



## ACTION MINUTES - DRAFT

### APA California Board Meeting and Retreat Hotel Amarano – Burbank, California

January 15/16, 2016

#### ATTENDEES:

##### EXECUTIVE BOARD

President  
VP, Professional Development  
VP, Administration  
VP, Conferences  
VP, Membership & Marketing  
VP, Policy & Legislation  
VP, Public Information  
President Elect  
Commission and Board Representative  
Student Representative  
California Planning Foundation

Hing Wong, AICP  
Terry Blount, AICP  
Kristen Asp, AICP  
Betsy McCullough, AICP  
Greg Konar, AICP  
John Terell, AICP  
Marc Yeber, ASLA  
Pete Parkinson, AICP  
Scott Lefaver, AICP  
Eric Tucker  
Juan Borrelli, AICP

##### SECTION DIRECTORS

Central  
Central SDE  
Central Coast  
Inland Empire  
Inland Empire SDE  
Los Angeles  
Northern  
Northern SDE  
Orange County  
Sacramento Valley

Ben Kimball  
Rob Terry  
Chris Williamson, AICP  
Chris Gray, AICP  
John Hildebrand  
Ashley Atkinson  
Andrea Ouse, AICP  
Erik Balsley, AICP  
Amy Stonich AICP  
Tracy Ferguson

##### APPOINTED MEMBERS AND GUESTS

California Roundtable President  
Chapter Historian – Southern  
Membership Inclusion – Southern  
PEN President  
PEN President Elect  
Statewide Awards Coordinator  
University Liaison – Southern  
Young Planners Coordinator  
2016 Conference Co-Chair  
2016 Conference Co-Chair

Woodie Tescher  
Steve Preston, FAICP  
Anna Vidal  
Stan Hoffman, FAICP  
Bob Paternoster, FAICP  
Carol Barrett, FAICP  
Nick Chen  
Nina Idemudia  
Kevin Keller, AICP  
Meghna Khanna, AICP

##### NATIONAL MEMBERS

APA Director, Region VI  
AICP Commissioner, Region VI

Kurt Christiansen, AICP  
Marissa Aho, AICP

## STAFF

Stefan/George – Executive Director/Lobbyist  
Stefan/George – Director of Administration  
Stefan/George – Executive Assistant/Lobbyist

Sande George  
Tom Stefan  
Lauren De Valencia

# ACTION ITEMS FROM BOARD MEETING

## I. CALL TO ORDER

President Hing Wong called the meeting to order on Saturday, January 16<sup>th</sup> at 9:00 am.

## II. APPROVAL OF CONSENT ITEMS - VOTE

Approval of the Consent Items: The Board moved, seconded and passed to approve the Consent Items. *Unanimous vote.*

## III. ACTION ITEMS

CPAT Program: Stan Hoffman and Bob Paternoster asked the Board to consider a CPAT (Community Planning Assistance Team) for California. While there would be some staff needs from the Chapter, PEN would administer the program, advertise and take on the coordination. The Board would be able to approve all contracts and execute an MOU with clients.

VOTE: The Board moved, seconded and passed to approve, in concept, the CPAT program, which will be lead by Stan Hoffman and Bob Paternoster. Stan and Bob will put together an application package to establish the program, to be discussed in more detail at the June Board Meeting and work with Sande George to coordinate APA California staff responsibilities. *Unanimous vote.*

Executive Board ACTION: Hing Wong appointed Chris Williamson and Ben Kimball as the two Section Director Executive Board members for 2016.

June Board Meeting ACTION: Hing scheduled the next Board Meeting for Friday, June 17<sup>th</sup> from 9 am -12:30 pm. This meeting will be held by conference call using the APA California conference line.

2016 Budget: Kristen Asp presented the 2016 revised, balanced budget to the Board. Tom Stefan noted there will need to be two new line items added to the 2016 budget, which will be pass-through items for the Plan 4 Health Grant. The new items will not affect the overall budget.

Steve Preston also noted that the Chapter Historians decided not to ask for an additional contribution for the archives upgrade at this time, given the state of the budget, but may bring it up at the June Board Meeting.

