



American Planning Association
California Chapter

Creating Great Communities for All

APA BOARD JANUARY 2021 BOARD MEETING ACTION MINUTES

Virtual Board Meeting Via Zoom

Friday, January 22, 2021

ATTENDEES:

EXECUTIVE BOARD

President
VP, Administration
VP, Conferences
VP, Diversity and Equity
VP, Marketing and Membership
VP, Policy and Legislation
VP, Professional Development
VP, Public Information
California Planning Foundation President
Commission and Board Representative
Student Representative

Ashley Atkinson, AICP
Derek Wong, AICP
Bob Lagomarsino, AICP
Miroo Desai, AICP
Marc Yeber, ASLA
Eric Phillips
Stephanie Roxas, AICP
Ellie Fiori, AICP
Hing Wong, AICP
Stefan Chraghchian
Elizabeth Owen

SECTION DIRECTORS

Central
Central Coast
Inland Empire Section Director Elect
Los Angeles
Northern
Orange Section
Sacramento Valley
San Diego

Jennifer Clark, AICP
Rachel Raynor, AICP
Christine Saunders
Tony Mendoza
Florentina Craciun, AICP
Amy Vazquez
Tracey Ferguson, AICP
Tara Lake

NON-VOTING MEMBERS

National Board Director, Region VI
Planner Emeritus Network President
California Planning Roundtable President
Chapter Awards Coordinator – Northern California
Chapter Historian – Northern California
Chapter Historian - Southern California
Conference Program Coordinator

Kristen Asp, AICP
Hanson Hom, AICP
Bill Anderson, FAICP
Susie Kuo
Larry Mintier, FAICP
Steve Preston, FAICP
Tess Harris

Distance Education Director
FAICP Coordinator
National Policy and Legislative Representative
Statewide Program Coordinator
Transportation Planning Division Representative
Young & Emerging Planners Coordinator

Greg Konar, AICP
Robert Olshansky, FAICP
Nicholas Maricich, AICP
Chris Rhie
Katie Witherspoon, AICP
Annapurna Singh

STAFF

Cap City Consulting – Executive Director
Stefan/George – Lobbyist

Sande Stefan
Lauren De Valencia

ACTION MINUTES

CALL TO ORDER

President Ashley Atkinson called the meeting to order on Friday, January 22, 2021 at 1:45 pm.

CONSENT CALENDAR

The Board briefly discussed the following **CONSENT CALENDAR** action items:

1. [Contractor Scope of Services – Board Review](#)
2. [Chris Rhie as Statewide Programs Coordinator – Appointment Approval](#)
3. [Board Agenda Development Policy for Winter, Spring and Fall Conference Board Meetings – Formal Approval:](#)
 - **45 Days in Advance (Approximate):** Executive Director and President will consult on items to be included in the initial draft agenda. The President may ask specific Board members to prepare items as needed.
 - **30 Days in Advance:** The initial draft agenda will be circulated to the Board by the Executive Director. This message will include a request for additional agenda items and a reminder of deadlines.
 - **21 Days in Advance:** Deadline to submit requests for additional agenda items to the President and Executive Director. [Requests should be submitted via this Google Form.](#) If discussion or clarification of the request is needed, the Board member(s) and President will confer. All action items requested for the agenda must include a written action memorandum providing background on the issue and clearly describing the action the Board is being asked to take or consent to. Any additional attachments necessary for the Board to understand the requested action should accompany the memo. Discussion items are not required to have written memos; however, reports or other background materials are recommended to facilitate productive discussion. Board members should indicate whether an attachment will be provided when requesting discussion items for inclusion in the agenda.
 - **10 Days in Advance:** Board members responsible for agenda items will submit memos/attachments to the President and Executive Director via email using the Attachment Template (link below). If

discussion of the memo or attachments is needed, the Board members(s) and President will confer. <https://docs.google.com/document/d/1NtNTvRZmEJMk43GTpm1DCnpIN-CoY7xL/edit>

- **7 Days in Advance:** The Executive Director will circulate a final agenda including attachments. Board members will review the agenda and attachments prior to the meeting to facilitate productive discussion.

