

# CCAPA BOARD WATCH

## MINUTES

### OCTOBER 17, 2004 CCAPA BOARD MEETING

Below are the action minutes from the CCAPA Board Meeting held Sunday, October 17, 2004 in Palm Springs.

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# ATTENDEES

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Collette L. Morse, AICP	President
Vince Bertoni, AICP	Vice President, Policy & Legislation
<b>Steve Silverman, AICP</b>	Vice President, Public Information
Veronica Tam, AICP	Vice President, Professional Development
Jeanette Dinwiddie-Moore, AICP	Vice President, Administration
Jeri Ram, AICP	President-Elect
Andy Katz	Student Representative
<b>Linda Tatum</b>	President, CA Planning Foundation
Gary Conte, AICP	Central Section Director
Hing Wong, AICP	Northern Section Director
Kurt Christiansen, AICP	Los Angeles Section Director
David Barquist	Orange Section
Terry Rivasplata, AICP	Sacramento Section Director
Marilyn Miller (for Jennifer Foster, AICP)	Central Coast Section Director
Dave Hogan (for Tim Hults)	Inland Empire Section Director
Steve Preston, FAICP	National Board Representative
Mark Winogron, FAICP	AICP Commissioner, Region 6
Betty Croly, FAICP	Chapter Historian
Dev Vrat, AICP	Webmaster
Frank Wein, FAICP	Planner Emeritus Network
Sande George	Executive Director/Lobbyist
Tom Stefan	Director of Administration
 <u>Guests</u>	
Paul Farmer	National Executive Director
Jim Lopes	CCAPA Member – Presentation to Board
Lynn Harris	SCAG
Lynn Bynder	Conference Coordinator
Deene Alongi	National Staff
Vivian Kahn	SF National Host Conference Committee
Alex Ameroso	SF National Host Conference Committee
Mark Rhoades	SF National Host Conference Committee
Paul Wack	CPF Board Member
Kim Christenson	Continuing Education Committee Chair

## CALL TO ORDER





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CCAPA President Collette Morse called the meeting to order at 9:10 am.

## CONSENT CALENDAR

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### **MOTION: THE BOARD MOVED, SECONDED AND PASSED THE FOLLOWING CONSENT ITEMS:**

-  Approval of the minutes from the June 5, 2004 Board meeting.
-  Approval of the agenda, adding "New Attorney" under "Other Items."
-  Approval of the Membership Report, noting another 91 members, taking the total membership to 4848.
-  Approval of the Financial Reports and Overages.

## MEMBER COMMENTS TO BOARD

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Jim Lopes, a CCAPA Board member from the County of San Luis Obispo, asked the Board to consider the following recommendations over the next year:

1. Expand staff to provide researched educational materials oriented to the public and decision makers as well as planners. An optimum result would be research and presentations equal to or better than the Local

Government Commission's work - perhaps even contracting with them for this.

2. Utilize an expanded staff to provide more research and services on "work-place" issues, such as compensation, terms and hours of work, benefits, job longevity, work space needs, and so on.

3. Develop political action funding. Increase the visibility of our legislative process to members, and expand our lobbying effort to generate APA-authored legislation.

4. For all of the above, consider re-formulating the sharing of conference proceeds to Sections, so that funds which are not allocated and spent by the Sections are returned to CCAPA for use, or are distributed on a "grant" basis, upon a specific request. Section revenues have become enormous - \$50,000 per year - and need to be "used or losed" for more effective CCAPA purposes.

Vince Bertoni noted that some of the items mentioned are already being done, including a more action-oriented Legislative Platform and CCAPA-sponsored legislation, and appreciated the member feedback. Other Board members mentioned some of the new options that will be available through the new website that will allow members to feel more connected and allow members to be more active in the legislative program and other CCAPA activities.

Collette thanked Jim for bringing these ideas to the Board and suggested that these ideas be included on the Board retreat agenda in 2005.

## **ACTION ITEMS**

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### **A. CCAPA-SPONSORED AICP EXAM WORKSHOPS TO BE REVAMPED**

CCAPA members are still doing better than average on the AICP exams, but fewer members are taking the exam. Veronica Tam noted that in May, only 67 people took the AICP exam, and 46 passed, representing a pass rate of 68%. The national pass rate was 63%.

