



PLANNER EMERITUS NETWORK

BOARD MEETING

April 12, 2021

12:00 PM – 1:15 PM

Join Zoom Meeting:

<https://us02web.zoom.us/j/87915066900?pwd=d0J6U3EzWjRQXXFPR20xbU8rMjFIUT09>

Meeting ID: 879 1506 6900

Passcode: 739686

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AGENDA

1. Roll Call
2. Approval of November 9, 2020 and February 1, 2021 minutes - Gina
3. Treasurer's Report – Gina
4. 2021 Conference Update – Hanson
5. PEN 2020 Annual Report – Hanson/Bob
6. Committee Reports - 2021 Goals
 - a. Planning History Committee – Steve, Larry (Chapter Historians)
 - b. Remembrance Committee – Larry (Chair), Steve, Linda
 - c. CPAT Committee – Hanson (Chair), Cliff, Robert, David
 - d. Planner Exchange Committee – Hing (Chair), Bruce, Gina
 - e. Website Committee – Hing (Chair), Bruce, Gina
 - f. Bylaws Committee – Linda (Chair), Gina, Hing
7. Other Items

8. Action Items

9. Future Board Meetings – Monday, 12:00-1:15 pm

- a. July 12
- b. October 4 (proposed)

Attachments:

- Board Minutes – November 9, 2020
- Board Minutes - February 1, 2021
- APA California 2020 Annual Report Template
- CPAT Committee Report
- Planner Exchange Committee Report
- Website Committee Report



**DRAFT MINUTES
PLANNER EMERITUS NETWORK
MID-YEAR BOARD MEETING
November 9, 2020
Conference Call**



Present: Bruce Baracco; Clifford Graves; Hanson Hom; Larry Mintier; Brian Mooney; Gina Natoli; Bob Paternoster; Steve Preston; David Salazar; Margaret Sohagi; Linda Tatum; Matt Winegar; and Hing Wong.

1. President Hanson Hom opened the meeting at 11:10 a.m. and asked each Board member to provide a brief verbal biography of themselves.

At this point agenda items were taken out of order, with Item 7 taken after Item 1.

2. Nominating Committee – Bob Paternoster, Matthew Winegar, Linda Tatum, Gina Natoli
The Committee nominated David Salazar to join the PEN Board. David introduced himself to the Board. Upon motion of Bob Paternoster, seconded by Linda Tatum, David Salazar was elected unanimously to fill the At-Large Board position vacated by Hanson when Hanson became President.
3. CPAT Committee Report – Hanson Hom, Cliff Graves, Bob Paternoster
Hanson appointed David to join the CPAT Committee. David discussed bringing CPAT to communities. Brian suggested ensuring CPAT is able to differentiate its program from Urban Land Institute's program. Hanson said the CPAT Committee would have a meeting in a couple of weeks to discuss the program and update the program webpage.
4. Approval of Minutes of September 21, 2020 Annual Board Meeting – Gina Natoli
Upon motion of Bob Paternoster, seconded by Matt Winegar, the minutes of the Board meeting of September 21, 2020, were approved unanimously.

The Board discussed extending the term of the Past-President to two years. Upon motion of Hanson, seconded by Margaret, the extension was approved unanimously.

5. Treasurer's Report/Budget – Gina Natoli
There was no action to report.
6. Report on October 17, 2020, APA California Board Meeting – Hanson Hom
Hanson reported the annual conference was the main subject of discussion. The virtual conference was well-received and exceeded expectation in terms of attendance and revenue. The APA CA Board made good suggestions for future conferences, including incorporating virtual sessions as an ongoing feature. There was discussion about how to distribute the conference proceeds, with a decision pending review of the Chapter budget since the Chapter may need to dip into reserves. The Board is studying an association and membership management software, and this will be further discussed at the annual Board retreat in January. Other topics for the Board retreat were suggested as well as the format.
7. Committee Assignments – Hanson Hom
Hanson reviewed committee assignments, and announced he was forming two new committees – Website Committee and Bylaws Committee. Hanson directed each committee chair to work with their committee to determine next years' objectives, which will be reviewed in the next Board meeting. Hanson cautioned that some committees are time sensitive and should meet soon.