4. [Membership Report Approval:](#)

Marc Yber gave a quick update on the membership numbers. Current membership stands at 5201. Last year at this time the total members were 6374, so over 1000 members have dropped since January 2020. That is an 18% drop year over year, but still less than during the housing crisis of about a 25% drop. Marc is working Laura Murphy on a retention letter and sent out a note to students in the fall to alert them to the options for low-cost membership dues.

MOTION TO APPROVE: The Board moved, seconded and passed to approve the consent items above. Unanimous vote.

ACTION ITEMS

5. [CHAPTER ARCHIVES POLICY REVISIONS \(Mintier/Preston\)](#) [SUBMISSION AND RETENTION OF RECORDS FOR THE APA CALIFORNIA ARCHIVES](#)

Larry Mintier described the changes to the Chapter Archives Policy to the Board that have been recommended for approval by the Chapter Historians. The Chapter Board adopted an Administrative Policy for “Retention and Preparation of Chapter and Affiliated Organization Records for the APA California Archives” on March 18, 2016. While this policy provides extensive guidance for the collection and archiving of the records of the Chapter and its affiliated organizations, the Policy provides little guidance concerning the collection and archiving of other documents that address the broader history of planning practice in California (e.g., local general plans, regional plans, reports published on planning topics by NGOs.) As planning practitioners retire, downsize libraries, and pass away, the practitioners, their colleagues, or their families often donate their libraries to the Chapter Historians or university faculty members. Similarly, planning agencies and consulting firms periodically purge their libraries and may look for an organization to donate their documents to. This revised Administrative Policy incorporates and expands the Policy adopted by the Chapter Board in 2016 to include guidance for the collection and archiving of private donations to the Chapter Archives at Cal State Northridge. It also includes a pair of overarching objectives to guide the administration of the APA California Chapter Archives and updated guidance on submission of material in digital format. Larry and Steve Preston also noted:

- Northridge has an updated format for donations. Now in addition to paper documents, they will be accepting some documents in digital form, on flash drives, CD’s, and floppies. Conference videos may also be accepted. However, what they will accept digitally still needs to be clarified.
- Efforts will be made to collect only items that others are not already archiving, such as OPR documents, to avoid duplication.
- This new policy provides the Chapter Historian with the ability to reject items, putting the requirement on donors to screen out what the Chapter has specifically said they want, and remove items that will not be accepted. The goal is to receive and archive only the best information based on the refined guidelines in this policy.
- Members will be informed of these new guidelines to actively solicit quality archival materials.

MOTION TO APPROVE: The Board moved, seconded and passed to approve the Revised Administrative Policy for Submission and Retention of Records for the APA California Archives. Unanimous vote.

6. [LEGISLATIVE PLATFORM UPDATE \(Phillips/De Valencia\)](#)

Eric Phillips discussed the draft of “Plan California,” which will be the Chapter’s official legislative platform for the 2021-2022 Legislative Session after it is reviewed and approved by the Board. The Platform outlines the Chapter’s professional views on priority issues and informs the positions the Chapter takes with respect to specific legislative proposals and for advocacy positions taken by the Chapter. The Chapter adopts a new Platform prior to the start of each two-year Legislative Session. The proposed draft Platform follows the structure and contents of the 2019-2020 Platform, with the exception of these key changes:

- The previous topics of “Housing” and “Density” are proposed to be combined, since there was significant overlap among the Planning Principles identified in each topic.
- The draft also elevates the “Inclusion and Social Justice” topic by including it earlier in the Platform. In addition, several new Planning Principles based on National APA’s Equity Platform have been added to provide more detail to our potential policy positions.
- There are a number of specific language changes and additions proposed to reflect new laws that were adopted in the last session and bills that are anticipated to be (or have already been) introduced during the current two-year session.
- Nick and Lauren also reviewed National’s legislative policies. National’s new platform on diversity and inclusion is reflected in this update. The Chapter policies and National’s policies are consistent. However there are deviations in order to add detail to National’s more general policies, where the National policies do not specifically address an issue that is emerging in California, and where National policy issues have already been addressed in California.