Veronica noted that the AICP Exam workshops are still not working well for the Chapter, posing a number of challenges. In 2003, when the AICP

exam was offered only once a year, approximately 140 people in the Cal Chapter took the exam. Now with two exam windows, the number of exam candidates has not increased but has simply split between two windows. Providing exam preparation classes for 60-70 people in eight sections twice a year is a significant challenge, taking a considerable amount of Veronica's time to coordinate. Several Sections (Central, Central Coast, and Inland) had fewer than five people taking the exam. There is also now competition from private vendors who are also providing AICP exam prep courses (Don Bradley, Mike Waiczis, and Russell Ficano). It is very difficult to ask planners to teach a class with such low levels of participation.

To deal with these concerns, Veronica recommended that the Board agree to have Cal Chapter focus exam preparation for one window only (preferably for the May exam). The Chapter can then pursue agreements with private vendors to focus efforts for the November window. In return, Cal Chapter could post availability of workshops on the website or provide some similar agreement.

**MOTION: THE BOARD MOVED, SECONDED AND PASSED TO FOCUS THE CCAPA WORKSHOPS ON THE MAY AICP EXAM, BUT TO ALSO PROVIDE AN AICP EXAM WORKSHOP ON A DAY PRIOR TO THE CONFERENCE EACH FALL. COLLETTE APPOINTED THE FOLLOWING MEMBERS TO A AICP EXAM WORKSHOP SUBCOMMITTEE: VERONICA TAM, STEVE SILVERMAN, JERRY RAM, AND KURT CHRISTIANSEN. THE SUBCOMMITTEE WILL DEVELOP BOARD POLICIES ON WORKING WITH PRIVATE WORKSHOP VENDORS, COORDINATION OF PRIVATE VENDORS WITH SECTION PDOs, AND PRIVATE VENDOR WORKSHOP ADVERTISING ON THE WEB AND IN CAL PLANNER.**

<b>B. 2005 LEGISLATIVE PLATFORM APPROVED FOR MEMBER COMMENT</b>
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The draft 2005 Legislative Platform has been approved by the Board, and will now be posted on the website for member comment.

Vince Bertoni presented the new draft Legislative Platform to the Board. He explained that the Legislative Platform has historically been a broad policy document that is updated every two years. It is used to guide CCAPA positions on legislation, and as a PR document for legislators, press and others presenting CCAPA's policies on key issues. This year, the CCAPA Leg Platform Committee decided to revise the format of the Legislative Platform to be more specific, action oriented and user friendly. Vince asked the Board to review the Legislative Platform and get comments back to Sande George by November 15<sup>th</sup>. It will also be

posted on the website for member review. A final version of the Platform will be sent to the Board for final approval in December, and then used as the basis of the Leg Agenda for the CCAPA press conference in January 2005.

Vince also predicted a large number of major planning initiatives will be cropping up in the Legislature next year. Already slated for introduction are major bill packages dealing with smart growth, CEQA reform, and 20-year planning for housing. Sande George told the Board that given this large amount of legislation that CCAPA is already involved in, CCAPA will most likely not have the ability to sponsor legislation next year. The Board agreed to place CCAPA sponsored-legislation on hold for 2005.

**C. CCAPA FORMS AMICUS BRIEF COMMITTEE**

CCAPA often is asked to file an amicus brief on a variety of local issues. These court cases usually involve issues with which the VP for Policy and Legislation and the lobbyist are not familiar, and require responses with very short turnaround times. To address this growing problem, Vince Bertoni suggested that the Board appoint a small amicus committee to make recommendations to the Board on amicus requests. The recommendations would then be sent to the Board for review and approval.

**MOTION: THE BOARD MOVED, SECONDED AND PASSED THAT THE FOLLOWING MEMBERS BE APPOINTED TO A NEW AMICUS COMMITTEE: VINCE BERTONI, VIVIAN KAHN, DEBORAH ROSENTHAL, TOM JACOBSON, BARB KAUTZ, AND DAVE SNOW.**

**D. PLANNING ROUNDTABLE TO PROVIDE ANALYSES ON STATEWIDE INITIATIVES**

In recent election years, the CCAPA Board has taken positions on statewide initiatives that impact planning. However, the Board to date has not had a process for review and analyses of the initiatives. Vince Bertoni asked the Board to consider the process outlined below, which would ask the Planning Roundtable to provide initiative analyses.

