. The New York Chapter had produced a report and policy, but it is felt that a committee is needed to discuss Florida nuances that might affect the wording. Laura Everitt, as the incoming Chapter President, will be appointing Mr. Anderson to chair the committee, which will start meeting in the all. Dan Kirby volunteered to sit on the committee. Terry Clark urged that age diversity (i.e. young professionals) should also be considered.

**APA Learn**

Whit Blanton, FAICP, reminded the EC that education is a core of APA. He shared APA’s education initiative, an on-line learning management system. This is a platform for hosting educational content, which is expected to launch in August. Some of the educational content will be free, other material will be available through a subscription or on a session-by-session basis. Initially, materials will be provided by APA and be derived from AICP’s core competencies. APA will engage Chapters and Divisions to develop new content on the site. Mr. Blanton suggests that the Chapter form an ad hoc committee to focus on content.

**Chapter Leadership Awards**

Nominees for Chapter Awards were discussed.

President’s Lifetime Achievement Award – Mike Busha, AICP

Moved by Wiatt Bowers, seconded by Henry Bittaker, and approved unanimously.

Outstanding Media Leadership Award – Richard Danielson, Tampa Bay Times

Moved by Laura Everitt, seconded by Tom Wodrich, and approved unanimously.

Legislator of the Year – Senator Bobby Powell

Moved by Henry Bittaker, seconded by Eddie Ng, and approved unanimously.

Student of the Year – Allison Regan, Connor Bailey, Bridget Callea

Moved by Henry Bittaker, seconded by Marcie Stenmark, and approved unanimously.

Outstanding Public Official – Councilperson Joni Brinkman, Village of Palm Springs

Moved by Kim Glas-Castro, seconded by Melissa Dickens, and approved unanimously.

Outstanding Public Official – Courtney Baker, City Manager

Moved by Mike Disher, seconded by Wiatt Bowers – motion failed.

Melissa Zornitta moved that Ms. Baker’s nomination be held for next year, and that a new category for non-elected public official be considered as a new award. If such an award is approved, Ms. Baker’s nomination does not need to be re-submitted. This was moved by Melissa Zornitta, seconded by Henry Bittaker, and approved unanimously.

Brandon Henry suggested that a “score card” or ranking sheets be sent out to the Executive Committee in advance of a meeting. Doug Kelly suggested that a sub-committee be formed to vet the nominations and recommend awardees to the EC.

Laura Everitt proposed an additional award for EC consideration – Contribution to the Chapter. And that Tony LaColla be recognized with this award in consideration of his tremendous contribution to the Chapter, most recently being the education modules. Wiatt Bowers moved that the EC waive review of criteria for this nomination application and moved that the EC approve Mr. LaColla for this award. Marcie Stenmark seconded the motion, which was approved unanimously.

**2019 Retreat Facilitator**

Laura Everitt announced that the Chapter is seeking a facilitator for the EC retreat to be held in February and asked for recommendations.

**Conference Video Project**

Michelle Heinrich asked if there is a desire to video any of the plenary sessions or an individual break-out session at the September conference. Melissa Zornitta commented that it would be good to capture an Ethics or Law session and be able to offer it later for continuing education credits through “go to webinar”. Andre Anderson noted that it would be nice to take video clips of the conference to use in promotions of next year’s conference. Mitchell Austin also noted that candid clips of mobile workshops might be filmed. Consensus of the Executive Committee is to try taping two conference sessions.

**Website Transition Update**

The committee continues to test and determine content for the new Chapter website platform, which is expected to be complete in September. The Chapter and Sections will be responsible for putting content on the website and keeping it current.

**University Liaison Position Rotation**

Alex Magee reminded the EC that Jeff Brown will rotate off his 2-year position as University Liaison. With University of Central Florida receiving accreditation, the school needs to be added to the rotation. Executive Director Magee will ask them if they want to be next, and if not, Florida Atlantic University will fill the seat. UCF will be added to the rotation list to serve next, if desired, to engage them in Chapter activities. Laura Everitt moved approval of this recommendation, which was seconded by Melissa Zornitta. The motion passed unanimously.

The EC discussion then focused on the Student Liaison position that cycles annually. University of Florida is programmed to fill the seat for 2018-19. It was recommended that UCF be added to the rotation to serve in 2019-20. Doug Kelly moved approval of this recommendation, which was seconded by Eddie Ng and passed unanimously.

**MAPS Program Review**

Alex Magee recommended that an ad hoc committee be formed to revisit each planning school’s mentoring practices to establish a uniform, consistent program. Andre Anderson will establish this committee. The committee will evaluate all Section’s programs and compile a Chapter program that pulls from all the best features.

**President’s Items**

President Anderson had no additional items.

**Other Items**

Kim Glas-Castro shared that the Treasure Coast Section will be hosting a Planning Officials Training in conjunction with the annual conference in September. A flyer will be distributed, in addition to the conference program announcement, so that Sections can share with their members and appointed planning and zoning board members.

Kim Glas-Castro shared that she had recently utilized the educational curriculum that Tony LaColla spearheaded, and that noted that his efforts resulted in an excellent tool for Chapter members to use.

Alex Magee and Laura Everitt shared that they have been thinking about hosting a brief reception of award winners before the conference reception on Tuesday (September 11th), which might affect the timing of the Annual Chapter Business meeting. It was suggested that the business meeting be held at 5:00pm, with the awards reception at 6:00 and conference reception at 6:30. The Executive Committee had no objection to the awards reception.

There was no other business, and the meeting was adjourned at \_2.47\_\_\_\_\_\_\_ p.m.