



American Planning Association  
**California Chapter**

*Making Great Communities Happen*

# PDO Team Conference Call March 27, 2013 Meeting Notes

Chapter PDO Team Reps	Section PDO Team Representatives	
<b><u>Vice President of Professional Development</u></b> ➤ <b>Tania McCullough</b> , AICP	<b><u>Central Section</u></b> ➤ Desmond Johnson, AICP Director of Prof Dev	<b><u>Northern Section</u></b> ➤ <b>Tania Sheyner</b> , AICP Professional Dev Director ➤ <b>Don Bradley</b> , AICP, PhD AICP Director
<b><u>AICP Coordinator</u></b> ➤ <b>Kim Brosseau</b> , AICP	<b><u>Central Coast Section</u></b> ➤ Lilly Okamura, AICP Professional Dev Officer	<b><u>Orange Section</u></b> ➤ Matt Foulkes Vice Director for Prof Dev ➤ <b>Maryann Marks</b> , AICP Vice Director for AICP Cert
<b><u>Programs Coordinator</u></b> ➤ <b>Carey Fernandes</b> , AICP		
<b><u>FAICP Coordinator</u></b> ➤ <b>Bob Leiter</b> , FAICP	<b><u>Inland Empire Section</u></b> ➤ <b>Julie Rynerson Rock</b> , AICP Professional Dev Officer	<b><u>Sacramento Valley Section</u></b> ➤ <b>Scot Mende</b> , AICP Director of Prof Development
<b><u>Region 6 AICP Commissioner</u></b> ➤ <b>Lance Schulte</b> , AICP	<b><u>Los Angeles Section</u></b> ➤ <b>Jonathan Nettler</b> , AICP Vice Director – Prof Dev ➤ <b>Peter Carter</b> , AICP Vice Director – Prof Dev - AICP	<b><u>San Diego Section</u></b> ➤ Matthew Gelbman, AICP Professional Dev – Workshops ➤ <b>Asha Bleier</b> , AICP Professional Dev - AICP
<b><u>Chapter Board Staff</u></b> ➤ <b>Laura Murphy</b> New Horizon Enterprise		

[participated in conference call]

## INFORMATION SHARING & FOCUSED OR QUICK ITEMS:

Betsy welcomed everyone to the call. Her goals for this bi-monthly call are to try to keep it to 1 hour; to distribute background information prior to the call to facilitate discussion; discuss items via email if appropriate. She hopes the calls will be an opportunity for participation by everyone.

### 1. Introductions

Betsy reintroduced herself and the Chapter team, including Lance Schulte, the Region 6 AICP Commissioner, and Laura Murphy, our support staff.

### 2. Revised Approach to Maintaining Events on the Chapter Calendar

Betsy & Laura have discussed the Chapter Calendar on the redesigned Chapter website. Rather than trying to replicate the Sections' postings of their events on the Chapter calendar, we will indicate that current Section activities can be found on individual Section websites, and those websites will be listed and links to them will be provided.

The Chapter calendar will be utilized for state and national conferences, Chapter-sponsored single events, events the Chapter co-sponsors [with universities, CPF, CPR, etc.], and any event that a Section might want to advertise to other Sections or to adjacent Chapters. Example given was AICP prep class – let applicants in other Sections know about the sessions.

The Professional Development section of the redesigned website will also describe educational opportunities from the Sections, and will discuss opportunities for APA National sessions.

### **3. New Concept: Pre-Conference Sessions at the Chapter Conference**

Betsy mentioned a new type of session coming along at the 2013 Chapter conference this year: pre-conference sessions. These sessions, which are in preliminary discussions right now, will be held the day before the conference starts, will be about 6 hours in length, a separate fee, and CM creditworthy. They will change year to year, and will provide the opportunity to cover topics more in-depth than we can in our 90 minute regular sessions. this year's pilot topics are: Managers Institute; Urban Design Studio; and Site Planning & Grading. Bob Leiter asked if 3 was the limit: yes, we are trying to limit this year's pilot programs to 3. He will send Carey and Betsy an outline of a possible alternative session on Lessons Learned from RTPs.

### **4. Any questions about previously distributed information:**

Betsy asked if there were any questions about either the Chart of AICP Scholarships given by the Chapter and Sections 2/12/13 email or on the AICP Exam Refresh 3/21/13 email.

