

APA CALIFORNIA BOARD QUICK FACTS

APA BOARD MEETINGS

APA Executive Board Conference Call

When: Every third Friday of the month

Who: Executive Board (first page of the roster and 2 Section Directors who are appointed annually)

Where: APA California conference line

APA Board Meeting and Retreat

When: Every January or February (two-day meeting)

Who: Voting Board required to attend and Appointed/National members are also invited

Where: Rotates based on the location of the Conference

APA June Board Meeting

When: Typically scheduled for a Friday in June (one-day meeting)

Who: Voting Board required to attend and Appointed/National members are also invited

Where: APA California conference line

Fall Board Meeting

When: The Saturday of the APA California Conference in September or October (one-day meeting)

Who: Voting Board required to attend and Appointed/National members are also invited

Where: At the Conference site

APA CALIFORNIA BOARD MEMBER EXPENSES

The Chapter pays for the following expenses for Board members attending Board meetings and the annual retreat:

Board Meetings/Retreat: The Chapter pays for the following Board meeting/retreat expenses for Board members: meals provided by APA California for all Board members, and travel expenses such as plane tickets, mileage at the IRS approved mileage rate, cab fares, parking and bridge tolls. The cost of the hotel room for one night for Board members will also be reimbursed if the Board meeting or retreat is held over two days. Expenses are paid upon submission to the Chapter bookkeeper of (paid) receipts or other written documentation of costs incurred.

Board Meetings held at the Annual State Conference: The Chapter pays travel costs for the Board meeting if the Board member's employer does not reimburse conference costs. Travel costs to Board meetings held at the annual conference do not include meals (other than meals related to the Board meeting or conference provided to the entire Board), or lodging for the conference.

The Chapter shall cover the cost of one night at the conference hotel for voting members of the Board who arrive the night prior to the Board meeting in order to arrive prior to the Board meeting's start time; however, Sections are responsible for costs incurred by the Section Directors.

Expense Forms

Member expense forms can be found on the APA CA website at www.apacalifornia.org in the "Board Binder" under "Board Activities". Forms should be submitted to the Chapter bookkeeper within 30 days

of the expense. Reimbursements are made during the calendar budget year only. Failure to submit a reimbursement request within the calendar budget year will forfeit the reimbursement unless approved by the VP of Administration and/or the Board. Completed forms should be emailed to Laura Dee simplybookkeepingpro@outlook.com.

BOARD MEETING AGENDA AND ATTACHMENTS

Timing and Review of Draft Agenda: The draft agenda of a Board meeting/retreat will be sent out 30 days prior to the Board meeting. The President will review the agenda and agenda items with the Sections on the monthly Section Director conference call prior to the Board meeting.

The President will relay any comments or concerns with the agenda to the Executive Board at the next monthly Executive Board conference call.

The President will continue to request written reports and attachments for all agenda items, particularly those on which a Board member is requesting action.

Reports to the Board and attachments are due to the Chapter staff a minimum of two weeks prior to the meeting to allow time for processing and posting and adequate time for Board member to review materials.

At the discretion of the Chapter President, materials not received two weeks prior to a Board meeting may result in an item being removed from the draft agenda.

Format of Attachments: Board Members should try to limit the amount of attachments by including related items on one document, where it makes sense.

APA CALIFORNIA WEBSITE – USEFUL INFORMATION FOR BOARD MEMBERS

Board Roster – Please email updates regarding your contact information to Laura Murphy

Board Binder –The Board Binder includes expense reimbursement forms, important Chapter policies, guidelines, contracts and travel information.

Board Meeting Agendas and Attachments – All meeting information is posted online within a week of the Board Meeting.

Board Meeting Minutes – All final meeting minutes are posted and archived online.

*Remember you must be logged in to see this information

APA CONFERENCE LINE

APA California has a conference line for use by the Board. There is no charge to use the line, however all calls must be scheduled with Francine Farrell.