8. New Committees

a. Website Committee – Hing Wong, Bruce Baracco, Gina Natoli

There was some discussion by Committee members about thoughts for the PEN website. Hanson discussed a possible cost to update the website.

b. Bylaws Committee – Linda Tatum, Hing Wong, Gina Natoli

Linda said she is looking forward to working with the committee, and said the committee would meet before the end of the year. Linda asked Bob to work with her. Linda wants to have a draft of revised bylaws to the PEN Board before the next meeting, and asked members to send any comments to her by mid-December.

9. Planner Exchange Committee – Hing Wong, Hanson Hom, Brian Mooney

There was discussion about partnering with California Planning Foundation (CPF). Hing will discuss with Hanson and Brian on what could be done in the future.

10. Planning History Committee – Larry Mintier, Steve Preston

Steve discussed the status of the archives at CSUN. California is one of only two APA chapters with an archive. The CSUN Archive Chief is retiring, and Steve will keep up with how oversight will transfer. The archives also received \$200 in donations from the Chapter annual conference.

Steve reported that Dave Bess from Cal Poly Pomona has documented city songs of California, and that Dave transferred two boxes of this information to Steve. Steve believes it might be the most complete collection of city songs in California.

Steve mentioned the L.A. Region Planning History Group colloquium at the Huntington Library is coming up soon.

Larry stated the Chapter needs guidelines for what may be sent to the archives. Steve and Larry are working on guidelines for donations. Brian mentioned that he is developing guidelines for the San Diego group and will send those to Steve and Larry.

11. Conference-Related Committees

a. Honors – Matt Winegar, Cliff Graves, Margaret Sohagi

Hanson will promote deadlines for submittals to the Section directors. Hanson wants nominees from every section. Matt gave a short description of the committee's work and timeline.

b. Programs – Brian Mooney, Bruce Baracco, Margaret Sohagi

PEN and the Chapter Historian have by-right sessions at the annual conference. Brian had many ideas for 2020 which were not implemented because of the change in conference format, but these could be carried forward to 2021. Brian offered to look at what issues are trending to keep the sessions current and provide the most impact. There was discussion of the timeframe for submitting sessions to the Chapter, but it is not known yet what 2021's conference will look like. An assumption was made that the deadline for a topic submittal would probably be the end of February or beginning of March 2021, with the session fully flushed out by May.

c. Remembrance – Larry Mintier, Bob Paternoster, Steve Preston, Linda Tatum

Larry will submit a proposal for the remembrance ceremony at the annual conference to the Chapter Board at their December meeting. It is expected each presentation would last three to five minutes. There was some discussion about the proposal. Larry and Steve are looking for feedback so the proposal

may soon be sent to the Chapter. Bob suggested showing accomplishments and photos of people, not just a C.V. The write-up could also go in Cal Planner. Larry asked for comments by November 13th.

12. APA California 2021 Budget Request

Hanson will work with the Chapter Board to increase PEN's budget to \$500. Hanson would like our budget requests soon.

13. Action Items

There was no discussion on this item.

14. Next Meeting

Hanson will send a Doodle poll to members to determine the next Board meeting date.

Adjournment

Hanson adjourned the meeting at 12:37 p.m.



DRAFT MINUTES
PLANNER EMERITUS NETWORK
MID-YEAR BOARD MEETING
February 1, 2021
Conference Call



Present: Bruce Baracco; Clifford Graves; Hanson Hom; Larry Mintier; Brian Mooney; Gina Natoli; Bob Paternoster; Steve Preston; David Salazar; Margaret Sohagi; Linda Tatum; and Hing Wong.