Eric said that in the first meeting with the Section legislative reps, they will review the policies and work with Sections to start developing legislative proposals and policies that will give life to some of these policies and actions. The goal for the Section reps and Legislative Review Team is to develop more proactive policy recommendations to offer as amendments to legislation this year, and perhaps to use as the basis of a sponsored bill next year. Eric asked any Board members that are interested in participating in these discussions to let him know.

The Board also recommended the following changes:

- Remove the qualifications of “near transit and employment centers” that would be required to allow up to four units in single family zones. The Chapter should fully and proactively support local and statewide efforts to make this change, not just in some areas.
- Include separate statements about social justice and inclusion. Inclusion is not social justice, which has a remedial aspect to it. Although some of the new actions added speak to social justice, it is not addressed in planning principles – reverse engineer some of the principles to make the difference clear.
- Under hazards, broaden the term to “emergency management strategies” which also includes hazard mitigation. Also add extreme or severe weather to include wind and heat.
- Consider clarifying the language that currently links transit funding only to low-income residents so that it doesn’t single out low-income residents in a demeaning way, perhaps using “residents with employment opportunities”. If new business is being created, it should be in areas where low-income residents live rather than high income, but state that more specifically. Also add a statement about the need to cover the transit gap for all people dependent on transit (transit dependent), including the elderly and disabled.
- Clarify under impact fee alternatives that APA does support local impact fees, but also supports state funded alternatives, so this policy is not interpreted that APA CA is opposed to local impact fees. Clarify that any effort by the state to curb local impact fees has to be replaced with another source of revenue by the state – support state funding sources that can be used to buy down the cost of infrastructure including state incentives to build in infill areas.

Eric explained that many of the more detailed positions were written so as not to be too far out ahead of members’ positions throughout the state, though he did not disagree with the changes. Ashley suggested that Eric make the

changes as suggested by the Board and the Board can revisit any policies that are too controversial after discussion with the Section leg reps and Legislative Review Team.

MOTION TO APPROVE AS AMENDED: The Board moved, seconded and passed to approve the draft language changes to the Plan California Legislative Platform including the Board amendments, direct the Vice President for Policy and Legislation to prepare a final version to be approved by e-vote of the Board, and then post the approved Plan California on the Chapter website and share more broadly with members as well. Unanimous vote.

7. **BYLAWS UPDATE: CHANGES FOR INSTANCES WHERE THERE ARE VACANCIES OR A LACK OF CANDIDATES FOR OFFICE, AND AMENDMENTS TO EXECUTIVE DIRECTOR DUTIES (Atkinson/Wong/Lave Johnston)**

Ashley outlined the recommended changes to the Bylaws when there are vacancies or lack of candidates for office. The APA Chapter Bylaws and Section Bylaws Template currently do not provide for situations in which no candidate is available to run for an elected office. As an example, in 2020 there was no candidate identified for Vice President for Professional Development by the deadline to submit them for the National election process. (In this case, the write in candidate won through write-in vote.) While the Nominating Committee continues to have the responsibility for recruitment of a qualified slate of candidates, it is necessary for the Bylaws to provide for circumstances in which no candidate is presented. As such, the Board was asked to discuss and approve changes to the APA Chapter Bylaws and Section Bylaws Template to clarify the process for appointing Board officers in the event there are no candidates running for a Chapter or Section elected office position, or if there are vacancies during a term of office. Sande Stefan explained the second set of amendments updates the Executive Director’s duties to reflect changes in the Scope of Services and independent contractor laws.

