



American Planning Association
Kansas Chapter

Making Great Communities Happen

KS APA Executive Committee Conference Call minutes, July 19, 2010, 3:00 pm

Attendance -Annie Driver, Chad Bunger, Greg Czaplewski, Lisa Koch, Megan McFarland, Nancy Scott, Sara Copeland, Steve Zilke, Thomas Dow

Absent - Chris Gorney, Erin Ollig, Nick Schmidt

I. Conference Registration (Sara) - Finalized costs and set an online registration deadline of September 19; agreed this is acceptable since the hotel deadline is Sept 6th. Basic registration fees were set at same rate as last year, with exception of the conference speaker rate. Sara proposed a discounted rate instead of offering them their entire speaking day free. Only exception to this would be those individuals coming for their session only (i.e. Mayor of Manhattan). All other speakers who are coming for at least one full day should register; partially in order to account for them with name badge and plan lunch. Steve moved to approve these rates (Lisa seconded): **All in favor**

II. General Conference Planning (Chad)

A. Mobile Workshops

1. **Flint Hills Tour** - Chad presented a preliminary budget for this tour based upon an estimated number of participants for 20, 30, or 50 people. Sites included on the tour include Tall Grass National Preserve, Konza Prairie, Council Grove, with lunch provided at Hays House. The bus would leave at 8:30 and return around 5:30. Discussion commenced on whether board is willing to take a loss in profit or if wanting to recoup all the expenditures for the tour, as this determines where the fee is set. Lisa indicated she thinks it is better that the registration fees cover costs of the entire workshop. Discussion among members commenced that this would be the best case scenario and left the "how-to" of making this happen up to Chad and Thomas. Some options for reducing costs came up, such as, reducing lunch costs or finding a sponsor for the tour. The registration fee was left as in the registration template at \$50 for APA member with conference registration and at \$70 for both APA member without registration and non-members. The board increased the minimum number of participants for the trip to take place from 20 to 25 participants. Lisa motioned to approve these fees and the minimum limit on participants. **All voted in favor.**
2. **Mobile Workshops**- City of Manhattan will cover cost of bus for these two workshops. Decided there is no practical reason to charge a fee since no additional expenditures are involved on the workshops. Advanced sign up will still be required with a limit set on the number of participants. Possibly 20?
3. **Evening Social Events**- Social Committee was questioning whether to have the big event on Thursday this year due to K-State/Nebraska football game. Board agreed it would probably be best to have the big social event on Thursday just because most people will not be in Manhattan by Weds evening. The idea of a Watch Party/game night floated around and this is direction the committee decided to take. Megan offered idea of using the K-State Alumni Center- across street from hotel- and she will check availability. Annie, Chad, and Megan will have conference call early in week to discuss the basics. Holiday Inn has our group marked down for a reception on Weds night.
4. **Publicity**- Preliminary schedule to go out in newsletter this week; Chad mentioned Erin will also be sending out a save-the-date card.

III. Elections Update (Sara)

- A. **Slate of Candidates-** Sara announced she is running for President again and for this reason Lisa will replace her on the Nominations Committee. She will be running unopposed. Chad is running unopposed for Vice President. Annie and another member Lisa Pool are running for Secretary. Steve is running unopposed for re-election for Treasurer. Nick is running unopposed for PDO.
- B. **Nominations Committee** - Lisa Koch (replacing Sara), Kassie Shelton, and Monty Wedel
- C. **Process-** It is still possible for a candidate to be placed on ballot, that person will need to get 15 members to sign petition and submit to Annie Driver, Secretary by August 1st. Final slate will be announced Aug 6th and elections will be held during last half of August by electronic ballot emailed to all members. Officers announced Sept 7th.

Next conference call: To be announced, sometime for first two weeks in August.