Betsy indicated that she would share whatever meeting notes came out of the Chapter PDOs discussion on the exam refresh at the National Conference in Chicago.

### **5. Reminder from Pintu Behera Regarding Sharing Streaming Media Sessions:**

Betsy mentioned the reminder from Pintu about the limitation on stream media products to the individual who purchased it for viewing. This is in the Terms & Agreements section found when you check out and pay for viewing access. We should expect to see a group rate option available later this year.

### **DISCUSSION ITEM:**

### **6. Revised CM Provider Handbook (refer to email from Betsy dated 3/9/13)**

Betsy reviewed the issues outlined in the 3/9 email & asked for comments from the PDOs regarding "brown bag" lunches and session with meals and breaks.

The Sections hold both 1 hour brown bag luncheons and 1.5 hours sessions, generally with box lunches. PDOs emphasized what Betsy had heard in the Chapter PDOs forum: that PDOs believed learning was not impacted even if someone was eating their lunch.

Lance emphasized that it would be appropriate for the Chapter to forward any concerns to APA National.

Section PDOs felt that neither eating nor registration interfered with the 1.0 or 1.5 CM hours they submitted for; however in acknowledgement to the CM Providers Handbook discussion, they indicated they would advertise their session start time earlier than the instruction portion to allow everyone to register and settle in, but that ½ hour was proportionately inaccurate. They indicated that 15 minutes was an appropriate amount of additional time.

Betsy indicated she would draft a statement on behalf of the Section PDOs to be able to forward to National, and Lance indicated he wanted to receive it so he could speak to it on our behalf.

Quality Improvement: Betsy again relied on the 3/9 email to Section PDOs to introduce the discussion about evaluation of Sections’ CM programs.

She indicated that the Chapter team would like to initiate use of a new spreadsheet that would be populated by the Section PDOs with their programs and basic statistics about them, including the ‘star rating’ of the session found in the CM portion of National APA’s website. There was discussion about Section PDOs needing to check the ratings and comments given to their sessions on the National website since those are the ratings that National would look at when determining whether an audit was needed – not the paper forms retained by the Sections.

Betsy indicated that the spreadsheet was intended as a tool for both the Sections and the Chapter, and indicated she saw value in maintaining them:

- Provides the Chapter with a cumulative accounting of the PD activities of the Sections
- The Chapter has staff to assist Sections if necessary
- A cumulative report is an opportunity to provide Chapter members with the impressive amount of educational opportunities being provided
- Ideas for sessions can be shared among Sections; an understanding of the size and scope of PD activities in other Sections can benefit everyone
- Being able to see all the CM PD activities allows the Chapter to anticipate if any assistance will be needed to a Section – either to help them enhance their PD offerings, or in the case of an audit

Outcomes of this Discussion: Betsy will draft a statement for review by the Section PDOs regarding CM credit for brown bag & 1.5 hour sessions.

Betsy will request a copy of each Section’s CM evaluation form used to compare to the Chapter’s and to the National requirements to try to reduce redundancies and simplify the session-based review since National relies on the online rating of a program.

Laura is developing a spreadsheet with a page for each Section and one for the Chapter to enter CM events.

The section spreadsheet will come to you in this format:

Date	Event Title	CM hours	Time	*Rating	Attendance	Fee	CM #e

Following the conference call, Laura and Betsy discussed the best timing to distribute this CM event log update request. We'd like to start with a quarterly request. The January - March request would come to you at the end of April, the April - June request at the end of July, etc. This timing should allow most AICP members to log their CM credits and session evaluations, and then give Section PDOs a chance to go online and collect the star rating. So, the first request will be made at the end of April with the spreadsheet for your Section attached.

### **COMMENTS FROM CHAPTER PDO TEAM MEMBERS:**

Kim Brosseau mentioned the AICP Prep Session for the conference was coming along; Lance mentioned the AICP Ethics Case of the Year is available for review online; and Bob gave an update on the FAICP Nomination Process.

### **SECTION REPORTS:**

Section PDOs shared information about programs they were holding, including partnerships with other organizations. The Sections holding AICP Exam Prep trainings shared dates and experiences. Several PDOs indicated their AICP Exam candidates hadn't yet heard back about qualifying to take the May exam yet, and Don Bradley indicated that he knew National hadn't completed their review yet.