VOTE: The Board moved, seconded and passed to approve the revised and balanced 2016 Budget and will review it again at the June Board Meeting to determine if any needed changes need to be made. *Unanimous vote.*

**Reserves:** Tom Stefan explained to the Board that the Chapter would need to withdrawal \$30,000 from the reserves to cover operating expenses for the next two months until the National subvention check is deposited mid-February. Tom noted that to keep the Chapter from removing additional reserves in 2015, the Chapter took \$30,000 of the Chapter's expected \$40,000 conference profit split amount. Because the final accounting for the conference had outstanding expenses and revenues arrive in January, the final conference profit has not yet determined. Tom explained that this is a cash flow issue due to the declining revenue options available to the Board to cover monthly fixed costs of approximately \$40,000 per month. The Board had a lengthy discussion regarding the reserves, cash flow and budgeting processes. As part of a retreat action, the Board (through a Financial Subcommittee) will be looking at the Chapter budget process, including identifying options to increase revenue for the Chapter. The Subcommittee will be giving an update to the Board at the June Board Meeting. Members of the Financial Subcommittee are: Kristen Asp, Chair, and Pete Parkinson, Scott Lefaver, John Terrell, and Hing Wong.

**VOTE:** The Board moved, seconded and passed to approve taking \$30,000 from reserves to be used for Chapter operating expenses. *Unanimous vote.*

**Southern Awards Coordinator Appointment:** Kristen let the Board know that Dianna Keena, who served as the Awards Coordinator for Southern California, will be stepping down due to upcoming work commitments. To encourage new participation, Kristen is recommending Michael Isle for the position because he is a longtime APA member interested in getting involved with the Chapter. He has served as a juror for the Sacramento Section as well as an APA/PLAN mentor.

**VOTE:** The Board moved, seconded and passed to approve the appointment of Michael Isle as the Southern California Awards Coordinator. *Unanimous vote.*

**Sponsored Legislation:** John Terrell presented the Board with two options for APA California-sponsored legislation. These were both developed based on discussions and issues raised over the past year.

The first proposal would mandate an attached housing development to be a permitted "use by right". To ensure that locals retain control over by-right sites, the attached housing must meet all of the following criteria:

1. Is either located on a site identified in the housing element inventory, or is located on a site that has been or will be rezoned pursuant to the local jurisdiction's housing element program and either that rezoning has been completed, or three years has passed after the date that the jurisdiction's housing element was adopted.
2. Does not contain more dwelling units than were projected by the jurisdiction to be accommodated on the sites and any density bonus for which the development is eligible.
3. Complies with applicable, objective general plan and zoning standards and criteria, including design standards, in effect when the attached housing development was determined to be complete.
4. Is either located in an urbanized area or located on an infill site.

The attached housing also must contain 10% of its units affordable to very low income households, or at least 20% for lower income households, or 50% for moderate-income households, with legal commitments for those units to remain affordable for at least 30-years. It would apply to all cities and counties, including charter cities. This proposal will be made in conjunction with a recommendation from APA that no new housing element mandates be approved, focusing on building housing rather than continually revised housing element requirements, and will be structured to limit the applicability to infill sites to discourage building in green field areas. This proposal is consistent with the Chapter's 2015-2016 "Plan California" legislative strategies.

The second proposal would bar local governments from including in their contracts hold harmless or litigation guarantee provisions for planning consultants. Taken to the extreme, a planning consultant would be required to defend against a lawsuit challenging a legislative action based on the consultant's work. All other project design professionals (engineers, architects and landscape architects) are currently protected from such requirements by State law. This issue was raised by a consultant planner member and supported by several others, indicating a relatively pervasive concern. Since the other professions are currently State-licensed, research and discussions with legislative staff will be required prior to drafting legislation to determine if this protection could be extended to AICP-certified planners. Therefore, this proposal will most likely be prepared for introduction in 2017. This contract issue is not mentioned in the adopted 2015-16 Legislative Policy, but would not be inconsistent with any of its provisions.

