



American Planning Association
California Chapter

Making Great Communities Happen

ACTION MINUTES

**APA California Board Meeting
Sunday, September 11, 2011
APA California Conference, Santa Barbara**

ATTENDEES:

EXECUTIVE BOARD

President
VP, Policy & Legislation
VP, Public Information
VP, Professional Development
VP, Administration
VP, Conferences
Past President
Student Representative
CPF President

Kevin Keller, AICP
David Snow, AICP
Janet Ruggiero, FAICP
Juan Borrelli, AICP
Virginia Viado
Janna Minsk, AICP
Kurt Christiansen, AICP
Christopher Read
Linda Tatum, AICP

SECTION DIRECTORS

Central
Northern
Orange County
Sacramento Valley
San Diego
Central Coast
Inland Empire

Ralph Kachadourian
Hanson Hom, AICP
Jennifer Lilley, AICP
Julia Lave Johnston
Daniel Wery, AICP
Kim Prillhart, AICP
Liesa Lukes, RLA

NON-VOTING BOARD MEMBERS

PDO Team AICP Coordinator
PDO Team Program Director/CA
Planning Roundtable
Communications/Technology Director
National Board Director, Region 6
ACIP Commissioner, Region 6
National Policy & Leg Rep
Chapter Historian, S CA
Planner Emeritus Network President
Awards Coordinator

Carol Barrett, FAICP
Al Zelinka, FAICP
Brooke Peterson, AICP
William Anderson, FAICP
Lance Shulte, AICP
Hing Wong, AICP
Steve Preston, FAICP
George Osner, ACIP
Sandi Sawa

STAFF

Executive Director/Lobbyist

Sande George

Director of Administration
Conference Coordinator

Tom Stefan
Lynne Bynder, CMP

GUESTS

National Executive Director
APA National LA Conference Chair
Committee on APA/AEP Cooperation

Paul Farmer
Marissa Aho
Darcy Kremins

ACTION ITEMS FROM BOARD MEETING AND RETREAT

I. CALL TO ORDER

The meeting was called to order by President Kevin Keller at 9:30 am.

II. APPROVAL OF CONSENT ITEMS

- A. Approval of Agenda, Membership Report and Financial Reports – And Deleted Member Lists from National – ACTION:
The Board moved, seconded and passed to approve the Consent Items. *Unanimous vote.* Janet Ruggiero also asked Paul Farmer to assist the Chapter in once again receiving the deleted list of members, rather than requiring the Chapters to compare new and previous membership lists, so the Chapter can follow-up. Paul said that he would work with the new Membership Director at National, Carl Schmidt, to find an appropriate time to provide the Chapter with the deleted list with the caveat that the list is a snapshot in time, as it changes often as members renew and non-renew.
- B. Approval of June 3, 2011 Minutes – ACTION: The Board moved, seconded and passed to approve the June 3, 2011 Minutes from the Board Meeting via conference call. *Unanimous vote.*

III. ACTION ITEMS

A. PRESIDENT UPDATES

APA CA PROFESSIONAL VOLUNTEER PROGRAM – ACTION:
Kevin Keller asked Board members to consider volunteering for the APA California Professional Volunteer Program. The current program is working on food deserts, assisting local communities to allow and encourage fresh food vendors in neighborhoods underserved by grocery stores. The plan is to conduct 2-3 effective volunteer efforts each year with direct planner participation for minimal cost.

B. VICE PRESIDENT FOR ADMINISTRATION – ACTION: 2012 BUDGET APPROVAL

Virginia Viado, VP for Administration, reviewed the 2012 draft APA California budget with the Board, noting that the Chapter once again experienced major drops in revenues from subventions, ad revenue and conference profit in 2011, including losing CalTrans as a conference sponsor. Expenses in 2011 were kept to a minimum, but the 2012 budget will once again run a deficit in spite of the \$60,000 in cuts made to the budget for this year, and another \$20,000 in cuts for 2012. The Board moved, seconded and passed to approve the draft budget as proposed by the Budget Committee and to continue to monitor the budget throughout the year in case adjustments need to be made to keep a prudent reserve. The Sections asked Virginia to again send them the notice regarding the Planner Relief funding available to help with membership and conference costs for members in need. *Unanimous vote.*