### **WHAT'S COMING UP NEXT CALL OR VIA EMAIL:**

Betsy indicated that upcoming discussion items or emails would include:

- Details on pre-conference sessions
- CM Providers Handbook feedback from National PDO discussion
- Feedback on any discussion at National PDO meeting on AICP Exam Refresh
- CM Workbook page distribution to Sections
- Updating of CM Evaluation forms [Section PDOs please provide to Betsy]
- Sharing co-sponsor forms update by Laura & Betsy

ALSO: Arising from Section Reports: would there be a benefit for Section AICP coordinators to share the organization of their prep sessions: how many sessions; what topics are covered; speakers?



American Planning Association  
**California Chapter**

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**PDO Team  
 Conference Call  
 May 22, 2013  
 11am**

Chapter PDO Team Reps	Section PDO Team Representatives	
<b><u>Vice President of Professional Development</u></b> ➤ <b>Betsy McCullough</b> , AICP	<b><u>Central Section</u></b> ➤ Rob Terry, AICP Director of Prof Dev	<b><u>Northern Section</u></b> ➤ <b>Tania Sheyner</b> , AICP Professional Dev Director ➤ <b>Don Bradley</b> , AICP, PhD AICP Director
<b><u>AICP Coordinator</u></b> ➤ <b>Kim Brosseau</b> , AICP	<b><u>Central Coast Section</u></b> ➤ Lilly Okamura, AICP Professional Dev Officer	<b><u>Orange Section</u></b> ➤ Matt Foulkes Vice Director for Prof Dev ➤ <b>Maryann Marks</b> , AICP Vice Director for AICP Cert
<b><u>Programs Coordinator</u></b> ➤ <b>Carey Fernandes</b> , AICP		
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<b><u>Chapter Board Staff</u></b> ➤ <b>Laura Murphy</b> New Horizon Enterprise		

**CALL IN NUMBER: 877-216-1555 PASS CODE: 711367#**

**INFORMATION SHARING & FOCUSED OR QUICK ITEMS:**

Betsy indicated that she will keep information items up front to give everyone a chance to sign onto the call, but will move through them quickly unless there are questions

**1. Introductions (ATTACHMENT)**

- New Central Section PDO: Rob Terry  
Rob couldn't be on the call this time but has been catching up on our work this year
- New PDO contact list attached

**2. CM Credits for luncheon programs**

- Hearty discussion (I'm told) at National PDO meeting, but APA National staff only indicated they would take comments under advisement.

Betsy indicated that we were complimented by the Chapter PDOs after her posting of our summary on luncheon CM credits to the Chapter PDO website

### 3. Chapter CD Rom Library

- We found out late last year that APA National was not going to allow chapter members to claim CM credits from sessions in our CD library. While an end of 2013 date is still in effect, Brooke Peterson has obtained agreement from the Chapter Presidents' Council to support an extension through the end of 2015, but it needs higher level approval that will not come until the fall. I'll keep you informed as I hear anything.

### 4. AICP Exam Study Guide remains the same for the November exam

Laura Murphy confirmed the guide is staying the same and indicated there is information on the chapter website about how to get the guide.

### 5. New AICP Member Accrual of CM Credits

- Did you know that a new AICP member cannot accrue CM credits after passing the exam until the January after passing the test and completing all required membership payments.

The following is from the APA National Website at the "After You Pass" Section.  
<http://www.planning.org/certification/postexam.htm>

#### **Certification Maintenance for New AICP Members**

The CM reporting period for new AICP members will begin the January after AICP exam candidates have officially been granted AICP membership (that is, after AICP dues payments have been received and processed by APA, and AICP members have received their official AICP number).

AICP members may begin earning credits from the time AICP membership is officially granted. They may not apply credits for courses they participated in before they became AICP members.

