



American Planning Association
California Chapter

Making Great Communities Happen

ACTION MINUTES

APA California Board Meeting and Retreat Hilton Beachfront Resort Santa Barbara, California September 14th, 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
VP, Policy and Legislation	Eric Phillips
VP, Professional Development	Sharon Grewal, AICP
VP, Public Information	Marc Yeber, ASLA
California Planning Foundation President	Juan Borrelli, AICP
Commission and Board Representative	Jay Higgins, AICP
Student Representative	Elizabeth Owen

SECTION DIRECTORS

Central	Rob Terry
Central Section Director Elect	Jennifer Clark
Inland Empire	John Hildebrand
Los Angeles Section Director Elect	Tony Mendoza
Orange County	Nick Chen, AICP
Orange County Section Director Elect	Amy Vazquez
Sacramento Valley	Bob Lagomarsino, AICP
San Diego	Nancy Graham, AICP

APPOINTED MEMBERS

Distance Education Director	Greg Konar, AICP
National Policy and Legislative Representative	Nicholas Maricich
Northern Chapter Historian	Larry Mintier, FAICP
PEN President	Bob Paternoster
Southern Chapter Historian	Steve Preston, FAICP
Southern Chapter Awards Coordinator	Shane Burkhardt, AICP

NATIONAL APA MEMBERS

President	Kurt Christiansen, FAICP
Chief Executive Officer	Joel Albizo, FASAE, CAE
Board Director, Region VI	Kristen Asp, AICP
AICP Commissioner, Region VI	Marissa Aho, AICP
Student Representative, Region VI	Alexander Yee

STAFF

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

ACTION ITEMS FROM THE BOARD MEETING

I. CALL TO ORDER

President Julia Lave Johnston called the meeting to order on Saturday, September 14th at 1:00 pm.

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 and Financial Reports. *Unanimous vote.*

III. ACTION ITEMS

New Student Representative Approval: Mary Wright asked the Board to approve the new Student Representative at the Board Meeting. The new Student Rep, Elizabeth Owen, will serve a one-year term. She will serve on the Board until December 2020.

The Board moved, seconded and passed to approve Elizabeth Owen as the new Student Representative to serve on the APA California Board. *Unanimous vote.*

Direct Deposit of Section Subvention and Conference Payments: Derek Wong asked the Board to approve a request from several of the Sections to allow the Sections to choose to have subvention and conference payments deposited directly into their bank accounts rather than sending them through the mail. Derek explained that the Chapter banks with Bank of America which offers free transfer of funds to other B of A accounts. At least one Section also banks with B of A. While Section B of A-member direct deposits would be free of charge, there would be transaction fees incurred for each of the Sections that do not have B of A accounts. Estimated cost of the fees would be \$3 per transaction or \$21.00 per quarter (\$3.00 x 7 Sections) equating to \$84 total for the year for subvention funds. An additional \$21.00 is incurred to transfer conference checks once per year. These transaction costs can decrease if additional Sections choose to bank with B of A. The Chapter's bookkeeper, Laura Dee, would send notice to each Section when the funds are being processed. Sections can opt out of the transfer of funds and still receive mailed

checks from the Chapter bookkeeper. The State Chapter would budget for the transaction costs under line item 5190 Bank Charges, which includes fees charged by the bank for transfers and account fees.

Derek asked the Board to approve allowing Sections to opt for direct deposit of subventions and conference profits from the Chapter to each Section bank account. Fees incurred for the direct deposits will be paid for by the Chapter.

The Board moved, seconded and passed to approve direct deposit of Section subventions and conference profits from the Chapter to each Section bank account. Fees incurred to conduct such transactions will be paid for by the Chapter and \$150 will be added to the budget for LI 5190 to cover those fees. Sections may choose to opt out of the bank transfer of funds and receive mailed checks. The action to opt out and receive mailed checks would need to be approved by the Executive Board.
Unanimous vote.

Approval of 2019 Budget Overages: Derek Wong asked the Board to approve an overage of \$84 in LI 5555- Other Public Information in the 2019 budget due to an increase in the Survey Monkey annual fee.

The Board moved, seconded and passed to approve the 2019 budget overage in LI 5555 as noted above. *Unanimous vote.*

APA California Programs and Membership Coordinator Role ACTION: At the June Board Meeting, Julia Lave Johnston presented an 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. Julia asked the Board to provide any additional feedback to her regarding the list of responsibilities by the end of September. Julia plans to send out an RFP by the end of October with the goal of hiring the Coordinator in time for the January 2020 Board Meeting/Retreat.

Future Awards Program Changes ACTION: Derek Wong reminded the Board that in October 2018, a committee was appointed to review the awards selection criteria at both the Section and Chapter level. The committee was asked to look at the various Section and Chapter awards as well as the submittal process that National APA uses, including when it is appropriate to require those submitting awards to win at the Section level in order to be considered for corresponding Chapter or National awards. The committee was also asked to suggest ways to provide more consistency and structure to the awards policies and provide a final recommendation to the Board. The subcommittee met in June 2019 to discuss potential changes to awards policy and process. Also, during the 2019 Awards selection criteria process, additional questions and issues arose. A post-conference awards

program debrief will occur with the VP Administration and co-awards coordinators, with additional proposed changes to be recommended.

A motion was made to take this discussion item up as an action item, including a discussion of whether additional coordination with National or coordination through some other central location may result in a more efficient and consistent awards selection process. However, after lengthy discussion, it was decided that the Board was not ready to take action on this item and more discussion was needed by the full Board and by the Section Directors with their Boards since the Sections have their own awards not shared with the Chapter or National. This item will be brought back to the Board at the 2020 Board Meeting and Retreat.

[2020 January Board Meeting and Retreat:](#) Julia Lave Johnston let the Board know that the 2020 Board Meeting and Retreat will likely take place on January 24th and 25th in Southern California, location TBD. More information will be shared with the Board soon.

DISCUSSION ITEMS FROM THE BOARD MEETING

The following items were also discussed during the Board Meeting:

1. Strategic Plan Updates
2. Communications Plan
3. Section Director's Reports
4. Conference Update
5. Legislative Platform Overview and Prep for Meeting with Senator Wiener
6. Potential Changes to Awards Program Policy
7. Annual Report
8. PEN Update

IV. ADJOURNMENT

The Board Meeting was adjourned at 7:30 pm