



ACTION MINUTES

APA California Board Meeting and Retreat

APA California Conference Line

June 16, 2017

ATTENDEES:

EXECUTIVE BOARD

President	Pete Parkinson, AICP
Past President	Hing Wong, AICP
VP, Professional Development	Kimberly Brosseau, AICP
VP, Administration	Kristen Asp, AICP
VP, Conferences	Hanson Hom, AICP
VP, Policy and Legislation	John Terell, AICP
VP, Public Information	Marc Yeber, ASLA
Commission and Board Representative	Stephen Haase, AICP
California Planning Foundation	Juan Borrelli, AICP

SECTION DIRECTORS

Central	Rob Terry, AICP
Central Coast	Chris Williamson, AICP
Los Angeles	Ashley Atkinson
Northern	Sharon Grewal, AICP
Sacramento Valley	Tricia Stevens, AICP
San Diego	Rachel Hurst, AICP

APPOINTED MEMBERS

Norther Chapter Historian	Larry Mintier, FAICP
Southern Chapter Historian	Steve Preston, FAICP
PEN	Bob Paternoster, FAICP

STAFF

Stefan/George – Executive Director/Lobbyist	Sande George
Stefan/George – Executive Assistant/Lobbyist	Lauren De Valencia

ACTION ITEMS FROM BOARD MEETING

I. CALL TO ORDER

President Pete Parkinson called the meeting to order on Friday, June 16, 2017 at 9 am.

II. APPROVAL OF CONSENT ITEMS

Pete Parkinson added Bob Paternoster to the agenda to provide time for him to give an update on the Community Planning Assistance Team Program (CPAT).

The Board moved, seconded and passed to approve the change in the agenda and to approve the Consent Items: Minutes, Membership Report, 2017 Financial Reports, Board Member Updates (in writing). *Unanimous vote.*

III. ACTION ITEMS

2016 Conference Profit Recommendations: As directed by the Board at the January 2017 meeting, the Conference Profits Committee discussed and agreed on recommendations to the Board. The Committee was charged with providing recommendations on two issues: whether the conference profits distribution formula should be altered in light of the extraordinary profit realized at the Pasadena conference, and how the Chapter should allocate its share of the 2016 conference profits.

Although the level of profit realized from the Pasadena conference far exceeded anything that was anticipated when the Board adopted a revised conference profit distribution formula last October, the Committee recommended that this formula remain unchanged. Committee members expressed considerable discomfort with changing the formula after the conference and felt that some of the cost saving measures used at the Pasadena conference would also be available to future conferences, creating opportunities to increase future conference profitability.

Secondly, the Chapter's adopted budget assumes a \$120,000 conference profit and \$72,000 distribution to Sections, for a net to the Chapter of \$48,000. That amount is already budgeted to fund Chapter expenses. The actual profit from the 2016 conference was \$344,000 and the Chapter's share (after distribution to the Sections) is \$160,096. Thus, the "excess" that the Board can now decide how to allocate is the difference between the actual net income and budgeted net income, or \$112,096.

After considering various potential uses for these funds (many of which were discussed at our January Board meeting), the Committee recommended the following allocation:

-) \$36,096 to the Chapter reserve account.
-) \$21,000 to the Chapter checking account as a cash flow "cushion" to avoid using reserves in situations where National subvention checks arrive late in the quarter (as they have been).
-) \$15,000 to fully fund the Year 3 conference account, as discussed at previous Board meetings.
-) \$20,000 to one-time Chapter programs, including \$10,000 to fund processing and cataloging of the CSUN archives and \$10,000 for other one-time expenditures to be approved by the Board, such as website upgrades and/or endowing a CPF scholarship.
-) \$20K for Section support, including \$4,800 for one-time grants to Sections (\$600 maximum per section), upon request to the Board, and \$15,200 available for multi-section initiatives or Chapter-wide initiatives that support Sections through programming, training, marketing or other resources

Note that the first 3 items listed above (deposit to reserves, checking account "cushion" and funding the 3rd conference account) will not increase the expense side of the Chapter budget. These funds will be moved to different accounts, but will remain available for future Chapter expenses, should the Board find the need to do so.

The remaining two items do require an amendment to the Chapter's adopted budget, which requires approval by majority vote of the Board. The Committee recommends that Board approve the account transfers and budget adjustments as described above.

The Board moved, seconded and passed to approve the Conference Profits Committee recommendations, account transfers and budget adjustments as outlined above. *Unanimous vote.*

[Approval of Recommendations from APA California Accountant and Budget Changes:](#)

APA California this year hired a new accountant after the Chapter's long-time accountant decided not to continue tax services for the Chapter/Sections. As part of the contract with the new accountant, the Chapter asked the accountant to make recommendations to:

-) Update APA's books so they are in order and are in line with the much larger and more complex organization that we are now (compared to when our original books were set up).
-) Make the accounting process easier to track.
-) Reduce the amount of time that the Chapter's bookkeeper and the accountant will need to maintain the books and complete tax returns.