1. When initiatives are given a number and information is available on the initiatives, or when information on initiatives is provided to the Board sometime prior to the election, the initiatives shall be reviewed by the VP for

- Policy and Legislation to determine if they might have an impact on California planning.
2. Any initiatives that the VP determines might have an impact on planning shall be referred to the Planning Roundtable for review, analysis and position recommendation.
  3. The Roundtable will have its members analyze the initiatives for their impact on planning, and review any political implications. The Roundtable can also ask the CCAPA Board to review other initiatives it believes might have planning implications.
  4. The VP for Policy and Legislation will then review the Roundtable analyses for consistency with the CCAPA mission statement and Legislative Platform, and add any additional comments.
  5. The final analyses and recommendations will be sent to the Board for e-mail vote, or will be included on the Board agenda if a Board meeting allows enough time for vote prior to the election.
  6. Following Board vote, the VP for Policy and Legislation will alert appropriate campaign committees of CCAPA's positions on the initiatives, and will post the positions on the CCAPA website for member review prior to the election.

**MOTION: THE BOARD MOVED, SECONDED AND PASSED TO APPROVE THE PROCESS AND CRITERIA FOR REVIEW OF INITIATIVES AS OUTLINED ABOVE.**

<p><b>E. CCAPA BOARD TAKES POSITIONS ON NOVEMBER INITIATIVES</b></p>
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**MOTION: THE CCAPA BOARD MOVED, SECONDED AND PASSED TO APPROVE THE FOLLOWING POSITIONS ON BALLOT MEASURES THAT WILL BE ON THE NOVEMBER, 2004 BALLOT:**

**YES ON PROP 1A – LOCAL GOVERNMENT/GOVERNOR LOCAL REVENUES PROTECTION COMPROMISE**

**NO ON PROP 65 – ABANDONED LEAGUE OF CITIES LOCAL REVENUE PROTECTION INITIATIVE**

**NO ON PROP 68 - CARD ROOM/RACE TRACK OWNERS' GAMBLING INITIATIVE (NOW DROPPED BY SPONSORS)**

**NO ON PROP 70 – AGUA CALIENTE BAND OF CAHUILLA INDIANS' GAMBLING INITIATIVE**

**F. MAJOR NEW WEBSITE SERVICES APPROVED BY BOARD**

The CCAPA Board has approved a contract that will provide CCAPA members with major new website services.

Tom Stefan reviewed with the Board the final contract proposal from Insight Logic to revamp and update the CCAPA website. The Board had requested a number of changes to the draft contract. Insight Logic agreed to all of the changes, including a new longer, 5-year rather than 2-year contract, and a lower monthly fee, from \$1750 to \$1600 a month. The fee will increase to \$1750 only if membership reaches 5,000 members.

Insight Logic also agreed to a CCAPA request for an additional 20 hours of additional technical and training support in the first year to get us up and running, to make changes in the liability clause, and to help CCAPA identify potential income and revenue options for the new website, such as an interactive consultants' directory. In addition, Insight will work with the Sections to provide either a website or link to an existing Section website, at the Sections' request. Finally, for a separate fee of \$4,500, Insight will be designing a new CCAPA logo.

Steve Silverman pointed out that there were still a large number of details left to sort out, including a list of specific services that the Chapter will need and use.

**MOTION: THE BOARD MOVED, SECONDED AND PASSED THAT THE BOARD APPROVE THE CONTRACT WITH INSIGHT LOGIC TO REVAMP THE CCAPA WEBSITE AND DEVELOP A NEW LOGO. THE BOARD ASKED THE WEBSITE COMMITTEE TO REQUEST THAT THE CONTRACT BE REVISED SO THAT THE INCREASE IN THE MONTHLY FEE BASED ON MEMBERSHIP KICK IN ONLY WHEN FULL PAID MEMBERSHIPS (EXCLUDING STUDENTS) REACH 5,000 MEMBERS, BUT SPECIFIED THAT THE BOARD'S APPROVAL OF THE CONTRACT WILL NOT BE IMPACTED BY THIS ISSUE. THE BOARD ALSO ASKED THAT INSIGHT LOGIC WORK WITH NATIONAL IN DEVELOPING THE LOGO TO BE SURE IT MEETS WITH NATIONAL'S POLICIES.**

**G. SCAG COMPASS VISION DEMONSTRATED**

Lynn Harris, Manager of Community Development with SCAG, provided a presentation to the Board on "Compass Vision". The program is designed to provide a vision for a brighter future for SCAG area – with a compass to point residents and decision makers in the right direction and to plan without boundaries to resolve regional challenges. Collette Morse and



Jeff Lambert met with SCAG staff to assist in developing ideas for the Compass Visioning program. The program includes very interesting visioning and online planning tools, and centers around four principles:

1. Improve mobility for all residents
2. Foster livability in all communities
3. Enable prosperity for all people
4. Promote sustainability for future generations.

