



American Planning Association
Kansas Chapter

Making Great Communities Happen

KS APA Executive Committee conference call, August 10, 2009

Minutes:

Attendance -Annie, Bart, Bonnie, Chad, Eldon, Lisa, Sara, Steve, Thomas

Absent - Adam, Greg, James, Jessica, Nick

A. National Community Planning Month

1. **NCPM Committee**- Discussed setting up committee to plan some activities throughout the state. Suggestions for non-Board members?
2. **Event Suggestions** - Need ideas
3. **Proclamation from the Governor** (Annie) - Pursuing this request from Governor; will try to plan next in person Board meeting around date of signing. Keep Board updated on progress and when/where the signing ceremony will be held. Signing ceremonies are limited to a maximum of 10 people

B. **2009-2010 APA Audio Conferences** (<http://www.planning.org/audioconference/>) - Looking to partner with John Schlegel, Wichita Metropolitan Area Planning Department Director to purchase set of web conferences. Wichita would host some of these and we would like to have some of these in other cities around the state. The Mid-America Regional Council hosts these as well, which covers members in the Kansas City metro and Lawrence. Would be good if we could have a couple hosted in Manhattan or Topeka to cover central part of state.

C. **New Forum Listserv** (Annie)- Potential to set up new forum listserv email address as a means to give members the ability to contact one another about planning issues/questions. 2 things related to this:

1. Make current listserv email as Executive Board to Chapter Members only and set up new forum listserv so that any Chapter member can use it, but members could "opt out" if they do not want to be included in these emails.
2. Talk to Lynn about rules of conduct for new forum listserv regarding what it can be used for and how it is best to police this type of listserv.

D. **Annual Meeting Agenda** (Sara) - Planned for Friday lunch during conference. Definite items to include:

1. Present amended Bylaws to Chapter for later action by electronic ballot
2. Present amended Budget for action by Chapter membership
3. Treasurer's Report

E. **Fall Annual Conference** (Lisa)

1. **Sub-Committee Updates - Sessions/Sponsorships/Special Events** (Lisa/Sara/Chad)
 - i. **Sessions**- All sessions have been selected and presenters have agreed to their time slots. Proceeding with requesting CM credit for sessions. Still need additional information on Keynote (Jim Segedy) and AICP/Ethics speakers (Graham Billingsly).
 - ii. **Sponsorships**- Sponsorship packets have been sent out and 1 consulting firm has committed to an advertisement in conference program (BWR).
 - iii. **Special Events**- Discussed having poker tournament/cocktail/appetizer social event; which could also be used as a fundraising event- Give each person a limited number of chips to begin and then let them purchase additional chips. Bonnie suggested to let students run poker tournament and then they could keep the proceeds to help pay for attendance at National Conference.

Another option would be for the Chapter to use the funds for future scholarships. Chad is pursuing event halls and caterers and will make reservations.

2. **Greensburg Workshop** (Eldon)

- i. **Preliminary Agenda**- 9:30-11:30 Leave hotel and travel to Greensburg, Mike Gurnee will lead discussion and give presentation on bus; 11:30 Begin at City Hall where City Administrator and Mayor will give presentations; Lunch; Walking tour of Main Street, Tour LEED buildings- school, hospital- School Administrator and Hospital Administrator will both give presentations; meet with County Commissioners; Plan to arrive back in Wichita around 6:00 pm.
- ii. **Prices**- Discussed rate for workshop in order to recoup costs of bus fare and lunch. Discussed maximum (36)/minimum (16) number of participants for workshop to go ahead.

3. **Registration & Materials** - Setting up online registration process

(<http://myapa.planning.org/ecommerce/conference/default.aspx>)

- i. Voted "No" on Early Bird registration- Did not feel there is any real benefit from having this option
- ii. October 16 set as registration deadline
- iii. Regular conference member registration set at \$200/on-site registration at \$250/non-member at \$250
- iv. Speaker registration set at \$120
- v. One day rates set at 60% of cost of two-day rate for all options
- vi. Student rate set at \$60 to cover food costs, but we will also try to offer plenty of volunteer opportunities so a lot of students will have opportunity to attend for free.

F. **Newsletter Conference Preview**- Set to come out during week of August 17-21

G. **Other Business**-

- i. **Awards**- Setting up Awards Committee (Bonnie Johnson and Nancy Scott have committed. Possibly John Keller of K-State and Paul Greeley - Have not committed) Deadline for Awards is September 9.
- ii. **Save the Date card**- Sent to all surrounding state APA Chapters- NE, OK, MO, CO. Bart will send post card snail mail out to each organization and all members without email addresses. Board members should also email out to colleagues/other interested parties.