The following are recommendations from the Chapter's new accountant based on the Board's request:

1. Create one set of books for all accounting activity of APA beginning 7/1/2017.
2. Change treatment of inter-fund transfers and ensure timing and treatment of transactions are consistently recorded and in proper line items.
3. Revise chart of accounts to reflect changes recommended.
4. Clarify Section expenses and maintain consistency with Chapter Chart of Accounts.

Based on those recommendations from the accountant noted above, the following items require approval by the Board:

1. The accountant's recommendations as noted above.
2. The accountant's fee of \$6,000 to implement the accounting changes recommended.
3. Training of the Chapter's bookkeeper by the new accountant in the amount of \$135 per hour to allow her to maintain the new books up to a total of \$3,000, unless a higher amount is approved by the Board.
4. An overage of \$9,000 in LI 603 to cover items 2 and 3 – Accountant/Tax Services, to be paid out of the \$21,000 cash flow "cushion" recommended by the Conference Profits Committee.
5. An overage in LI 609 – UBIT Taxes to pay 2017 UBIT tax pre-payments to IRS and State, in the amount of \$121 to be paid out of cash flow.
6. Appointment of an Accounting and Financial Stability Subcommittee. This subcommittee will review the complete financial picture for the Chapter and Sections, including: changes that should be considered given the Chapter's current size and complicated Chapter/Section/Conference accounting; how much money flows in various directions (e.g. to the conference accounts, to the Sections and to various expenses); and, what our financial picture should look like over the next 1-3 years. It will also review the accountant's recommendations related to bookkeeping and accounting for the Chapter and Sections, tax implications, liability

and oversight, and make recommendations to ensure the Chapter is on solid financial footing going forward.

Kristen Asp said that the funds to pay for the above expenditures would come from the cushion money allocated from the 2016 conference profits as just approved by the Board.

Rachel Hurst noted that these recommendations highlight the complicated process for budgeting and the need to also update the Section accounting. Kristen said coordination of Chapter and Section accounting will be one of the updates that the Accounting and Financial Stability Subcommittee will look at and the Sections will not be required to make any changes to their accounting processes until the Subcommittee has the opportunity to determine the best course to make those changes.

Pete Parkinson appointed the following members to the Accounting and Financial Stability Subcommittee: Pete Parkinson, Kristen Asp, Sande George, Francine Farrell, Amy Stonich, Hing Wong and Betsy McCullough.

The Board moved, seconded and passed to approve the above accounting and budget recommendations (1-6). The Board also approved the appointment of the Accounting and Financial Stability Subcommittee members. *Unanimous vote.*

2019 National Planning Conference and Local Host Committee ACTION: Hing Wong recommended the following members to serve on the 2019 National Conference Local Host Committee in the following capacities:

Local Activities Coordinator - Sharon Grewal, AICP

Mobile Workshop Coordinator - Jonathan Schuppert, AICP

Orientation Tour Coordinator - Bob Zimmerer, AICP

The Board moved, seconded and passed to approve Sharon Grewal, Jonathan Schuppert and Bob Zimmerer to serve on the 2019 National Conference Local Host Committee. *Unanimous vote.*

2018 Conference Theme: Hanson Hom told the Board that the 2018 Chapter Conference theme as recommended by the 2018 Local Host Committee would be: "Shaping Our Future, Planning Places for All".

The Board moved, seconded and passed to approve the 2018 Chapter conference theme: "Shaping Our Future, Planning Places for All". *Unanimous vote.*

Advocacy Training Program ACTION: John Terrell asked the Board if any Board members and Section Board members, would like to help him with the new Advocacy Training program outlined during the Board retreat. Rachel Hurst

suggested that John send a short email to the Sections briefly describing the program so they can share with their Boards and identify members willing to assist in setting up this program.

[Webinar Account for Remote Sessions ACTION:](#) Sharon Grewal asked the Board to approve one of the recommendations from the Subcommittee appointed at the retreat tasked with identifying Chapter actions that can help Sections succeed. The first recommendation is for the Board to retain a webinar account for the Chapter that can be used for Chapter and Section Legislative Updates and other important sessions to help engage Section members in both Chapter and Section activities. Pete Parkinson agreed that a Chapter webinar account is a good idea, but asked that the Board be provided more information related to the costs of a webinar service, how the service would be financed, and which webinar service would best fit the needs of the Chapter and Sections. Pete asked that he, Sharon, Trisha Stevens and Ashley Atkinson have a conference call to discuss these details before sending the Board the recommendation to purchase the webinar service.

IV. ADJOURNMENT

The Board Meeting was adjourned at 12:00 pm.