Collette suggested that the Section Directors, as part of their monthly or quarterly program, ask Lynn to make a presentation on the visioning program, and asked the Board members to also alert members about the program. For comments or questions, Lynn can be reached at [harris@scag.ca.gov](mailto:harris@scag.ca.gov).

<b>H. 2005 CCAPA BUDGET APPROVED - FINANCIAL POLICIES TO BE UPDATED</b>
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With surprisingly very little discussion, the CCAPA Board approved the 2005 CCAPA Budget.

Jeanette Dinwiddie-Moore and Tom Stefan presented the draft 2005 CCAPA Budget to the Board. Jeanette noted that the Budget Committee, in recommending this budget, realizes that the budget isn't balanced. For the first time, the Budget Committee is recommending a budget that includes far more expenses than income.

However, the Board gave direction to upgrade the website, and the Chapter is very healthy financially with about \$400,000 in savings. As a result, the Committee believes that this budget is consistent with Board direction to provide enhanced members services offset by a portion of the reserves. In addition, the income estimates are very conservative, since we are not sure how the new website services and options will impact a number of various budget portfolios at this time and it was unclear what the Palm Springs conference profit would be. Since the conference appears to be a very profitable event, the conference profits will be able to offset some of the excess expenditures.

All increases or decreases from the 2004 budget are based on current trends or actual revenue or expenditures. The initial contract price of \$21,000 for Insight Logic is not reflected in the budget, since the contract will actually begin in 2004. That contract amount will be taken out of reserves. The annual fee for the website, however, is in the budget.

Collette Morse noted that future conference profits and conference profit split will also have to be revised to take into account the Chapter contracts for conference accounting and data base/conference management with Stefan/George and Lynn Bynder, and the Chapter's share of the costs for those contracts.

**MOTION: THE BOARD MOVED, SECONDED AND PASSED TO APPROVE THE DRAFT BUDGET AS PRESENTED.**

Jeanette notified the Board that the CCAPA Financial Policies were last updated in 2001 and need to be updated again. She asked that the President appoint a Financial Policies Update Committee.

**MOTION: THE BOARD MOVED, SECONDED AND PASSED THAT THE FOLLOWING MEMBERS BE APPOINTED TO THE FINANCIAL POLICIES UPDATE COMMITTEE: JEANETTE DINWIDDIE-MOORE, KURT CHRISTIANSEN, JERI RAM, VINCE BERTONI, MARILYN MILLER, AND TOM STEFAN. JEANETTE WAS ASKED TO SEND THE LAST VERSION OF THE FINANCIAL POLICIES TO THE COMMITTEE AND COME BACK WITH RECOMMENDATED CHANGES AT THE NEXT BOARD MEETING.**

<b>I. CCAPA BOARD ADOPTS POLICY TO RESTRICT USE OF MEMBER E-MAILS</b>
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The 2004 Conference Committee, as part of its benefit package to conference sponsors, provided the sponsors with the name, address and e-mail addresses of conference pre-registrants. One of the sponsors then sent out an e-mail to the pre-registrants inviting them to an event at the conference. Several CCAPA members complained, stating that it should not be CCAPA policy to provide member e-mail addresses to third parties. Collette Morse asked the Board set a clear policy on the use of member e-mails by future conference committees. After discussion, the Board agreed to adopt the same policy on the use of member e-mails as National.

**MOTION: THAT THE CCAPA BOARD ADOPT NATIONAL APA'S POLICY FOR THE USE AND DISSEMINATION OF MEMBER E-MAILS. THAT POLICY IS AS FOLLOWS:**

**The pre-registrant conference attendee list is provided to exhibitors with names and addresses only. No e-mails, or phone numbers are provided.**

The exhibitors are allowed to use the list to mail information to the attendees prior to the conference.

Other requests for the member mailing list, not related to the conference, will continue to be approved by the President. Outside vendors will not be provided e-mails lists. Sections were asked to adhere to the same policy.