The Board discussed the following suggested amendments:

Chapter Bylaws - Article 4 - Chapter Board of Directors

11. APPOINTMENTS FOR VACANCIES AND FOR INSTANCES WHERE NO CANDIDATES FOR ELECTED BOARD OFFICE ARE AVAILABLE TO RUN

The Chapter Board of Directors may fill any vacancies in office occurring during a term through interim appointment by a 2/3 vote of the Board. ~~or by special election of the membership.~~ Such appointed officers shall serve the unexpired term of their predecessor. *The Chapter Board of Directors may also appoint a Chapter officer who is normally elected if no candidates are available to run for that elected office during an official National election. Such appointment may only be made if at least two Chapter-wide announcements have been made recruiting a candidate or candidates for the position prior to the election deadline to submit candidates to National, in addition to recruitment efforts by members of the Nominating Committee. The appointment shall be approved by a 2/3 vote of voting Board members. Such appointed officers shall serve the normal term for the elected position. In the event that the requirements for an appointment were not met, a special election may be conducted.*

Section Bylaws (Section Bylaws Template):

6.2.1 APPOINTMENTS FOR VACANCIES AND FOR INSTANCES WHERE NO CANDIDATES FOR ELECTED BOARD OFFICE ARE AVAILABLE TO RUN

The Section Board may appoint officers to fill vacancies that occur during ~~the year~~ a term through interim appointment by a 2/3 vote of the Section Board. Such appointed officers shall serve the unexpired term of their predecessor. ~~In the case that Section Board discussion occurs about why an appointment to fill a particular unexpired term should not be made, a majority vote of the Section Board members may call for a special election.~~ If for any reason a Vice Director of Finance or Secretary is replaced mid-term, the Section Director will immediately contact the Chapter’s Vice President of Administration and send or review all accounting information with the VP of Administration and Chapter bookkeeper before any accounting activities are assumed by the new Vice Director of Finance/Secretary. *The Section Board may also appoint a Section officer who is normally elected if no candidates are available to run for that elected office during a normal election process. Such appointment may only be made if at least two Section-wide announcements have been made recruiting a candidate or candidates for the position prior to the election deadline, in*

addition to other recruitment efforts by members of the Elections Committee. The appointment shall be approved by a 2/3 vote of voting Section Board members. Such appointed officers shall serve the normal term for the elected position. In the event that the requirements for an appointment were not met, a special election may be conducted.

Chapter Bylaws Update to Executive Director Tasks

DUTIES OF THE EXECUTIVE DIRECTOR: The Executive Director shall be an employee chosen by the President with approval of the Chapter Board of Directors, who shall serve at the pleasure of the Board; or shall be an independent contractor chosen by the President with the approval of the Board. The duties of the Executive Director shall be specifically outlined in the contracted Scope of Services for the Executive Director, and shall include at minimum the following duties:

- a. Manage and operate the California APA Chapter under the portfolios of the President and the Vice President for Administration.
- b. Identify and address operational or managerial issues and enhancements as needed to support and sustain the work of the Board.
- c. Act as the spokesperson for the Chapter.
- d. Facilitate implementation of the Strategic Plan.
- e. Maintain all equipment and property belonging to the Chapter.
- f. Arrange and attend all Board meetings and agendas in coordination with the President and Vice President for Administration.
- g. Receive and maintain all Chapter records.
- h. In coordination with the Chapter's accounting services contractor(s), maintain oversight of all properly authorized disbursements of APA California funds and assist with tax preparation and draft budget.
- i. Provide general oversight and coordination of other Chapter staff or independent contractors hired by the Chapter Board.

Florentina Craciun asked for a future Election Policies or Bylaws change to specify the process when only one candidate is running, including that an election must still be held for that position. Florentina said she would send Derek and Sande a draft recommended clarification for review and recommendation.

Ashley also asked the Sections to adopt the Section Bylaws Template changes if they haven't already and update the Section Bylaws with the above Section Bylaws changes before the Section's next election cycle.