Also see: <http://www.planning.org/cm/howtoearn.htm>

### 6. November AICP Exam and Chapter Scholarships (ATTACHMENTS)

- See attached email going out very soon to all Chapter non-F/AICP members. It reminds everyone of the application period for the November exam and announces the availability of a scholarship to significantly underwrite the cost of taking the exam.
- This discussion will also be put into the June Cal Planner.
- Also attached is the scholarship application form that will be linked from the email and Cal Planner to the Chapter website.
- PLEASE USE THIS EMAIL TO NOTIFY YOUR SECTION MEMBERS ABOUT THE APPLICATION PERIOD AND THE SCHOLARSHIP AVAILABILITY

Betsy reminded everyone that the CA Chapter has the ability to award 8 \$360 scholarships to members each year. California gets 2x the amount of the closest chapter number. The purpose of the scholarship is to offset the cost of taking the exam. Therefore, the Chapter has a committee to review applications from individuals who cite financial need. The applications remain confidential and the awardees of the chapter scholarship are not shared beyond the

committee; the Section scholarships are only shared with the Section PDO and Section Director who authorize payment to the Section member.

Betsy indicated she wasn't discussing the section scholarship availability at this point. She will keep each of you who have remaining section scholarships apprised of our progress in the application process. Remaining Section scholarships this year are: Central 5; Los Angeles 2; Northern 3; and San Diego 1. Also, some sections award \$100 to one or more exam passers.

Betsy has asked APA National for the Chapter list of passers from the May exam on the 20<sup>th</sup> at the close of the exam period. It takes about 2 weeks to get it because the exam scores are double-checked. Betsy will take the list and send each PDO & Section Director the passers as soon as she gets them. She will also put a complete list of Chapter passers into the summer Cal Planner.

## **7. FAICP-eligible List Delayed**

- The Chapter uses a list from APA National to notify those AICP members eligible to apply for FAICP. Our receipt of that list has been delayed from end of April to end of May or beginning of June.

Betsy indicated that we received the FAICP-eligible list May 21 and would be working to send out emails to those eligible [based on National APA's list] within a few weeks. Part of the delay is to juggle among priorities of getting the new website up and running and getting information out about the AICP Exam and Scholarship process.

## **DISCUSSION ITEMS:**

### **8. CM summary sheets**

- Any difficulty in accessing information?
- Questions about the form?

The decision was made to use Total Attendance and APA Member Fee to clarify the Attendance and Fee columns. Participants seemed comfortable with leaving these 2 columns of information in even though it is not CM-related.

The other important discussion point is that the Section Activity Reports have just been changed to be 3 times/year [vs 4]. Information for those reports is due within the Sections for Jan-May; June-Sept; and Oct-Dec. Laura will redistribute the sample matrix to address CM sessions for those time periods. Two sections have submitted so far, but everyone seemed to agree to proceed with using them.

### **9. PDO calls**

- Next call is scheduled for Wednesday July 24 – I am not available. Move 1 week earlier to Wednesday July 17 at 11am?

Everyone on the call at the time agreed to move the call to Wednesday July 17 @ 11am and Laura will reschedule the conference line for us.

- The next call is on Wednesday September 25<sup>th</sup> - 2 weeks before the conference. Should we also meet at the conference?

Not everyone is attending the conference but it was felt that it would be good to get together to put names to faces and see if there's any business to conduct. NOTE: a time slot of 730am – 830 am on Tuesday is being held for us. Please let Betsy know if there's a problem with this and we can reconsider the time. if this is okay, we'll reserve a room.

## **10. Revised CM Single-Event Evaluation Forms (ATTACHMENTS)**

- Discuss interim use of a much-simplified paper CM evaluation form until APA National can consider online evaluations.
- Review arguments in favor of exclusive use of online evaluation
- Acknowledge VP of Professional Development Forwarding discussion points & simplified form to APA National.

There was a discussion about use of a paper CM Evaluation form at the conclusion of a CM event. The model form – used by all sections who do paper evaluations – was acknowledged as cumbersome. There was reference to the comparison between the model form and what Betsy has revised for interim use by the Sections. Betsy indicated that she would like support to forward the discussion points about why a paper form is not relevant to a true event evaluation and that information should be collected at the time an AICP member collects CM credit with some key questions. She will forward this to National APA staff along with the sample revised form that is now available for Sections to use. Support was given.

Scot Mende indicated that Sacramento Valley used this form to collect other information, and Betsy indicated that they certainly could continue to ask those types of questions. Or maybe they'd want to consider another format to collect the information rather than the form since it was intended for evaluation for purposes of session quality and relevance to purpose or objectives, and has evolved away from that role to other purposes.

