

Minutes

EXECUTIVE COMMITTEE of the COUNTY PLANNING DIVISION of APA

Conference Call on October 22, 2009

Call of Order: Dennis Sandquist called the meeting of the Executive Committee of the County Planning Division to order at approximately 2:40 p.m. EST.

Roll Call: The roll call verified the following attendance:

Board Members Present: Dennis Sandquist, Charlie Compton, Judy Francis, Mike Kayes, Tim Brown, Joe Scorcio, Frank Miles and Keith Cubic

Board Members Absent: Royce Manico

Staff Absent: James Davenport

Minutes: Robert Hill moved for approval of the minutes of August 20, 2009, as presented, Charlie Compton seconded the motion which passed unanimously.

Finance Report: Mike Kayes presented the financial report. He mentioned that there is nearly a \$5,000 balance in the account. He explained that the highs and lows in the account are due to declining membership, but he feels the account is in a healthy position. Dennis Sandquist felt this information should be included in the quarterly report. Dennis said that the APA would like reserves at a certain amount depending on the membership. Charlie also mentioned that no fees are charged as long as the account has a balance of \$4,000. Charlie Compton moved to accept the financial report. Joe Scorcio seconded the motion which passed unanimously.

APA Fall Leadership Meeting Report: Dennis attended the APA Fall Leadership meeting in October. He briefly reviewed the notes provided in the packet. He reported that they are cutting costs by 10% last year and will be decreasing from a \$21 million budget to a \$17.7 million budget this year. They have cut consultants and 13 full time employees. He reported that membership is down. He noted that administration fee of \$5 will be increased to \$7.50 per member. Chapters will be charged \$10 per member. He explained that the national conference will be shorter and less expensive and will be comparable to 2005 prices with the conference ending on Tuesday instead of Wednesday. Tours and other activities will be at an additional cost. It was decided that the annual meeting would be scheduled for the lunch slot on Sunday. There are additional evening sessions added on to each day. More conference rooms will be available to allow for concurrent sessions. Dennis will send the Division timeline to everyone. He noted the budgets are due September 1st, work plans are due October 1st and Annual Report is due November 15th. Charlie explained that it should all be bundled (the budget and the work plan) together and the target date is November 15th. Judy mentioned that Dennis had asked the Board to look at policy papers and she asked if that had come up at the meeting. Dennis reported that it did not, but he submitted a list of papers that the

Board would be willing to revise. Judy noted that she is working with a group people that are working on a climate change position paper. She asked if APA had a procedure for submitting these papers. Dennis said that the Policy Committee would approve papers. He felt that Judy could submit the paper to the division and it would then be forwarded to the Policy Committee.

Annual Performance Report: Dennis suggested that today the work plan and budget be approved by the Board and he will send the information to APA by November 15th. Joe Scorcio made a motion to delegate the completion of the Annual Performance Report to Dennis. Keith Cubic seconded the motion and it was approved unanimously.

Work Plan and Budget: Dennis Sandquist asked if anyone had suggestions to the work plan. He reviewed his methodology in computing the amounts. Joe felt that the hit from APA is reflected and to assume that membership will decline at the same rate as APA's decline. It was suggested that a note is added "the budget is based on the best case scenario and that revenue might decrease". The language "assumes 175 members" should also be added. Joe said that the travel and meeting expenses are obligations of the chair of this group. He felt that Dennis should put his reimbursement forward and that Judy should also plan on attending with the idea that this will be paid. It was suggested that the amount of \$1,500 be the amount allowed per person for next year. It was decided to keep the \$120.00 for checking fees in the budget. Charlie asked about printing charges for brochures and Dennis informed that APA is working on an all divisions brochure which will be available at the exhibition booth. Dennis reviewed the budget noting the following expenses: \$1,000 for Conference and Training, \$1,800 for the annual meeting, \$1,500 for leadership travel, \$120 for checking account fee, \$100 for administrative supplies and \$200 for printing. The budget balance would amount to \$2,700. This budget would keep the ratio of 1 comparing the annual revenue. Mike Harper made a motion to approve the work program as amended today. The motion was seconded by Joe Scorcio, which passed unanimously.

AICP CM Credit Work shop: This item was deferred until James Davenport is present.

Website Update: Judy Francis reported she spoke to Susan Turner about getting more current information on the website. Dennis suggested a link to NACP. Judy reported the Ms. Turner said there is a link. Judy suggested a message from the president with a hyperlink. The division does not have minutes or meeting summaries on the website and those could be added. Dennis asked that once minutes are approved he would forward them to Judy to be sent to Ms. Turner.

Electronic Communications Update: Dennis will continue to send out the e-blast which will be going out bi-monthly. He noted that Frank Miles has been researching Facebook. This will be deferred until next month. Joe mentioned that his county has an award winning program as they use facebook and twitter. This item will be kept on the agenda to allow Frank to update.

Newsletter: Tasks were previously assigned.

Next Executive Committee Meeting: The next Committee meeting will be January 21st at 1:00 p.m. CST.

Adjournment: A motion was made by Joe Scorcio to adjourn the meeting. Charlie Compton seconded the motion, which passed unanimously. The meeting was adjourned at 3:45 p.m. EST.