MOTION TO APPROVE: The Board moved, seconded and passed that the Board approve the above changes to the Chapter Bylaws and the Section Bylaws Template. Unanimous vote.

8. [ELECTION POLICIES UPDATE: OPEN APPLICATION FOR STATE AWARDS JURY ELECTION PROCESS \(Wong\)](#)

Derek Wong explained to the Board that in January 2020, the Board approved a policy change upon recommendation by the VP Administration to increase the State Awards Jury from 5 to 8 members, with one member appointed by the respective Section Directors. The intent of the change was to assure representation from each Section, capture of new interested members, and geographic dispersion in the jury awards process. While most Sections did nominate potential State jurors and the jury deliberation occurred successfully, the resultant jury included representation from only 5 of the 8 Sections. Also, the jurors included two Section awards coordinators.

With many demands placed on Sections, the current awards policy is yet another that requires the Sections to identify and nominate a State juror. By reverting to the prior process of the Chapter conducting a statewide open application process, it could enable any APA California member to be appointed. The existing overall policy to attain representation from different areas of expertise, geographic locations, and professional experiences in the private/public sector, will remain to balance the jury. The diversity in jurors will also be considered. This open process would additionally allow members who have an interest in participating on the jury to have the opportunity to learn about planning and will be another avenue to recruit future leaders for the Chapter. Derek plans to advertise the open

call for jurors in *CalPlanner* and will also ask Sections to advertise for jury selection. This policy will apply only to the Chapter awards, not the PEN or historian awards or other affiliated organization awards which have their own juries.

The Board was disappointed that the Section-representation policy had not worked and asked that the new process clearly specify that the jury selection will strive to secure participation throughout the state, and that the final jury reflect a balance of the makeup of Chapter membership.

MOTION TO APPROVE: The Board moved, seconded and passed that the Board approve the above changes to the APA California Awards Program Policy regarding the composition of the awards jury. Replace existing language, "An APA California jury of eight members shall be appointed annually. One member from each APA California Section shall be appointed by the respective Section Director to judge the entries" with new language, "An APA California jury of five members shall be appointed annually by the Vice President for Administration and the State Awards Coordinator to judge the entries. An open solicitation of the Chapter membership shall be used. *Jurors shall reflect the Chapter membership and be chosen to represent different areas of expertise, geographic locations, and professional experiences in the private/public sector, to achieve an overall balance of the jury*". Unanimous vote.

9. ONLINE EVENT PRICING POLICY FOR NON-CONFERENCE WEBINARS (Roxas/Konar)

Stephanie and Greg outlined the **new non-conference webinar pricing policy** for the Board's approval. Historically, the Chapter has hosted between one to three webinars per year. Most webinars have been free to Chapter members while the cost of the webinar service (Go to Webinar prior to 2020 and Zoom thereafter) was charged to the Chapter budget under professional development. Prior to 2020, technical support for the webinars was provided by Board volunteers. With the restrictions brought about by COVID-19 in early 2020, this model changed as the Chapter hired a contractor, Magnetic 28 (Ben Morrison) to provide technical support for both conference and non-conference webinars. Soon after, the Chapter extended Magnetic 28's webinar support services to the Sections. This action dramatically increased the number of webinars provided throughout year and was helpful in preparing for the Chapter conference in September of 2020. Section-hosted webinars are recorded and shared with registrants. However, these recordings have not been added to the Chapter's catalog of on-demand videos. The current catalog of Chapter on-demand videos predominantly consists of Conference session recordings.