## **COMMENTS FROM CHAPTER PDO TEAM MEMBERS:**

- Any comments or news from Chapter Team or AICP Commission Liaison

Bob Leiter reminded everyone about the upcoming May 30 cross-border transportation planning webinar. Each section received information to distribute to their members and put onto their websites. Please promote this; there is still time to register. Kim Brosseau mentioned working on the AICP Exam Prep session for the conference. Carey Fernandes discussed the pre-conference sessions on Urban Design and Management.

## **SECTION REPORTS:**

At this point, Betsy essentially departed the call and really has no notes for this topic – sorry again!

- San Diego Section

- Sacramento Valley Section – Scot distributed a flyer on the Sacramento Valley Speaker Series
- Orange Section
- Northern Section
- Los Angeles Section
- Inland Empire Section
- Central Coast Section
- Central Section

#### **WHAT'S COMING UP IN A FUTURE CALL OR VIA EMAIL:**

- More detail about Pre-Conference Sessions
- Hopefully, feedback from the National Conference PDO discussion about the revised CM Providers Handbook and Future AICP Exam Revisions
- I have been asked about how different Sections set registration fees to Section events for YPG members. I will ask each Section via email. [from last time]
- Laura Murphy and I will be updating forms used when an outside organization wants to partner with us for either advertising purposes or to be able to offer CM credit. We will seek your input. [from last time]

Laura will discuss Maryann Marks' questions with Betsy and we will address this on the next call hopefully. Maryann – if you have anything in particular you want to discuss, please let Betsy know.

- Report out on forwarding of CM form proposal to APA National staff



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**PDO Team  
 Conference Call  
 July 17, 2013  
 11am**

Chapter PDO Team Reps	Section PDO Team Representatives	
<b><u>Vice President of Professional Development</u></b> ➤ Betsy McCullough, AICP	<b><u>Central Section</u></b> ➤ Rob Terry, AICP Director of Prof Dev	<b><u>Northern Section</u></b> ➤ Tania Sheyner, AICP Professional Dev Director ➤ Don Bradley, AICP, PhD AICP Director
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<b><u>Chapter Board Staff</u></b> ➤ Laura Murphy New Horizon Enterprise		

**CALL IN NUMBER: 877-216-1555 PASS CODE: 711367#**

**INFORMATION SHARING & FOCUSED OR QUICK ITEMS:**

**1. Section PDO Team Changes?**

Peter Carter has left the LA Section and they are looking for a new Vice Director

**2. CM Credits for luncheon programs**

- Still no comments back from National APA on our recommended flexibility.

**3. Chapter CD Rom Library Status**

**4. New AICP Members listed in Cal Planner & Chapter Pass Percentage**

## **5. FAICP Process Moving Along**

## **6. AICP Exam Scholarships Status**

## **7. CM Form Reply Received From National**

## **8. No Progress Yet on a Chapter Co-Sponsorship Package for Section PDO Use**

### **DISCUSSION ITEM:**

#### **9. CM Logging Percentages by Section [ATTACHMENT]**

- See attached report to the Executive Board dated July 6.
- By the time of the meeting Section PDOs may have received a separate confidential email with the names of your Section's members who are most in danger of losing their AICP certification to see if you are able to encourage them to recommit.

#### **10. PDO calls**

- The next call is on Wednesday September 25<sup>th</sup> - 2 weeks before the conference.
- Discuss meeting at the Conference

### **COMMENTS FROM CHAPTER PDO TEAM MEMBERS:**

- Any comments or news from Chapter Team or AICP Commission Liaison

### **SECTION REPORTS:**

- Central Section
- Central Coast Section
- Inland Empire Section
- Los Angeles Section
- Northern Section
- Orange Section

- Sacramento Valley Section
- San Diego Section

**WHAT'S COMING UP IN A FUTURE CALL OR VIA EMAIL:**

- I have been asked about how different Sections set registration fees to Section events for YPG members. I will ask each Section via email. [from last time]
- Laura Murphy and I will be updating forms used when an outside organization wants to partner with us for either advertising purposes or to be able to offer CM credit. We will seek your input. [from last time]
- Report out on forwarding of CM form proposal to APA National staff



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**PDO Team  
 Conference Call  
 Sept. 25, 2013  
 11am**