## REPORT ITEMS

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The Board heard the following reports:

### 1. ELECTION REPORT

Jeri Ram updated the Board on the elections. The Nomination Committee, Leslea Meyerhoff, San Diego Section; Al Zelinka, Orange Section; Kurt Christiansen, Los Angeles Section; and Jeri Ram, Northern Section held three conference calls over a two month period. The outcome was to recommend a slate of officers as follows:

#### **Vice President of Policy and Legislation:**

1. Vince Bertoni, AICP, Incumbent
2. Conrad Montgomery, AICP

#### **Vice President of Professional Development:**

1. Kimberly Christensen, AICP
2. Adrienne Gladstone, AICP

#### **Planning Commission Representative:**

1. Kathleen A. Garcia, ASLA  
Planning Commissioner, City of San Diego
2. Ken Domer  
Planning Commissioner for the City of Orange

Ballots must be postmarked by Friday, November 12<sup>th</sup>. The election and seating of new officers will be on schedule and completed by January, 2005.

Jeri said that the Nomination Committee was great to work with and also thanked Dorina Blythe of GranDesigns and Karen Roberts of FireRose Communications LLC for their work on the ballot layout and design. With the new website, the elections next year could be conducted on line. That possibility will have to be discussed by the Board before the 2005 ballots are to be mailed.

The Board thanked Jeri for the great work, particularly for finding at least two candidates for each office.

**2. STUDENT REPRESENTATIVE REPORT – NEW STUDENT REP NEEDED**

Andy Katz told the Board that he has graduated, and will be off the Board next year, but still plans on staying involved with CCAPA. He is conducting a student session on careers at the conference and encouraged the Board to stop by if possible.

**3. MEDIA UPGRADE STATUS**

Steve Silverman said that the *Cal Planner* media upgrade will be included in the updated budget for next year, but he expects to finish the upgrade format this year. Now that Insight Logic will be doing a new logo, he will coordinate the media upgrade with them.

**4. HISTORIAN REPORT**

Betty Croly announced that the California Historic Pioneer and Landmark Award winners for the City of Lakewood and Save the Bay were sent on to National for consideration for a National Planning Pioneer and Landmark award. She encouraged Board members to visit the Historic Exhibit at the conference.

**5. NATIONAL AND AICP REPORTS**

Steve Preston discussed National APA developments. National has launched the first major overhaul of its management infrastructure in 25 years, including election policies, board program and policies, administrative functions, bylaws, and an audit by ASAE. National also adopted a budget and organizational development plan (strategic plan) that sets out priorities for the next three years. The National board will be asked to approve its first ever Master Communication Plan. National hired a firm to develop the plan, with the first phase starting next year.

Conference registration fees for the March National conference will be \$100 higher than last year. Deene Alongi from National explained that previous conference prices were kept artificially low, and were not paying for themselves. Now, the conferences have become too expensive to subsidize. They are too large to hold at a hotel, and must now go to convention centers, which add even more expense to the conference bottom line. National also provides substantially more sessions and mobile workshops than comparable association conferences.

**UPDATE: LOS ANGELES WAS CHOSEN AS THE SITE FOR THE 2012 NATIONAL CONFERENCE! THANKS TO STEVE, DEENE AND VINCE FOR THEIR EFFORTS!**

Mark Winogrand updated the Board on AICP Commission activities. Of key importance is a proposed substantial revision of the AICP Code of Ethics. The draft revisions are currently on the APA website. Mark asked Board members to send him any comments they might have. The draft must still go through a formal review process by members. AICP is also considering extending each of the minimum AICP requirements by one or two years before a member can qualify to take the AICP exam. National has also agreed to change its priorities to ensure that allegations of ethical improprieties will be handled and tracked more openly and expeditiously.

**6. NATIONAL APA 2005 CONFERENCE IN SAN FRANCISCO - 2005**

Hing Wong, Vivian Kahn, Alex Ameroso and Mark Rhoades told the Board that the National APA 2005 Conference in San Francisco is on schedule. They have an exceptional steering committee. The opening reception will be at Fort Mason and over 90 mobile workshops will be offered. The committee is looking now for tour guides. The committee thanked Cal Chapter and the six sections that agreed to loan the host committee funds. Board members were asked to stay at one of the designated conference hotels, and to book the hotels through the APA housing bureau. Other conference information is now up on the conference website, [www.apa2055sf.com](http://www.apa2055sf.com)

**7. CONFERENCE UPDATES**

**PALM SPRINGS – 2004:** It appears the Palm Springs conference will set a record for attendance – there have been over 1,000 registrants. The Board congratulated Lynn and the Conference Committee!