2020 was an unusual year, not only because of COVID-19 but also due to the Black Lives Matter movement and associated social justice issues. These issues drove or influenced many of the webinars held by the Sections as well as the Chapter conference. Because of the urgent need to address these topics, no attempt was made to charge Sections for the webinar service or encourage a webinar pricing structure that would benefit both the Chapter and Sections. It is the Chapter's intent to continue providing Magnetic 28's webinar support to all of the Sections. **Moving into 2021, Sections will be invoiced for the webinar support provided--currently estimated to be \$280 for a 1.0-to-1.5-hour webinar. This change has created a need to establish a reasonable and stable webinar pricing structure acceptable to both the Chapter and Sections that will support Chapter goals for revenue generation as reflected in the 2021 budget.**

Furthermore, the Chapter has been interested in expanding its distance education library. Incorporating Section-hosted webinars into the Chapter's on-demand catalog would advance that goal and make local training opportunities available to planners across the State. The Chapter wants to **substantially increase the Chapter's presence to become a leader in offering educational opportunities** starting in 2021.

Additional Issues for Future Discussion:

Free Webinar Events

As described in the background, 2020 was characterized by an abundance of free webinars--nearly all offering CM credits. Additionally, for the first time in Chapter history, **the 2020 Conference session videos were made available to conference registrants (at no charge) for three months following the conference.** Beginning in 2014 and continuing into 2021 the Chapter has charged a small fee (typically \$15) for the conference session videos. Demand for the 2020 conference session videos at the full \$15 price has been well below prior years.

Discussion Point 1. *What limits, if any, should be placed on free webinars?*

Use of Chapter eNews

Prior to COVID restrictions on in-person gatherings, most Section events were local and marketed to a local audience. Webinars, however, provide the opportunity to reach the entire Chapter membership and beyond. As some Sections have discovered, the Chapter eNews is the most efficient way to reach a wider audience. Related to the above issue, if the webinar is free, it diminishes the revenue potential of all online material. On the other hand, if a fee is charged, all the Chapter-wide revenue goes to the Section. The question arises as to whether the Chapter should enable this transfer of resources between Sections.

Discussion Point 2. *What limits, if any, should be placed on the use of Chapter eNews to promote Section hosted webinars?*

Board Discussion: The Sections asked that they be given the flexibility to continue to provide free webinars, or free or lower fees to students or other members. Stephanie said that the Chapter still wants Sections to be able to provide free webinars but need webinars to be a large revenue generator for the Chapter. The concern is why would members buy Chapter events, particularly for CM credit, if they can get free webinars from the Sections? In the future, it is worth revisiting whether there should be an expectation that all webinars should be charging something so the Chapter and Sections are not unintentionally competing with each other. At this point, the policy would apply to statewide webinars.

Ashley said that the budget goal for webinars in 2021 has been increased substantially to \$19,000. Some video revenue will add up to around \$2000 a year. To meet a \$17,000 revenue goal, 150-200 people will need to attend each of 4 events during the year. That seems doable, but if this first year of the expanded programs the Chapter does not meet that \$19,999 target, there is wiggle room in the budget to make up any deficit.

Florentina suggested that the Chapter also consider offering special packages of webinars. For example: a member can pay a \$100 flat fee and get access to 6 CM credit webinars. This would encourage people to pay a fee upfront and provide added value to the member for these services.

Ashley suggested that this policy be limited to 2021 and then reevaluate it. She also asked the Section Directors to talk about these pricing policies on their next call.

MOTION TO APPROVE AS AMENDED: The Board moved, seconded and passed to establish the webinar pricing policies in 1-6 below for 2021 to support Chapter goals for revenue generation for statewide events, to reevaluate the policies for the 2022 budget, and clarify that there will be flexibility in pricing for students and nonmembers:

1. Chapter-hosted live webinars: \$20 per CM credit.
2. Chapter-hosted live webinars that promote APA membership (i.e., AICP info session) may be offered for free.
3. Chapter on-demand videos (i.e., Conference session recordings) will be priced independently.
4. Section-hosted live webinars utilizing Chapter services: Cost to be set by Sections.
5. Section-hosted live webinars utilizing Chapter services: Chapter will receive a non-exclusive right to market and receive revenues from the recording. The Chapter will make the video available on-demand through the Chapter distance education library. The Section may share the recording with anyone who originally registered but cannot publicly share the recording for free.
6. Chapter on-demand videos from Section hosted webinars: \$10 per CM credit.