Conference Line: (866) 499-7054

Passcode: 2991253365

Leader Pin: 8614

APA CALIFORNIA CHAPTER STAFF

OFFICE	NAME/PHONE	ADDRESS
EXECUTIVE DIRECTOR & LOBBYIST, DIRECTOR OF ADMINISTRATION	Sande George 916.443.5301 (w) 916.443.3494 (f) 916.803.6480 (c) sgeorge@stefangeorge.com	Stefan/George Associates 925 L Street, Suite 200 Sacramento CA 95814
ADMINISTRATIVE DIRECTOR/ LOBBYIST	Lauren De Valencia y Sanchez 916.443.5301 (w) 916.443.3494 (f) 916.812.9142 (c) lauren@stefangeorge.com	Stefan/George Associates 925 L Street, Suite 200 Sacramento CA 95814
ASSOCIATION AND CONFERENCE MANAGEMENT SERVICES	Francine Farrell 916.226.5512 (w) 916.896.1918 (f) 916.715.5479 (c) ategoresources@live.com	ATEGO Resources P.O. Box 1733 Elk Grove CA 95759
ASSOCIATION AND CERTIFICATION MAINTENANCE SERVICES	Laura Murphy 916.540.7196 (w) nhe2011@live.com	New Horizon Enterprise 606 Gregory Court Roseville CA 95661
NEWSLETTER PRODUCTION	Dorina Blythe 951.775.6750 (w) dorina@grandesigns.us	GranDesigns Temecula CA
ASSOCIATION ACCOUNTING SERVICES	Laura Dee 925.550.4450 (w) simplybookkeepingpro@outlook.com	P.O. Box 1784 Discovery Bay CA 94505
APA CALIFORNIA ATTORNEY	Marco A. Martinez 949.263.2600 (w) 949.260.0972 (f) 909.496.2751 (c) marco.martinez@bbklaw.com	Best, Best & Krieger LLP 5 Park Plaza, Suite 1500 Irvine CA 92614
APA CALIFORNIA PROFESSIONAL LIABILITY INSURANCE	Marsha Bastian 714.997.8100 Ext. 94230 (w) 714.460.9935 (f) marshab@heffins.com	Heffernan Insurance Brokers 1855 W. Katella Ave., Ste. 225 Orange CA 92867
APA CALIFORNIA INSURANCE AGENT	Dick Lemon 916.488.4702 (w) 916.488.2336 (f) dick@mcclatchyins.com	McClatchy Insurance 2410 Fair Oaks Blvd Sacramento CA 95825
NATIONAL APA www.planning.org	Chicago Office 312.431.9100 (w) 312.431.9985 (f) Washington Office 202.872.0611 (w) 202.872.0643 (f)	205 North Michigan Ave., Suite 1200 Chicago IL 60601 1030 15 th Street, N.W. Suite 750 W Washington DC 20005-1503
WEBSITE MANAGEMENT	Christopher Jaime 916.442.2447 (w) chris@digitalgear.com	Digital Gear 11121 Sun Center Drive, Ste. M Rancho Cordova CA 95670
CONFERENCE EVENT CONSULTANT	Deene Alongi 312.622.4946 (w) deenealongi@outlook.com	

WHO TO CONTACT FOR WHAT:

Sande George and Lauren De Valencia

APA Board

Meetings schedule and logistics
Agenda and attachments distribution
Email communications
Board Documents
General questions and concerns

Financial

General Budget Oversight

Francine Farrell

Membership Services

Chapter Website Maintenance

- Including Login Assistance

Distance Education Video Assistance
Elections
EBlasts
Events and Webinars
General Member Inquiries
Great Places Awards Assistance
Surveys

Conference

Mobile App
Post-Conference Presentations
Registration Assistance
Sponsor and Exhibitor Assistance
Website Content and Management

Social Media

Facebook
LinkedIn

Laura Murphy

Awards

Additional Award Orders
Nomination Submittals

Membership Services

AICP

- Certification Maintenance Lending Library
- Certification Maintenance Log Assistance
- Exam Study Manual CD orders
- General Membership Inquiries
- Login Assistance

Laura Murphy - Continued

Cal Planner Advertisements

Calling Cards

Display Ads

Job Postings

Conference

Session Submittals

Chapter Website

Consultant Directory

Board Roster Updates

Laura Dee

Accounting Services

Conference accounting

Chapter accounting

Sections accounting

Board expense reimbursements