**NOTE: NEXT TEAM CALL MOVED FROM NOVEMBER 27 TO DECEMBER 4 @ 11AM**

Chapter PDO Team Reps	Section PDO Team Representatives	
<b><u>Vice President of Professional Development</u></b> ➤ Betsy McCullough, AICP	<b><u>Central Section</u></b> ➤ Rob Terry, AICP Director of Prof Dev	<b><u>Northern Section</u></b> ➤ Tania Sheyner, AICP Professional Dev Director ➤ Don Bradley, AICP, PhD AICP Director
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**INFORMATION SHARING & FOCUSED OR QUICK ITEMS:**

**1. CM Credits for luncheon programs**

- APA National staff has indicated that they have no intention of returning a discussion to the AICP Commission about 'brown bag luncheons' credit.

Betsy suggested that everyone keep doing what we had discussed earlier: indicate to attendees that a meal would be served or lunches should be eaten prior to the advertised 'learning time' of the program.

**2. Chapter CD Rom Library Status**

- A majority of our CDs have been approved for use through 2014. Thanks to Brooke Peterson for her lead. Laura Murphy has list of which have been extended and they're on the website.

Laura Murphy indicated that the website has the list of those CDs approved for extension through 2014, and she will change the indication on the website that they expire this December to next December.

### 3. FAICP Process Status

- The Chapter is sponsoring 11 candidates for the 2014 FAICP process. This means that these candidates have been 'matched up' with mentors who are FAICP members already to prepare and review their complex applications

### 4. AICP Scholarships – see Attachments

- 2013 SCHOLARSHIPS GIVEN: Attached is a summary of scholarships given this year by the Chapter for AICP Exams in May and November.

Despite extensive promotion by Chapter and Sections, not many applications were received. And someone awarded a scholarship ended up not completing their application. We will continue to do expansive outreach to entice applications. Kim will mention the scholarship opportunity at the conference session.

- AICP EXAM SCHOLARSHIP PROCESS SUMMARY: This summary will be posted with other documents on the new website under Professional Development.

The document Betsy distributed encompasses both Chapter scholarships and Section scholarships. It will be available online FYI. Let Betsy know if there's any comments.

- SECTION SCHOLARSHIPS: The next AICP Exam Scholarship process begins in November and December.

It will be important for the Chapter Committee evaluating scholarship applications to know how many Section scholarships, if any, will be available for 2014. Betsy will email Section Directors & PDOs to urge them to consider their 2014 allocation, if any.

### 5. CM Events Summary by Section

- As of the publishing of this agenda, still only 2 Sections have forwarded to Laura Murphy their summary of CM Events for 2013.
- Virginia Viado reminded all Vice Presidents to start working on input for the 2<sup>nd</sup> APA California Annual Report which will come out in January 2014. The sessions produced by the Chapter and Sections will be a key piece of data.

Betsy will be following up with each Section PDO & Section Director individually to figure out how this information can be assembled with minimal pain to everyone following the conference. We at the Chapter cannot prepare the information because we do not have Sections' provider access information.

Betsy also mentioned that she had sent out to Section PDOs the email she had recently sent to National staff regarding paper CM form use transition to electronic.

She also mentioned she is preparing a report to the Chapter Board for its October meeting in Visalia and will distribute copies to the Section PDOs for information.

## **DISCUSSION ITEMS:**

### **6. Webinar Research**

- I have started to research how the Chapter could produce, or sponsor Sections' production of, webinars. There is time and money involved and I'll distribute some initial thoughts in the near future.
- Question: Would you or your Section feel that some of the revenue you collect would be in jeopardy if webinars – for CM credit – were offered to members for no charge?

Bob Leiter and Betsy explained the process for webinars as it currently exists. Bob will assist in developing an approach for the Chapter following the FAICP process conclusion in November. Everyone thought it was a good tool to make accessible. Julie indicated that Inland Empire was partnering with a law firm, and she and Bob were going to be in communication regarding parameters.

### **7. AICP EXAM PREP TRAINING – CHAPTER SURVEY & SUMMARY – see Attachment**

- See Attachment for full discussion of what Sections provide now in terms of training. I only attached the summary so refer back to the 8/29 email.
- What should we do with this data beside share resource lists and make sure all members know where and when in-person training is occurring?
- Should there be research into costs and effort to provide centralized Chapter training?