Approved with one abstention from Florentina.

[10., 11. & 12. – BUDGET APPROVALS: FINAL 2020 FINANCIAL REPORTS AND OVERAGES – NEW RESERVES CASH ACCOUNT – FINAL 2021 BUDGET \(Wong/Atkinson/Stefan\)](#)

Derek Wong asked the Board to approve the following three items at one time:

FINAL 2020 FINANCIAL REPORT AND OVERAGES:

Derek gave an overview of the final 2020 financial reports and overages. The good news is that the Chapter remained in the black due to budget reductions and modifications made early in the year when the first pandemic shut down occurred, items that were reduced because meetings could not be conducted in person, and other items reduced or not spent during the year. On the revenue side, better-than anticipated conference profit received from the 2019 Santa Barbara conference that went onto the books in early 2020, and the 2020 Chapter-hosted conference virtual profits that were also received in 2020 that were retained by the Chapter, also helped balance the budget. Finally, there was enough cash flow that the Chapter did not have to dip into reserves. The few overages for the year were the result of unanticipated expenses or increased vendor fees and were minor.

RESERVES CASH ACCOUNT:

Derek explained that the Chapter's reserve funds are currently invested in the American Funds Income Fund of America Class A (AMECX). The account is fairly conservative with exposure to both stocks and bonds and could result in both gains and losses in the fund. In 2020, the fund delivered positive returns for the Chapter (13.51%), mirroring the general movement of the financial markets.

Currently, the Chapter has two financial accounts, the American Fund reserve fund and a Bank of America checking account. A new intermediate cash account with American Funds is proposed as a fund that provides greater safety from market fluctuations than the current reserve account but can generate more interest earnings than the checking account. For example, the 30-Day Interest Yield Short Term Bond Fund Class A (ASBAX) suggested by the financial advisor generated a return of 3.41% at the end of 2020 versus less than .05% for checking. The new account could hold earnings from the reserve account should the market experience drops, as well as serve as a liquid account between the checking and the reserve fund.

The 30-Day Interest Yield Short Term Bond Fund Class A (ASBAX): There is a minimal fee to buy into this fund, but its return is currently 3.41%. This fund can go negative, but it has only done that one year during the recession. In recent years the lowest the return was 2.94%. This is safer than our already very safe American Fund, but it won't get the same return either. There is also no penalty on this one for withdrawals at any time. These are mostly Treasury bond funds.

Eric asked that the motion specify that this new intermediary fund use the gains and interest that accrued this year as initial seed money.

FINAL 2021 BUDGET:

Derek reviewed the final 2021 budget, which remains close to the draft budget approved by the Board in December. All of the contractors' fees are now reflected with a few minor changes. In addition, the conference profit above \$40,000 that the Chapter retains for cash flow is included as a carryover to be used for new or expanded membership services in Line Item 4126. Revenues from subventions and the conference remain lower than in previous years to reflect the reductions anticipated due to the pandemic. The final budget is balanced for the time being. Most increased expenditures are dedicated for membership services, including Ben's contract that is housed in LI 6335 Membership Programs with other member service programs. (Ben's contract will be the same for the Chapter in 2021 but the Sections will be paying for their services which will increase his overall contract.) Although there is a larger net revenue than the final draft, there is still a small margin for error.

Hanson said that the conference is anticipated to share profits with the Sections next year, and their goal is a total conference profit that will be more than the \$100,000 budgeted.

MOTION TO APPROVE AS AMENDED: The Board moved, seconded and passed to approve the above three items with the specification that *the approval to open a cash reserve account through American Funds "30 Day Interest Yield Short Term Bond Fund Class A" will use a percentage of the gains that accrued in the existing reserves account as the initial seed money for the new account. Unanimous vote.*

DISCUSSION ITEMS

13. [Changes at the APA California Archives \(Preston\)](#)

Steve Preston reported on a number of changes at CSUN. While none of these recent decisions directly impacts viability of the collection itself, the challenges in accessing staff and materials in the collection will significantly impact our ability to process existing donations and retrieve information from the archives. The Chapter will continue to make our annual \$1,000 contribution to the Archives program (this is a term of the agreement with CSUN). The Historians are working to establish contact with the new CSUN staff liaison and will advise the Board as soon as we have more information to report.

