

NOTES

APA County Planning Division – Executive Committee Teleconference

December 18, 2019

4:00 PM EST / 3:00 PM CST / 2:00 PM MST / 1:00 PM PST

1. Call to Order
2. Roll Call: Kyle Breuer, Chris O’Keefe, Robert Hill, Jacqui Kamp, Alison Tompkins, Royce Maniko, David Heinold, Michelle Fuson, Sam Hoffman, Mike Kayes
3. Approval of October 30, 2019 Executive Committee Minutes: Royce made a motion to approve, Robert seconded. All were in favor.
4. Finance Report – Robert Hill, Treasurer: The account has $12,457.51 as of Oct. 1, which is maintained by APA, Chicago headquarters.
5. Chair Update
	1. Transition of Chair-elect to Chair Role: Kyle Breuer will be moving from Planning Director to a Town Manager role in another jurisdiction. There will be a secession for the chair position to Chris O’Keefe with support from David Heinold.
		* First Friday Notes for Announcement January 3, 2020: Kyle Breuer will prepare the notes and announce the transition to Chris as in-coming chair. There will be an election for chair-elect soon. Maggie from APA should be a resource for that.
	2. Annual Report: Everything was turned in on time which included the work plan. Please review it and the annual budget which will be adopted at the annual meeting. The feedback from APA included call out of the division’s Education position and the annual meeting in person. The legislative conference would be a good time for leadership to meet since it falls before performance reporting and might be a better time to meet annually at that conference versus the APA National Conference.
6. Committee Updates
	* + Webinar update - Tim Brown: TBD
		+ Awards update – Kyle Breuer: It has been passed along to APA to put the announcement of the awards opportunity on the website. Kyle will also include it in the First Friday notes.
		+ Education/Division Partnership Summary/Newsletter – Alison Tompkins: Alison wants to provide a faculty spotlight in the next newsletter and any education topics that members are interested in and how they may coincide with the webinars. She will work with the School of Planning to include a link to our newsletter. Templates and information are all in the newsletter. The link is also posted to the Facebook page.
		+ Social Media – Michelle Fuson: The survey was administered and had a good survey response (77 respondents). Please send out the survey link to any statewide email lists. The link can be found on the LinkedIn page and the Facebook page. Here’s the link as well: <https://www.surveymonkey.com/r/FXR2BCP?fbclid=IwAR1pLoXczJ-_8AgyN1jvXbi9Cu8ccDPbQ0eQjFVxG33HROLn41wHPCuWyGY>
		+ Student Representative – Sam Hoffman: Sam may get involved in the newsletter and perhaps carve out a section specific for students. She is graduating in May. The division will have to recruit another student representative.
7. Other Business
	1. CPD Website Transition – Heinold: David has been through the transition with a chapter he is involved with. CPD is currently on APA’s calendar for a similar transition. It allows more web editors to add content, it is easy to manage, and jobs can be posted as well. David suggested that we have a committee to assist. Jacqui can help with this effort. The initiative will start in January.
8. Schedule Next Executive Committee Meeting Date and Time
	1. February 19, 2020 4:00 EST
9. Adjournment at 1:26 p.m. Royce moved to adjourn. Chris seconded.