After discussion about difficulties in trying to centralize AICP exam prep training the way it was done many years ago, it was agreed that Sections would share info with adjacent sections about training schedules – and Betsy indicated that the Chapter would seek to place the info in the Professional Development section of the new website and make the schedule known to all members. Also, the Chapter [Betsy] will assemble the Sections' resource list into one central list that everyone will have access to and we'll jointly update it as required.

Several were aware of an online prep course run by an Ohio State professor that Betsy will investigate and get back to Sections about.

### **Next PDO call/Schedule for 2014**

- The next call is scheduled for Wednesday November 27<sup>th</sup> – the day before Thanksgiving. Should we move it a week earlier or a week later?

The call was moved to Wednesday December 4 at 11 am.

- Conference attendance and PDO meeting there: **on the call, only Betsy, Carey and Rob indicated they were attending as is Kim. So we deferred on a meeting at the conference.**

- Schedule for 2014: Will same schedule work? Is bi-monthly frequently enough?

The current 4<sup>th</sup> Wednesday of every other month @ 11am works well for everyone in 2014. Bi-monthly calls seem to work for everyone, and Betsy committed to distributing or gathering information between calls as the situation arose.

Therefore meetings are proposed for January 22, March 26, May 28, July 23, September 24 [or at conference], November 26 [day before Thanksgiving] or December 3. Please let Betsy know if there are standing conflicts.

### **COMMENTS FROM CHAPTER PDO TEAM MEMBERS:**

- Any comments or news from Chapter Team or AICP Commission Liaison - **None**

### **SECTION REPORTS:**

- Central Section
- Central Coast Section
- Inland Empire Section
- Los Angeles Section – **Jonathan mentioned an upcoming Food Desserts Discussion and Law & Ethics Training coming up in LA**
- Northern Section
- Orange Section
- Sacramento Valley Section
- San Diego Section

### **PENDING:** yes, still pending...

- I have been asked about how different Sections set registration fees to Section events for YPG members. I will ask each Section via email.
- Laura Murphy and I will be updating forms used when an outside organization wants to partner with us for either advertising purposes or to be able to offer CM credit. We will seek your input.
- Report out on forwarding of CM form proposal to APA National staff [pending their second reply]



American Planning Association  
**California Chapter**

*Making Great Communities Happen*

**PDO Team  
 Conference Call  
 Dec 4, 2013  
 11am**

Chapter PDO Team Reps	Section PDO Team Representatives	
<b><u>Vice President of Professional Development</u></b> ➤ Betsy McCullough, AICP	<b><u>Central Section</u></b> ➤ Rob Terry, AICP Director of Prof Dev	<b><u>Northern Section</u></b> ➤ Tania Sheyner, AICP Professional Dev Director ➤ Don Bradley, AICP, PhD AICP Director
<b><u>AICP Coordinator</u></b> ➤ Kim Brosseau, AICP	<b><u>Central Coast Section</u></b> ➤ Lilly Rudolph, AICP Professional Dev Officer	<b><u>Orange Section</u></b> ➤ Matt Foulkes Vice Director for Prof Dev ➤ Maryann Marks, AICP Vice Director for AICP Cert
<b><u>Programs Coordinator</u></b> ➤ Carey Fernandes, AICP		
<b><u>FAICP Coordinator</u></b> ➤ Bob Leiter, FAICP	<b><u>Inland Empire Section</u></b> ➤ Julie Rynerson Rock, AICP Professional Dev Officer	<b><u>Sacramento Valley Section</u></b> ➤ Scot Mende, AICP Director of Prof Development
<b><u>Region 6 AICP Commissioner</u></b> ➤ Lance Schulte, AICP	<b><u>Los Angeles Section</u></b> ➤ Jonathan Nettler, AICP Vice Director – Prof Dev ➤ Steve Gerhardt, AICP Vice Director – Prof Dev - AICP	<b><u>San Diego Section</u></b> ➤ Matthew Gelbman, AICP Professional Dev – Workshops ➤ Asha Bleier, AICP Professional Dev - AICP
<b><u>Chapter Board Staff</u></b> ➤ Laura Murphy New Horizon Enterprise		

**CALL IN NUMBER: 877-216-1555 PASS CODE: 711367#**

**INFORMATION SHARING & FOCUSED OR QUICK ITEMS:**

**1. New Team Member – see Attachment**

- Steve Gerhardt, AICP – Los Angeles Section is a new member for 2014
- Is all information correct on attached PDO Team Contact list?