14. [National Planning Awards Program Updates \(Wong/Burkhardt/Kuo\)](#)

Award Categories

The APA National Planning Awards program will continue to emphasize planning leadership in a changing world, innovative problem-solving by planners, as well as their commitments to equity, diversity and inclusion. The following are the four categories that will comprise the awards program:

Daniel Burnham Award	Future-looking, demonstrates unique skills and value of planners; can be a comprehensive plan or general plan.
Advancing Diversity & Social Change in Honor of Paul Davidoff	Equity, diversity, and inclusion focus; highlights the voice of underserved residents in a planning process.
Planning Excellence	Demonstrates how planning innovation and leadership addresses a specific community need or challenge; emphasizing transformation, creative solutions.
Resilience & Sustainability	Acknowledges environmental, economic, mitigation and recovery efforts that create safer, stronger, and more prosperous futures for all.

These changes will not impact the Chapter's or Sections' awards categories but following this year's Chapter awards the Board will have a discussion on any changes at the Chapter level. No landmark and pioneer awards will remain at the National level either. Kristen Asp said that in reducing the National awards down to just 4 National believes it allows these 4 awards to be highlighted and increases their importance. The timing of the awards will be in June so there will be conflict with most of the Chapter and Section awards and conferences.

15. [Conference Update \(Lagomarsino\)](#)

Bob Lagomarsino gave the conference update. The conference begins September 11 in Riverside. The goal is to have a hybrid conference, which may also be what the Chapter offers as standard in the future. The "hybrid conference" needs to be defined. Conferences have been canceled through the summer in Riverside but not fall yet. When the vaccine rolls out in big numbers will be a major factor in what the conference looks like. The decision will be made most likely by the end of March. The On-Call Chapter Conference Committee has been reinstated to discuss/determine issues related to Chapter conference requirements and recommend long term conference planning changes for future conferences.

Ashley asked that the Chapter Conference Committee update be included as a standing item on the agenda.

16. [Student Representative & YEP Coordinator Update \(Owen/Singh\)](#)

Elizabeth and Annapurna provided the following update to the Board:

- 2021 Action Items

1. Update of 2021 Section Student Reps & University Liaisons Contact Info Roster
2. Google Form Survey to ask how to better engage Section student reps/existing resources such as potential creation of quarterly student rep calls
3. Quarterly APA CA Student Newsletter
4. Redesign of APA CA Student Webpages
5. Programming via Annual Conference student Track, TBD via Mentorship Working Group

Updates from New Chapter YEP Coordinator (Annapurna Singh):

- 2021 Action Items:

1. Redesign of APA CA YEP Webpages
2. Restart monthly Section YEP/YPG Chair calls
3. Updated roster of Section YPG Chairs & active YPGs, YPG mentorship programs
4. Evaluation of existing Section outreach efforts, use of APA Ambassador Program
5. Potential Chapter YEP & Student member programming

Proposed Chapter Virtual Programming for 2021:

1. Virtual YPG Members Chapter Mixer - Spring 2021
2. APA CA CPF Scholarship Information Session - Late Spring 2021 (aligned with CPF and National scholarship deadlines)
3. Student Membership Info Session - Fall 2021 (Separate or as part of APA CA Annual Conference student track)

Section Directors will be getting an email asking for updated Section student and YPG reps from the roster.

17. Working Group Updates:

- a. Mentorship (Raynor)
- b. Future Conferences (Hom)
- c. Continuing Big Conversations (Roxas)
- d. Association Management/Learning Management (Lave Johnston)

MOTION TO ADJOURN

The Board meeting was adjourned at 5:40 pm.