

**Notes**

APA County Planning Division – Executive Committee Teleconference

August 13, 2020

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

Google Meet: https://meet.google.com/qtx-gmiu-ore?hs=122&authuser=0

1. Call to Order
2. Roll Call: Royce Maniko, Chris O’Keefe, Robert Hill, David Heinold, Alison Tompkins, Tim Brown, Meghan Nelms, Jacqui Kamp, Tim Brown
3. Review of notes from March 18, 2020 meeting
	* No quorum at March 18 meeting
4. Finance Report – Robert Hill, Treasurer
	* CPD has $14,300.
	* Tim was reimbursed for the awards
	* CPD provided $100 for the NACP sponsorship
	* Revenues are down for this quarter compared to last - membership dues are our revenue. COVID-19 could be the cause.
5. Chair Update,
	* General Comments
* Chris would like to work towards getting to know everyone better and would like to schedule an online happy hour
* Division council meeting update: primary focus was to talk about how Divisions can hold their annual meetings and talk about what people are doing in their offices to continue to function. People that organized the annual conference were happy with how the virtual format turned out. There was a lot of discussion about the killing of Georga Floyd and whether division and APA should involve their membership in the issue. Jacqui shared with the group what Clark County, WA is doing regarding discussions around systemic racism. The County Council with coordination with other groups have initiated community listening sessions. Chris asked if the CPD should initiate any dialogue with their membership. The board agreed to wait and take the lead from APA.
	+ Annual Meeting –
		- The division needs to have an annual meeting by the end of the year, perhaps late September/early October. We should plan to meet in a month and review our business plan. The award recipients would be part of the meeting. Will APA provide zoom membership so that divisions/chapters can hold remote meetings? Could we invest in a zoom membership at $14/month?
* **David made a motion to approve funding to purchase a Zoom membership. Royce seconded the motion. All were in favor.**
* Next month the board will review by laws and business plan in preparation for our annual meeting which will include discussion/approval of our business plan/accomplishments; and the division’s annual awards.
* **The Annual Meeting is scheduled for Oct. 8, 2020 at 4PM PST/5PM MT/6PM CT/7PM EST**
1. Education/Mentorship partnership program - David Heinhold
* We have 600 student members interested in county planning
* Proposing the idea to have planners meet up with students and talk about different topics going on in the world in a safe space to get them interested in county planning
* New website can promote volunteer opportunities
* David sent to the board a document that provides goals for the program. Please review and send him comments.
* Alison states that she teaches classes and would be happy to implement the program
* Next meeting we need to develop the business plan that will include this element.
1. Newsletter Roles and Responsibilities
* There is currently no Newsletter editor therefore no Newsletters being created
* Robert expressed the challenge for the newsletter editor in coming up with content for each issue
* Chris will put out a call for those interested in volunteering as newsletter editor
* Jacqui suggested the idea of having one of the board members to participate as lead for a committee- Chris to remind board members to consider volunteering for this role and to discuss at next meeting.l
1. Governance Committee
* This entails dedication of understanding and knowing the business plan and ensuring that the division is implementing the plan
* Helps with succession planning
* Chris and Jacqui will participate on the committee. One more member would be helpful.
* This will be added to next meeting’s agenda.
1. Committee Updates
	* Webinar - Tim Brown: No update.
	* Awards - Tim Brown: We received many projects for this year’s award compared to last year. Tim provided the board an overview of the 7 county projects that received awards:
		+ Best Practices - Award of Excellence - Energized Public Spaces Functional Master Plan and Analysis Tool, Montgomery County, MD
		+ Best Practices - Award of Merit - Energy Planning Team Process, Washington County, MN
		+ Small Area Plans/Special Planning area - Award of Merit - Veirs Mill Corridor Master Plan, Montgomery County, MD
		+ Special Focus Planning Initiative - County Holistic Innovation Project - Award of Excellence - Connected City, Pasco County, FL
		+ Comprehensive Plan-Small Jurisdiction - Award of Excellence - Emporia-Lyon County Joint Comprehensive Plan, Lyon County, KS
		+ Comprehensive Plan Large Jurisdiction - Award of Merits to:
			- 2018 Livingston County Master Plan, Livingston County, MI
			- Yakima River Public Access Plan, Kittitas County, WA
		+ Invite recipients to speak/talk about their project
	* Education/Division Partnership Summary/Newsletter – Alison Tompkins
* Alison needs deadlines for the newsletters as she is unclear on what is expected. Robert will send Alison what the division used to have for deadlines for the quarterly newsletter
* She supports the work David is doing with students
* With infrequent meetings, there hasn’t been much direction - timelines would be extremely helpful
* She suggested having a book review in each newsletter
* She will pursue a faculty spotlight for an upcoming issue
* **Chris will send out link to Google Drive that holds CPD info/docs**
	+ Social Media – Michelle Fuson
		- no update
	+ Student Representative – Lizzy Geraghty
		- No update
1. Schedule Next Executive Committee Meeting Date and Time
	* **Sept. 10 at 1PM PST/2PM MT/3PM CT/4PM EST**
	* Every other month - second Tuesday of the month
	* Chris will also set up a happy hour to test out Zoom
2. Other Business
	* We need to get going on planning for the annual meeting; sending the information out to membership, coordinating with the award recipients
3. Adjournment
	* Robert moved to adjourn. Royce seconded. All were in favor. 2:35 p.m. PST.