



ACTION MINUTES

APA California Board Meeting and Retreat Mogavero Architects, Sacramento June 15th, 2019

ATTENDEES:

EXECUTIVE BOARD

President	Julia Lave Johnston
Past President	Pete Parkinson, AICP
VP, Administration	Derek Wong, AICP
VP, Conferences	Hanson Hom, AICP
VP, Diversity and Equity	Miroo Desai, AICP
VP, Marketing and Membership	Mary Wright, AICP, LEED, AP ND
VP, Policy and Legislation	Eric Phillips
VP, Professional Development	Sharon Grewal, AICP
VP, Public Information	Marc Yeber, ASLA

SECTION DIRECTORS

Central	Rob Terry
Central Section Director Elect	Jennifer Clark
Central Coast	Rachel Raynor
Los Angeles	Ashley Atkinson, AICP
Northern	James Castañeda, AICP
Orange County	Nick Chen, AICP
Orange County Section Director Elect	Amy Vazquez
Sacramento Valley	Bob Lagomarsino, AICP
San Diego	Nancy Graham, AICP

APPOINTED MEMBERS

Northern Chapter Historian	Larry Mintier, FAICP
Southern Chapter Awards Coordinator	Shane Burkhardt, AICP

STAFF

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

ACTION ITEMS FROM BOARD MEETING

I. CALL TO ORDER

President Julia Lave Johnston called the meeting to order on Saturday, June 15th at 10:30 am.

II. APPROVAL OF CONSENT ITEMS

The Board moved, seconded and passed to approve the agenda. The Board also approved the Consent Items: Minutes, Membership Report, Legislative Update and Financial Reports. *Unanimous vote.*

III. ACTION ITEMS

Elections Policies and Procedures: Pete Parkinson presented revisions to the Chapter's Elections Policies and Procedures to the Board. The Chapter last updated its Elections Policy and Procedures in 2014. Since then the Chapter has started using APA National's consolidated election process for Chapter elections. This change required various conforming changes throughout the document. Other recommended changes reflect the Chapter's actual election practices over the past several cycles. Additional non-substantive changes are recommended to improve clarity.

Noteworthy changes were discussed during the meeting and required input from the Board. Several of the policies were related to the Chapter's process for enforcing and following up on alleged violations of the election policy. These changes are necessitated by elimination of the Elections Committee, which is redundant with activities now handled by National. The rest of the changes were related to the perennial difficulties the Chapter has in getting members to participate in the election process, either as committee members or candidates.

The Board reviewed the documents and discussed changes to the Nominating Committee. Specifically, the Board suggested the language should be revised to allow up to 8 additional members on the Nominating Committee, instead of 6, to allow one representative from each Section to participate if they would like to. The Board also suggested that language should be revised to require the President to solicit participation from the Sections. Section 1.2—Nominating Committee was revised as follows:

A Nominating Committee shall be appointed by the APA California Chapter President by December 31st of each year. This appointment will open a season of Leadership Recruitment and Development. The committee shall consist of the APA California President-Elect or Past-President, who shall serve as the Committee Chair, and up to eight (8) additional members. The President shall solicit Section input for committee members and shall make every effort to ensure a diverse committee representing a mix of ages, ethnicity, geography, and Section representation in order to gain access to a broader spectrum of

interested members. The Committee shall include at least one member who has not previously served as a statewide officer on the Chapter Board.

Regarding Candidate Eligibility and Term Limits, it was noted that there is value in having someone who is running for the Chapter President's position to have had experience on the Chapter Board. That person would be more familiar with the interaction with both the Chapter and National. The Board also wanted to clarify that a person elected to a position on the Board may serve up to two full consecutive elected terms. This will clarify that someone appointed to an elected-Board position to fill the unused portion of a previously elected Board member that resigned still may serve for up to two full elected terms. Section 1.2.2 - Candidate Eligibility and Term Limits, was revised as follows:

Candidates shall: (1) be members of APA California for not less than one year at the time of assuming office, if elected, (2) agree in writing to serve if elected, and (3) not be members of the Nominating Committee.

Members of the APA California Board of Directors shall be limited to two consecutive elected terms in any one office, excluding President Elect. An individual may submit their name to the Nominating Committee for consideration for a second term as president. Candidates for President-elect shall have previously served as an elected or appointed member of the Chapter Board.

The Board moved, seconded and passed to approve the updated Elections Policies and Procedures, including the changes noted above. The updated document will be revised and posted online. *Unanimous vote.*

Chapter and National Landmark Awards: Larry Mintier told the Board that in 2012 the California Coastal Commission worked with APA California's Chapter Historians to put together a nomination for the California Coastal Plan as a Landmark Award. APA National didn't accept the nomination but suggested that the Chapter should resubmit the application in the future. Larry would like to resubmit the California Coastal Act for National's Landmark Award and asked the Board for approval.

The Board moved, seconded and passed to approve the Chapter Historians' suggestion that they resubmit the California Coastal Act for APA National's Landmark Award. *Unanimous vote.*

2020 Conference Theme: Hanson Hom asked the Board to approve the 2020 Riverside Conference theme, which is: "Cultivating our Future".

The Board moved, seconded and passed to approve the 2020 Conference theme, "Cultivating our Future". *Unanimous vote.*

APA California Programs and Membership Coordinator Role ACTION: Julia Lave Johnston presented a draft outline of responsibilities that would be used to create an RFP to contract for the new Programs and Membership Coordinator approved by the Board at the February 15th Board meeting. The monies to fund the Coordinator were approved as part of the final Budget allocations of the extra conference profits. That Board action is below. The Board discussed the draft list of the contractor’s responsibilities and priorities and suggested other priorities that could be included. Julia drafted the scope based on the priorities in the 2019-2010 Strategic Plan. Julia will put together a meeting with all Board VP’s to discuss this draft outline in mid-July with the goal of filling the position by the end of September.

PROGRAMS & COMMUNICATIONS COORDINATOR: The Chapter has now contracted out for a number of services to better serve our members. Julia believes the next opportunity to better serve members will be through contracting for a programs and communications coordinator to assist with webinars and other events, to increase participation and Chapter revenues from those events, and to carry out communications strategies for the Chapter. VOTE: Set aside up to \$25,000 this year for the Chapter to conduct an RFP and contract with an event planner for at least six months of work. (Add new LI Under 5400 Professional Development - LI 5425 Programs & Communications Coordinator)

September Board Meeting: Julia Lave Johnston let the Board know that the Board Meeting at the upcoming conference in Santa Barbara will be held on Saturday, September 14th from 1 pm – 9 pm. The Board Meeting will start late this year to accommodate everyone’s travel. Dinner will be served during the meeting and a reception will be held after the meeting in Julia’s room.

IV. ADJOURNMENT

The Board Meeting was adjourned at 3:30 pm.