C. VP PUBLIC INFORMATION – ACTION: WEBSITE UPDATE AND RFP

Janet Ruggiero asked the Board to consider updating the website and platform now that it is over ten years old, with the goal to remain within or lower than the current budget for the website. The Board moved, seconded and passed to request a proposal from Sadna and other web service providers before InSightLogic's contract is up for renewal in January. Janet will chair a website update committee, including Rick, Juan, Hanson, and Sande, and choose finalists for the Board to approve at the January retreat. *Unanimous vote.*

The Board suggested that Janet review Northern Section's website RFP for a starting list of performance criteria, send the RFP/performance criteria to Ric Rust (Sac Valley's webmaster) for ideas since Sac Valley just updated their website, add Section website and CPF website updates to the criteria (for Sections that would like such assistance), consider a contract management web system that is easy for the Board and staff to update without paying a contractor to make those changes, require that the service provider continually refresh the platform so new technology is available for the Chapter's use, and meet with all APA staff that works on the website for their input on web issues and needs.

D. VP POLICY & LEGISLATION – ACTION: RECOGNITION FOR ECAT CO-CHAIRS

David Snow provided the Board with an update of the APA/AEP CEQA streamlining project, ECAT (Enhanced CEQA Action Team). The ECAT recommendations are now up on the APA website and being discussed with other stakeholders, and will also be part of legislative meetings this fall to develop legislation to be introduced in

2012. The key issues addressed by the ECAT recommendations include the litigation process and late hits, ineffective infill project streamlining provisions, difficulty in defending MNDs/NDs in light of the “fair argument” principle, legally vulnerable and ineffective tiering provisions, and difficulties in analyzing cumulative impacts. The Board moved, seconded and passed that the ECAT co-chairs, Curtis Alling, Pete Parkinson, Terry Rivasplata and David Snow, be recognized for their hard work on this project, and that Kevin draft a letter of thanks and work with S/G to send each a certificate or other form of recognition. *Unanimous vote.*

E. CHAPTER HISTORIAN – ACTION: NOTICE OF SECTION HISTORIAN APPOINTMENTS

Steve Preston asked the Sections to send Steve and Larry Mintier the names and contact information for appointed Section Historians.

F. VP PROFESSIONAL DEVELOPMENT – ACTION: APPROVAL OF LIST OF FAICP CANDIDATES

The Board moved, seconded and passed to approve the list of FAICP candidates recommended by the FAICP committee chaired by Carol Barrett, and to approve the payment of the \$95 FAICP nominations fee for candidates only if the candidates cannot afford to pay for the fee, up to a total of \$900 from the VP Professional Development budget. *Unanimous vote.*

G. STATEMENT OF COOPERATION WITH ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS – ACTION:

Darcy Kremins, chair of the APA/AEP Cooperation Committee, asked the Board to approve the Statement of Cooperation with AEP, which sets up a process to collaborate on activities where both associations agree. The AEP Board has already approved it. The Board moved, seconded and passed to adopt the Statement of Cooperation between APA California and AEP, with the caveat that the program be evaluated in two years. *Unanimous vote.*

H. CA URBAN FORESTS COUNCIL TRAINING PROGRAM – ACTION: APPROVAL TO WORK WITH COUNCIL ON TRAINING WORKSHOPS

Brooke Peterson asked the Board to give her the go-ahead to work with the California Urban Forest Council to set up training workshops for urban forest best practices. The Board agreed. Brooke will follow up with Section Directors to determine which Sections would be interested in partnering with the Council after she has more information on the content of the training sessions, revenue sharing,

costs, locations, and dates.

I. **NEXT BOARD MEETING: JANUARY RETREAT IN SACRAMENTO**

The next APA California Board meeting will be the retreat in January in Sacramento. The Chapter will cover the retreat costs for all elected Board members. The Board meeting and retreat will be Friday, January 13th and Saturday, January 14th. The site will be determined later. Kevin will work with S/G and local Board members to find a free meeting site and hotel deals.

Potential Retreat Items:

- Review of existing Board positions (voting and not voting) and workload
- Review Bylaws (Board members were asked to send suggested Bylaws updates to Kevin and Kurt)

V. ADJOURNMENT

The meeting was adjourned at 4:30 pm.