Betsy asked for any changes and a new list will be distributed with the January team call agenda

**2. CM Event Evaluation Forms**

- Betsy has discussed timing of the issue at the Chapter Presidents’ Council in 2014. Betsy indicated that she has discussed this with Brooke Peterson and has prepared a memo to the CPC. Brooke hopes to raise the issue in early 2014 after the change in membership and leadership of CPC. Betsy noted she never received a reply to her September email to National staff.

### **3. FAICP Process Status**

- Applications for 10 Chapter members proceeded through the APA National application process and are currently being evaluated.

By Section the number of applications forwarded were: LA - 3; Northern - 3; SD - 3; Sac V - 1; IE - 1; one applicant did drop out late. Betsy noted that Bob Leiter managed process and did a great job. This was an enhanced effort over the last process. We will check with the applicants and mentors for any recommendations and include updated process in revised Chapter guidelines for FAICP

### **DISCUSSION ITEMS:**

#### **4. AICP Exam & Scholarships – see Attachment**

- Exam Prep Sessions – please provide to Laura Murphy for the Chapter calendar Betsy hasn't compiled the resources list yet. She asked that everyone forward Laura Murphy their review session schedule for the Chapter calendar.
- Scholarship and exam have been emailed to all non-F/AICP Chapter members, posted on Chapter website and included in Cal Planner just issued  
NOTE ON 12/20: ONLY 4 APPLICATIONS WERE RECEIVED.
- 2013 SCHOLARSHIPS GIVEN:

An updated summary of scholarships given this year by the Chapter for AICP Exams in May and November was attached to the agenda.

Betsy noted that we awarded 4 to the only applicants for November and 2 of those are not actually taking test. For the May 2014 application period we are encouraging Early Bird applications for those applying for scholarships, but not requiring it. We would like to give more of the 8 for the May exam so that if someone is awarded but doesn't take the exam for any reason, we have not lost the scholarship. Betsy noted that we received 2-3x more applications for the May 2013 exam than the November exam. National says it's about even in the split between the 2 exams, about 500 nationally per year, maybe more in May because that's when the specialty exams are given.

- SECTION SCHOLARSHIPS: Any changes to next year's budget from what is listed in the attachment showing 2013 allocations?

Betsy has asked the Section Directors to identify any changes to scholarship allocations from 2013. Please forward any changes asap for the current scholarship process.

#### **5. CM Events Summary & Annual Report – see Attachment**

Betsy asked for any changes to the attached Annual Report Section. Scot asked if the number of attendees could be added [note: we cannot get complete attendance figures

from all Sections, so not this time, but please make a note to capture attendance numbers for 2014]. [question: can the dashboard be changed to allow to capture # of attendees?]

Betsy also noted that the Chapter will only try to collect summary information one time per year next year and will look to see if we can capture the basic information for Section PDOs to review.

Scot asked where YPG or Mentorship was being discussed in the Annual Report and Betsy is investigating.

## **6. Co-sponsorship Considerations – see Attachment**

The attachments distributed with the agenda provided the basis for the discussion. Call participants agreed that the form could be streamlined to not repeat information captured the CM submittal form. Betsy will do her best [!] to get the form ready to be attached to the January agenda. Scot agreed to review a draft [thanks!]

## **7. Suggested topics for 2014?**

- Discuss ideas for preconference sessions
- Share ideas for successful ½ & full-day programs that have been produced by Sections

## **Next PDO call/Schedule for 2014**

- Schedule for 2014: will continue to be the 4<sup>th</sup> Wednesday of the odd-numbered months at 11am: January 22, March 26, May 28, July 23, September 24, and December 3.

## **COMMENTS FROM CHAPTER PDO TEAM MEMBERS:**

No additional comments from Chapter Team or AICP Commission Liaison

**SECTION REPORTS:** not summarized

## **PENDING:**

- Exam resources compiled for Sections' use
- Finish co-sponsorship form