**VOTE:** The Board moved, seconded and passed to approve the two legislative proposals, as outlined, for APA California-sponsored legislation. *Unanimous vote.*

**2015 Conference Report:** Betsy McCullough presented the Board with the 2015 Oakland Conference closeout report and summary.

**VOTE:** The Board moved, seconded and passed to approve the 2015 Oakland Conference Closeout report and summary. *Unanimous vote.*

**2018 Co-Chairs:** Betsy asked the Board to approve the proposed co-chairs for the San Diego Section's hosting of the 2018 Chapter conference, to be held in the City of San Diego October 7-10, 2018. The three co-chairs will be: Brooke Peterson, Kerry Fernandez and Gary Halbert.

**VOTE:** The Board moved, seconded and passed to approve Brooke Peterson, Kerry Fernandez and Gary Halbert as the three co-chairs for the 2018 conference. *Unanimous vote.*

**Conference Handbook Amendments:** The last version of the Conference Handbook was last approved by the Board in February 2015, and included a number of major updates. Betsy asked the Board to approve a list of additional amendments (outlined in the chart below). Noted are the discussions that occurred at the October Board meeting on several significant issues.

**CONFERENCE HANDBOOK AMENDMENTS PROPOSED FOR APPROVAL  
JANUARY 2016**

Conference Handbook Amendment Issue (*Refer to October 2015 Board Report for Background Discussion)	Handbook Section & Page #
Establish CHC monthly calls; Invite Co-Chairs for next year's conference onto this year's calls starting 6 months before their conference	Section I.C, Pages 8-9
Add identification of who may or does review contracts other than contractors' contracts	Section IIB, Page 10
Identify administrative costs	Section III.A, Page 11
Creating a PowerPoint presentation of Sponsors for plenary events	Section III.F, Page 12
Raise expectation of conference profit	Section III.G, Page 12
Discuss use of registration codes for various complimentary registrations	Section III.K, Page 13
*Discuss Options for Complimentary Registration for CHC Subcommittee Chairs	Section III.K, Page 14
*Add Option for Complimentary Registration for Keynote Speakers	Section III.K, Page 13
Add criteria for granting media passes to conference	Section III.K, Page 14
*Discuss Registration Options for Elected Chapter Board Members	Section III.K, Page 14-15
Add Region VI student rep to list of invited/comped National reps	Section III.K, Page 15
Change the limitation on complimentary hotel rooms for CHC Co-Chairs from two to the number of Co-Chairs that are managing that year's conference	Section III.K, Page 15
Availability of Student Registration Rate & Refer to Value to Students of Attending Conference	Section III.K, Page 16
Add liability insurance discussion	Section IV.B, Page 17
Added note that APA is not currently pursuing MCLE credit due to changes in Provider requirements	Section V.C, Page 23
*Pre-Conference Revenue	Section V.E, Page 27
Add to Mobile Workshop guidelines, including required payment prior to joining the MW	Section V.I, Pages 30-31
Add to discussion about the Awards Ceremony	Section V.J , Page 33
Add criteria and ticketing for CPF Student Luncheon	Section V.J, Page 34
Add to Cal Planner discussion; use alternative means to advertise conference if necessary	Section VI.A&D, Pages 34-35
Add Schedule of Announcements at the conference	Section IX.A, Page 37
Discuss revised Plenary Session Seating for Chapter Board	Section IX.C, Page

or CHC	38
Fine-tune Conference Timing Roadmap items	Conference Timing Roadmap
Replace GranDesigns Scope of Work	Appendix D
Refine some items (primarily Administrative) in the new Standard Line Item Budget	Appendix E
Replace a Mobile Workshop worksheet	Appendix M
Add Proof of Insurance Forms	Appendix B
Add Chapter Statement: Student Attendance and Cost at the Annual Conference	Appendix O
Add Program Document Development and Review table	Appendix P

**VOTE:** The Board moved, seconded and passed to approve the Conference Handbook changes listed above. Betsy McCullough, at Steve Preston's request, will also add an option at time of registration for members to make a donation in support of the archives. *Unanimous vote.*

**University Liaisons:** In order to reduce travel costs and more effectively carry out the duties of the APA Chapter University Liaison it was recommended by Greg Konar that current liaison responsibilities be divided into two separate positions representing Northern and Southern California.

