APA County Planning Division

February 19, 2020

1:00 pm PST

2. Roll call

**Present:**

Chris O’Keefe, Chair

David Heinhold, Past Chair

Robert Hill, Treasurer

Tim Brown, Awards Chair

Sam Hoffman, Student Representative

Alison Tompkins, Education Coordinator

Mike Kayes

Royce Maniko,

Michelle Fuson, Social Media Coordinator

**Absent:**

Megan Nelms

Jacqui Kamp

Keith Marvins

Lizzy, Potential Student Rep replacement – technical difficulties with calling in

Michael Harper

Charles Compton

Jack Morgan

Dennis Sandquist

Heather Croney

3. Approval of minutes – Motion by Robert Hill, David Heinhold 2nd, motion carried

4. Finance – No new expenditures, $13271.26 balance. Motion by Royce Maniko, Megan Nelms 2nd, motion carried

5. Chair Update

Discussion – duties of Chair listed in Google Docs CPD folder. There is a vacancy in the Chair-Elect position. Some duties related to annual conference. May need to appoint temporary Chair-Elect. Heinhold can help organize events (annual meeting reception, session endorsements, etc.) for the time being and look into regional/intergovernmental planning contacts.

Newsletter – Heather not present, has other demands on time. Alison has helped with content in past, and can continue to help. Sam can also help with content until she graduates. Jacquie had newsletter template in Publisher. Division page on APA website doesn’t have last few years of newsletters. Michelle used to post newsletter on social media and also coordinates with someone else (Michael) to get them posted on APA CPD page. Alison, Heather, and Sam will work on next one, Chris will put together an article on fire. Should be some good examples from 2017-2018. Megan will send Alison a list of questions used to fill newsletter content.

Election of new officers – last division election was 2018, time to elect new officers this year. David Heinhold is willing to serve on the election committee; explained committee duties. APA sets up request for nominations; nominating committee selects finalists prior to election.

NPC 2020 – Evening is a good time for the CPD annual meeting because everyone is available. Typically provide snacks and drinks. Chris will follow up with Maggie Kraus at APA. APA requires an annual meeting and it must be held at the conference hotel. Awards – Tim reports no applications received to date. Can ask Maggie to include awards announcement in InterAct email blast. Royce – usually get a dozen or so applicants. Chair can send out announcement via email by downloading excel file for member list with emails and distribute. Also Ask Maggie to distribute to other Division Chairs. Chris will extend application deadline from February 28th to March 20th.

Division Session Endorsements – David Heinhold moves to endorse 4 sessions listed, Robert Hill 2nd, motion carries.

Joint Reception – David will help find a time and location within the next couple of weeks. Costs include room and refreshments. Refreshments are biggest cost. Last year was food contract with bar for a separate room and hors d’oeuvres and people bought their own drinks. Try to keep cost around $500.

Student Representative Grant – CPD has donated $250 for student grant program in the past. Separate expense for student rep travel to conference. David moved to donate $250 for it if program still exists, Robert Hill 2nd, motion carries. Still covering student travel to conference? Potential conflict with Sam’s schedule, but she will check with her professor and go if she is able.

6. Committee Updates

Webinar – Tim is working on a webinar from NOAA. No shortage of topics, but need to find speakers to conduct them. FEMA may also be willing to present, AICP Certification Exam or study review – APA may have someone willing/able to present on that topic.

Education component ties in with webinar material and newsletter content. Need to work with state chapters to promote certification. Can develop Google study group.

Social Media – awards have been posted on various social media networks. Need to post extended award deadline.

Sam – has recruited for her replacement. Lizzy not yet confirmed, tried to participate in the call today.

7. Website Transition – in progress, trying to get a more user-friendly website

8. APA updates – Chris attended Division Council Meeting. Need division members attending the conference who can man the CPD booth in the career zone. Chris will email a link to the sign-up sheet, need to fill as many slots as possible. Emerging issues – artificial intelligence and impacts to planning. Council voted to support new division for Food Systems.

9. Next meeting – March 18

10. Other business – Royce Maniko, Ohio ag is converting to malt barley and marijuana. Cherry crops suffering due to export tariffs, and changes in ag economy are happening very quickly.

Adjourned at 2:20 pm PST – moved by Robert Hill, 2nd by David Heinhold, motion carried.