**YOSEMITE - 2005:** Gary Conte said that, with Lynn's help, the Central conference committee is finalizing contracts with Yosemite. He also asked the Board to set the date of the Board meeting, which will be Sunday, October 30, 2005 at the Ahwahnee. The Board agreed to notify Gary where each Board member wanted to stay in Yosemite so that the Conference Committee could reserve the appropriate number of rooms at either the Ahwahnee or Yosemite Lodge. The Board asked the Conference Committee to book Jeri Ram, as the new President, at a suite at the Ahwahnee if possible. S/G agreed to send out an e-mail request to the Board for their hotel information in the next few days.

**ORANGE SECTION – 2006:** David Barquist told the Board that the site selection committee will be organized by the end of the year. There are plenty of options now to choose from in Orange County aside from Long Beach. Location options will be provided to the Board at the first Board meeting next year.

#### **8. BYLAWS AMENDMENTS**

Collette Morse agreed to draft bylaws amendments to add a continuing education coordinator, change the marketing director to membership director, and revise the Webmaster portfolio to include technical oversight of the new website, and oversight of the Insight Logic contract and responsibilities. The draft amendments will be included on the February Board meeting agenda.

#### **9. NEW CCAPA PRO BONO ATTORNEY**

Sande George explained that, unfortunately, Scott Smith will no longer be able to act as CCAPA's pro bono attorney due to other commitments. However, Scott suggested a very competent replacement: Marco Martinez. Marco is a senior associate with Best Best & Krieger, and actually has a Bachelor of Science in Urban Planning from Cal Poly Pomona. The Board thanked Scott for all of his hard work for CCAPA. The Board asked Sande to contact Marco and provide him with CCAPA Board contact information.

#### **10. NATIONAL PR PROGRAM – CHAPTER PILOT AND FUNDING**

Collette explained that National APA contacted CCAPA to discuss its new PR program and pilot project. National is rolling out its new PR program to increase the visibility of APA, planners and planning. Over the next two years, APA will be message testing the PR program through a chapter

pilot project. National would like to conduct the pilot project in either California or Florida. National called to find out names of cities and counties that would be good areas for the message testing, which Collette provided. National would like to test in four communities in the state.

However, following that conversation, Denny Johnson from National called Sande George to provide additional information about the expected Chapter funding for the PR pilot program. National would like to conduct the message testing over two years, in 2005 and 2006, in either California or Florida, but is asking both states if their Chapter would share costs for the program with National before National decides on the state they will use. The cost to Cal Chapter to participate in this pilot would be \$25,000 each year, or a total of \$50,000.

Collette asked the Board members at the Board meeting for their comments and recommendations on this proposal. Several Board members expressed concern about the large amount of funds that the Chapter would have to contribute given the launch of the website and other state priorities. Steve Preston agreed to look into this request, but said that the National Board had not specifically asked the Chapter to contribute money, but asked that the Chapter be engaged in the program as partners.

**11. DATES FOR 2005 CCAPA BOARD MEETINGS**

The 2005 Board meeting dates are:

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|-----------------------|--|
| Board meeting/retreat | Friday, February 4 and Saturday, February 5<br>Silverado, Napa |
| Board meeting         | Saturday, June 11, Orange County                               |
| Board meeting         | Sunday, October 30, the Ahwahnee, Yosemite<br>Conference       |

**12. CCAPA BOOTH**

Jeanette Dinwiddie-Moore asked the Board to check out the new CCAPA Booth, which was on display at the beginning of the sponsor booth area.

**13. CPF AUCTION**

Linda Tatum invited everyone to the CPF auction. CPF is trying to beat their record of \$16,000 in contributions this year.

**14. AGENDA ITEMS FOR FEBRUARY 4 AND 5 BOARD MEETING AND RETREAT**

1. Retreat Discussion
2. Jim Lopes Recommendations: Discussion
3. Continuing Education Action Plan
4. AICP Workshop Committee Report: Private Vendor Policy
5. Website and New Logo Update
6. Financial Policies Update Draft
7. Approval of Final Leg Platform
8. New Student Rep
9. Media Update
10. Bylaws Amendments: Webmaster, Membership Director, Continuing Education Coordinator
11. Conference Updates

## **ADJOURNMENT**

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The Board meeting was adjourned at 3:30 pm.