



American Planning Association
Kansas Chapter

Making Great Communities Happen

KS APA Executive Committee conference call, 8:30 am, August 11, 2011

Attendance -Annie Driver, Chad Bunger, Chris Wichman, Erin Ollig, Ryan McKay, Sara Copeland, Steve Zilkie, Ryan McKay, Thomas Dow

Absent - Lisa Koch, Lisa Pool (maternity leave), Jonathan Knight, Nancy Scott

I. Conference Updates/Conference Program -

1. The conference program has been sent out and registration is active on the APA site. Five people have registered already, including one for a mobile workshop. All sessions have been finalized and speakers have accepted, except the Ethics session. Lisa Koch is working on putting this session together. Sessions will be submitted to APA for CM approval by end of August. Sara asked Jason Jordon to be APA Speaker - He tentatively agreed to speak, but has not yet given a definitive answer.
2. A deposit of \$200 is due by Sept 1st on the bus for the mobile workshops - Eight days prior to the deadline indicated on the registration. Need to decide if board is okay with paying the deposit on the buses. Board mutually agreed to go ahead and pay deposit on bus for tours. Annie mentioned cancellation policy 30 days prior to departure 10% and 7 days prior to departure is 50%.

II. Social Events

1. **Two ideas:**
 - i. Dinner Caberet Show with socializing hour
 - ii. Evening social at hotel/Minute to win it games/Nook or Kindle as prize
 - iii. Agreed on giving out two drink tickets to social

III. Publicity - Sara mentioned we have had great comments on the Pre-Conference Program. Erin stated that 60 letters to Planning Director's in our membership will be sent out Friday inviting them to attend the conference. Pre-Conference program has been sent to NE, OK, MO, IA Chapters and Kansas City Section.

IV. Budget - Sara asked to review the budget and for input on keeping the budget similar to last year or making changes. Social events went up in 2011 budget; keynote down; Award up; name badges up. Thomas mentioned the \$600 budgeted for the keynote may need to go up slightly due to splitting costs and the quality of the speaker.

V. Annual Meeting - Change bylaws regarding going to a calendar year of Jan - Dec instead of using a fiscal year of Sept - Oct. We need to notice people 30 days in advance of bylaws change. **Ryan made motion to adopt the change and move to a calendar year instead of fiscal year (Thomas seconded): All voted in favor.**

VI. Bi-State Conference Contract, 2012 - Board reviewed conference contract for 2012 Bi-State conference in Kansas City. KS Chapter conference planning committee to consist of Erin, Lisa K, Annie, Chad. In the contract, Sara made a suggestion to **Item 8.b.** Seed Money to say Section will take ½ revenue; Chapters will split other ½ and split losses equally between all three. **Item F.iv** - Sara suggested the KS Chapter fill out credit application for hotel on behalf of Section since our Chapter has a past record in being approved. Otherwise, the Section would have to pay this large bill prior to collecting revenue.

Next conference call: September 6 -9th