

Date: January 25, 2024

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

Channel: Zoom

IN ATTENDANCE

Executive Committee: Adam Bradford, Stephanie Donahue, Robert Hill, and Michelle Fuson

Members: Sharon Peterson

APPROVAL OF MINUTES

The minutes from December 6th, 2023, Annual Meeting were approved. Motion by Robert, seconded by Michelle.

EXECUTIVE BOARD UPDATES

Chair Report by Adam Bradford: By the end of the month, Adam needs to establish the on-demand leadership resources. He will reach out to Isabel for this. The outreach committee will work with CPD to build more connections internally and externally. Talking with Isabel, in the next two weeks regarding the Division Liaison meeting. Also want to discuss leadership activities for the retreat.

Finance Report for Andrew Devereux by Stephanie Donahue: The most recent cash position listed on engage is \$21,915.59. This was dated to the end of December 2023. Revenue of \$351.13, all from membership dues. In the first quarter (10/1/2023 to 12/31/2023), there were some expenses for a total of \$1,079.32 (60600 – Supplies - \$244.32) (70200 – Administrative – \$835.00). These expenses were for Adam to go to NPC23 conference in lieu of Michelle and division awards given out. Additionally, Andrew submitted the APA Ohio webinar expense to APA. This was \$180 if he recalls correctly. He got an email message from Isabel that APA accepted the disbursement. It is unclear at this time if the funds were transmitted. Clarification was given regarding the webcast expenses.

Admin Report by Stephanie Donahue: Google workspace is up and running. Stephanie purchased the domain apacounty.org for \$12 for the first year. It is scheduled for renewal at \$20 each year thereafter. A reimbursement form was recently submitted for \$12 to the division's communications category. The first email was distributed with the meeting invite and executive committee contact information. Welcome emails were distributed to new members from the December 2023 roster.

DIVISION BUSINESS

Webinars and Meetings Service: Proposed Google Meet vs. Zoom, Michelle has been using her County's Zoom account for these meetings. Google Meet might be a good platform as an alternative. Adam brings this up for a motion to adopt Google Meet for our webinar and meetings for 2024. Robert seconds the motion. All in favor, passes. Additionally, Stephanie and Adam discuss access control.

This meeting invite utilized the wrong link to the Zoom meeting. Stephanie will verify the link before posting or host the meeting.

National Planning Conference: NPC24 travel costs were discussed. Adam discusses having a booth. Robert suggests scheduling a room and holding an APA County meeting. He advises positioning the meeting on an earlier date of the conference, as opposed to the end of the conference. Keep together as a group if travelling, safety is important. Try to hold awards virtually, as well. A booth is required to be staffed for a specific amount of time. Michelle agrees with Robert and reiterates holding the award ceremony virtually.

Adam and Robert will attend. Andrew will not be there. Andrew asks if the division needed to order any swag for the national conference and what budget was set aside for this. Adam is skeptical of swag options. Stephanie will send Adam a list of modern swag ideas. Michelle states swag could be logged as leadership activities or membership retention, or meeting expenses.

Bylaws Update: Robert, Michelle, and Adam are working on the Bylaws. APA struck up a few concerns with the way some things were written, specifically with the division's relationship with NACo. APA's CEO, council, media representative, and others requested clarification. Michelle has followed up on their concerns. Awaiting another meeting with APA. Co-awards is the biggest affiliation for this division.

LEADERSHIP TEAM

Leadership Team Vacancies: Student Representative, Education Coordinator, Assistant to Newsletter Editor, Membership Coordinator, Website Manager, and Webinar Coordinator

Website and Membership Coordinator: Stephanie is comfortable filling roles as long as they are vacant.

Webinar: Tim Brown is no longer interested in role. Position needs to be filled, potential collaborations with other chapters or divisions, and potentially utilizing the education coordinator to fulfill this role.

Awards Report by Timothy Brown: A third person is needed on award committee panel.

Student Representative: Motion passed to appoint Aldrin Udasco II as student representative.

Other Committee Reports: Motion passed to appoint Chris O'Keefe, past chair, to At-Large Member

Motion to approve the team leaders we have presently and Michelle seconds that. All approved.

Adam to follow up with Jonathan (newsletter) and Elizabeth (social media) on their leadership roles.

Michelle and Stephanie are happy to assist with the committees. Adam and Stephanie to follow up with volunteer requests and Stephanie might need to send out a volunteer ad in an e-blast or newsletter.



OTHER BUSINESS

Michelle suggests streamlining member costs. Adam agrees that membership dues should be cost-effective.

Any changes needed to the executive meeting date or time? Royce, Andrea, Elizabeth, and Tim occasionally had a meeting conflict. Stephanie suggests sending another Doodle poll on availability. Michelle appreciates having a consistent schedule.

Adam inquires about meeting structure and frequency. Michelle set up an Executive meeting each month, where the leadership team met every other month. Adam does not want to have more meetings than previously had with the exception of high-tasked months. Adam also likes the idea of inviting the public to bi-monthly meetings. Michelle adds that members were looking for networking opportunities based on the recent membership survey. Possibly adding time at the end of the meeting or adding an additional meeting for county planners to converse. Adam will follow-up after some research.

MEMBER COMMENTS

Sharon Peterson is with another division (Schools) and appreciates the Coffee Chats. They consist of more chatting and less presentations. She would find it helpful to have notice on public meetings and which to attend.

ANNOUNCEMENTS

Motion was made to adjourn meeting at 2:09 PM PT and was passed unanimously.