With the proposed division Julia Lave-Johnson, the Board's current University Liaison, would become University Liaison for Northern California. Greg asked the Board appoint Nick Chen as the Southern California position.

**VOTE:** The Board moved, seconded and passed to approve Nick Chen as the new Southern California University Liaison. *Unanimous vote.*

**CalPlanner and eblast Reminder ACTION:** Marc Yeber asked Sections to appoint someone that could be responsible for submitting Section articles for CalPlanner on a regular basis. He also reminded VP's to submit articles frequently and on time. As for eblasts, Marc reminded the Board that members don't need his approval for VP eblasts as long as they are cc'ing the President on the email requests. All eblast requests are to be sent to Francine Farrell for distribution to members.

**Archives ACTION:** Steve Preston reminded the Board that if members have anything they would like submitted into the archives, to please send hard copies only. Electronic copies cannot be processed. Steve and Larry also plan to submit archive submittal policies to the Board soon. If there are any questions, please contact Steve Preston or Larry Mintier.

**History Video Project:** At the October 2015 Board meeting, the Board continued an action on a proposal offered by Brian Mooney to develop a video history of California Planning. Following the meeting, Steve Preston was asked to provide the Board with a more precise list of recommendations that were in the original scope for the video project.

The following recommendations come both from earlier discussions with the working committee, and from comments Steve received from Board members since the conference:

1. **APA California Identification.** If the Chapter is to provide funding for the project, the video must have the name and logo of APA California on it.
2. **APA California Approved Content.** If the video has the APA California name and logo associated with it, then it must reasonably tell the story which the Chapter has researched and developed.
3. **Minimum Content Required by Chapter.** The minimum content required by the Chapter will include three parallel threads:
  - Documentation of the history of California planning. While that does not exclude references to larger national issues and themes, those should be secondary to the thread of California's expression of planning, which we see as having a unique expression that differentiates it.
  - Documentation of the role of APA California in the national planning movement, reflecting both APA California's role in the development of the organized profession, and broader legislative /policy benchmarks that defined California practice.
  - Documentation of the role of planners of color in the development of the California profession, using material gleaned from interviews with those individuals and our research. If the sound or video quality of material already obtained is insufficient for the purposes of the video, other individuals may be used to voice that content, but the source material must be drawn from individuals of color who participated in the movement, not from third parties trying to comment at a distance. Wherever possible the committee would prefer using actual planners of color who were part of that history.
4. **Minimum Content Required by Producer.** The minimum content required by the video producer will include:
  - If the Chapter does not provide funding at the \$15,000 level originally assigned, then the producer (Mooney) may at his discretion produce a video of his own, but is not obligated to follow the guidelines set above.
  - If the Chapter does provide funding, the producer agrees to include the minimum content described above.
  - In addition to the minimum content described above, the producer may provide additional content from his research relating California practice to broader national trends, with an emphasis on disenfranchised communities and broader social equity threads.
  - In addition to the minimum content in No. 3 and 4 herein, the video producer (Mooney) and team shall receive full credit in the beginning or end titles as determined by the producer.
5. At the conclusion of production and before agreeing to release, a committee of the then-sitting APA California President, Chapter Historians, PEN President, video producer Brian Mooney, and a member of the original video committee shall review and approve the final content.
6. Both parties must set and agree to observe a timeline for completion. Because both parties didn't respond or agree to the above recommendations, Steve asked the Board to suspend the project until funding for the project and a new production team are approved by the Board at a future date. The producer (Brian Mooney) would be free to pursue a video project of his own design, independently funded.

**VOTE:** The Board moved, seconded and passed to approve the suspension of the history video project. *Unanimous vote.*

## **IV. ADJOURNMENT**

The Board Meeting was adjourned at 2:30 pm.