

**TO: APA California Chapter Board Meeting**

**FROM: Betsy McCullough, AICP, Vice President Conferences**

**DATE: June 17, 2016**

**SUBJECT: MINOR REVISIONS TO CONFERENCE HANDBOOK FOR BOARD APPROVAL**

Recommended Action:

*Approve the series of minor revisions to the Conference Handbook as presented in this report and change the Handbook approval date to June 2016.*

Background:

The Conference Handbook states that minor revisions to the Handbook may be made by the Vice President Conferences and Chapter President between the times of major revision (which would require Chapter Board approval). However, given that there are many revisions to the Handbook - both minor changes directed by the Board at the January 2016 Board meeting and minor ones the Vice President Conferences determined would benefit future Conference Host Committees utilizing the Handbook - the entirety of the minor changes is being presented to the Board for approval.

Conference Handbook Revisions

For Chapter Board Approval - June 2016

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| DATE | HANDBOOK SECTION (PAGE) | REVISION |
| 6/1/16 | I.C (page 8) and  Appendix A | Added Diversity Subcommittee to list of CHC subcommittees |
| 6/1/16 | I.C (page 9) | Added assignment of a volunteer to be responsible to take photos of keynotes, events, settings etc., at the conference site |
| 6/1/16 | II.A (page 10) | Added Registration as a possible Conference Management Contractor function; revised Appendix references |
| 6/1/16 | II.B (page 10) | Clarified who may sign contracts for outside venues and other services following legal review |
| 6/1/16 | III.A (page 11) | Clarified that budget amounts and line items may be clarified for the CHC before they receive the Standard Line Item Budget to develop. Changed the baseline urban location attendance expectation from 900 to 1200 |
| 6/1/16 | II.E (page 12) | Added that a 3rd conference checking account, for the conference 2 years ahead, will be established and clarified how much advance funds will be placed in each |
| 6/1/16 | II.H (page 12) | Clarified accounting of all expenses and income needed before profits are distributed to the Host Section and other Sections |
| 3/16/16 | III.K (page 13) | Minor wording change in 1st paragraph re: accounting by VP Conferences for Chapter officers and Subcommittee chairs |
| 6/1/16 | II.K (page 16) | Clarified that charging students $50/day (other than Free Student Day) offsets a portion of food costs, not covers all food costs |
| 3/16/16 | III.K (page 17) | Added Chapter Archives as destination for non-conference revenue based on being added to registration form |
| 3/16/16 | V.A (page 19) | Added identifier for ‘Commission & Board’ sessions and ‘Students’ as well as for YPG |
| 6/1/16 | V.A (page 19) | Identified Diversity as an added area “Of Interest” to list in Part A of the Program Document |
| 6/1/16 | V.C (page 21) and throughout V | Adds role of new Conference Program Coordinator into session selection discussion |
| 4/1/16 | V.C (page 22) | Added reference to online scoring system that will be detailed in a new Appendix Q (to be added in 2016) |
| 4/1/16 | V.C (page 23) | Strengthened language to avoid converting room setups more than 1x per day due to cost and loss of room availability |
| 3/16/16 | V.C (page 23) | Added Essential Professional Skills Mandatory Session to table & changed description of Ethics session solicitation |
| 6/1/16 | V.C (page 24) | Adds advisory about dealing with uncooperative session moderators |
| 6/1/16 | Throughout V | Removes reference to MCLE credit process and indicates why no longer pursuing MCLE program for our Law CM sessions |
| 6/1/16 | V.E (page 28) | Clarified that for Pre-Conference sessions some CM may be granted for meal time if instruction is ongoing during that time |
| 3/16/16 | V.F (page 29) | Added note about time commitment by CHC member to review of Program Document content |
| 3/16/16 | V.H (page 30) and throughout V | Added discussion of new CM Provider self-certification process for conference sessions |
| 6/1/16 | V.H (page 30) | Stated that all CM Evaluation Forms will now be handled online and the Mobile App |
| 6/1/16 | V.I (page 32) | Added discussion about how Mobile Workshops are evaluated to be cancelled |
| 3/16/16 | V.J (page 34) | Added discussion to Awards Ceremony |
| 3/16/16 | V.J (page 34) | Removed incorrect statement about financial responsibility of the CPF Student Luncheon |
| 3/16/16 | VI.A (page 36) | Added discussion about the timing of the ‘conference edition’ of the Cal Planner |
| 3/16/16 | XI (page 40) | Removed redundant language about updating the Conference Handbook |
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| 3/16/16 | Appendix A (page 47) | Clarified that Sustainability Committee is optional |
| 3/25/16 | Appendix F (page 66) | Added Conference Profit for 2015 and adjusted 10 year average profit amounts |

Sincere apologies – the VP Conference’s computer ate the strikeout version of the Bylaws into which these changes were incorporated, thus necessitating this detailed listing and a more difficult review on the Board’s part.