

MINUTES
EXECUTIVE COMMITTEE OF THE
COUNTY PLANNING DIVISION OF THE APA
Teleconference Call on May 12, 2011

1. Call to Order

Chair Judy Francis convened the meeting at 2:05 pm (Eastern Time).

2. Roll Call

Members present were Judy Francis, Dennis Sandquist, James Davenport, Robert Hill, Royce Maniko, Mike Kayes, Mike Harper, Tim Brown, Charlie Compton and Joe Scorcio. A quorum was confirmed.

3a. Minutes of the March 10, 2011 Teleconference

Maniko moved, seconded by Brown to approve the minutes with the correction of the date, adding Mike Kayes as present and correcting the spelling of Maniko. Motion passed unanimously.

3b. April 10, 2001 Annual Joint Meeting

Kayes moved, seconded by Sandquist to approve the Annual Joint Meeting minutes as presented. Motion passed unanimously with Maniko, Brown, and Harper abstaining due to absence from the meeting. Subsequently the minutes were corrected to note that Mike Kayes was an Officer present at the meeting.

4. Finance Report

Treasurer Harper presented the current report with a balance of \$860.00. He indicated that the quarterly rebate was expected within the month. The next report should reflect a higher APA service fee. Discussion of the issue at the Boston Conference leads him to believe that there will not be any reduction. These higher fees will have a \$240 impact annual to the Division. Hill moved, seconded by Scorcio to accept the report. Motion passed unanimously.

5. Revised Annual Report

Francis indicated that the Annual reports had been discussed at the Division's council meeting in Boston. The issue of CPD/NACP working together was cleared up, reflecting changes in APA policies regarding division relationships with other organizations in order to better meet APA requirements. CPD was the first and only division to submit its report on time.

6. APA Policy Activities

Francis indicated that the upcoming webinar list was contained in the agenda packet and that links are contained within the memo.

7. FAICP Eligibility List

Francis indicated that the FAICP nomination process will open this summer and suggested that the board members should review the attached list of eligible County Division members to determine if there are any we want to nominate on behalf of CPD. Compton and Harper are

experienced with the nomination process and indicated that they expect it will follow similar criteria and review steps. After discussion, it was determined that the Chair would contact eligible CPD members and offer the Division's assistance in reviewing materials in support of nominations and to provide a letter of support if appropriate (subject to future Board action).

8. Division Survey

Scorcio and Davenport recapped the draft survey. Davenport indicated that he would get it entered into the NACo survey service. Harper indicated that he will merge the contact list from both CPD and NACP in order for the survey to be sent to all members in the two associations.

9. Website Update

Francis indicated that she had provided Susan Turner with updates on the award winners in order to get them posted to the APA website. She indicated that a volunteer is needed to take on this duty while she is serving as Chair, and to advise her if we have any ideas. It was determined that an email blast can be sent to the CPD membership to see if any members are interested in this important role.

10. Electronic Communications Update

Francis indicated that there was nothing additional to report. Sandquist indicated that he would be forwarding the approved APA email blast template to the board.

11. Newsletter Update

Hill indicated that he needs a planner to highlight for the June issue. Harper will forward one he recently did for a colleague. The issue will also include a report on the award winners and on Brown's upcoming article in Practicing Planner.

12. Other Business

Francis indicated that she is having hip replacement surgery on May 24th and would be off-line for at least a week.

13. Next Executive Committee Meeting Date and Time

It was determined that the next teleconference meeting should be after the NACo meeting in Portland. July 28, 2011 at 2:00 pm Eastern Time was approved.

14. Adjournment

The CPD meeting was adjourned at 3:00 pm.