1. President Hanson Hom opened the meeting at 12:03 p.m. and the Secretary called the roll. The number of members being present constituted a quorum.
2. Approval of November 9, 2020 Minutes – The minutes of the 9 November 2020 meeting are being reconstructed and should be ready for review at the next Board meeting.
3. Treasurer’s Report – Gina reported that there were no charges to submit to Chapter.
4. January 22-23, 2021, APA California Board Retreat – Hanson Hom
 - a. Chapter Contractors: The Chapter is realigning the contracts for Chapter contractors.
 - b. 2021 Legislative Platform: The Chapter is looking for suggestions for revising the wording of the Chapter’s legislative platform.
 - c. Budget Adoption: The Chapter Board approved a balanced budget, including \$500.00 for PEN’s 2021 budget.
 - d. APA Awards: APA has overhauled the categories of awards presented at the annual conference, and now has four major categories. Cal Chapter is reviewing whether to align our awards with National’s. Steve reported that the Planning Pioneer and Planning Landmark awards have been cancelled, and offered that the Chapter may want to look into how this impacts Chapter history. It appears one of the reasons APA realigned the awards is because not every chapter submitted nominations, and many nominations were not as noteworthy as National would like to see.
 - e. Planning Archives: Discussion deferred to Item 5.c.
 - f. 2021 Conference Update: A decision is expected toward the end of March as to whether the 2021 Chapter conference will be virtual or a hybrid. The format will impact PEN’s program. Linda commented that a postponed decision does not impact whether PEN puts on a session. There was discussion about the Leadership Academy, which makes more sense to be conducted in a live session.
 - g. Association Management System (AMS)/Learning Management System (LMS): The Chapter is reviewing five vendors to manage the membership database. Two goals are to streamline the database and make it more efficient to use.
 - h. 2021 Board Values and Goals: A summary of the Chapter Board’s values and goals for 2021 will be given at the next PEN Board meeting.
5. Committee Reports – 2021 Goals
 - a. CPAT: Hanson reported that the CPAT webpage will be refreshed. David discussed a potential project for CPAT: The Long Beach Design Center, a non-profit, is partnering with Cal State Long Beach to design a commercial project in Long Beach with a Latino cultural district overlay. The structure of the project will be shared with CPAT at the end of the week. There is a need to look at finances to support the development. The CPAT should include an economic development expert, a seasoned land use planner, and a planner with cultural competency. There was discussion about what the overlay’s focus would be and whether it would be zoning based, and also discussion about whether CPAT should be an ongoing program for a community or just a weekend charrette. APA National is abandoning the national CPAT program. Margaret offered to post CPAT information on LinkedIn, and suggested outlets like LinkedIn be used more to get the word out about programs such as CPAT.
 - b. Planner Exchange: Hing discussed possibly holding two events in 2021, one in the spring and one in fall. Possible topics include networking, resumes, and interviewing, but the Committee is still working on

this. The Committee is coordinating with the Chapter and California Planning Foundation to increase interest and participation.

- c. Planning History: Larry said the Chapter Board approved a revised version of guidelines for submitting and receiving documents for the archives. Previously there was not much guidance on accepting private donations. Larry and Steve created the guidelines so individuals would sort the documents they want to donate and ensure the submittals meet our criteria. The guidelines are now APA policy; Larry will send the PEN Board members a copy.

Larry, Steve, and Linda discussed the memorial/remembrance program. The program has gone through several iterations. In December, Steve and Larry submitted a proposal to the Chapter Board which was approved. The process will be implemented for the 2021 Chapter conference. Larry asked for thoughts on what to call the program. It was mentioned that APA National is not a good source of recently passed planners. Bob commented that the program proposal submitted to the Chapter was spot-on.

Steve discussed plans for the 75th APA anniversary celebration in 2023 (Fresno). The planning committee met and was very successful, setting the event goals. Steve asked anyone with ideas for the celebration to send your ideas to Steve or Larry.

Steve informed us that the Chapter archives at Cal State Northridge have not been available to us since the college was shut down due to the pandemic, and there has been no work on our documents since then. The person who oversaw our archive has retired and not yet been replaced. The archive will accept some digital materials, and Steve is trying to determine what those materials are. Some of the funding we provided to CSUN for the archives was used for staff salaries, but the Chapter has been assured that we will receive a full accounting of the transfer and the entire amount will be restored to our account.

- d. Website: The Committee submitted for Board review a proposal for revising the website's focus and reorganizing the topic areas. Hing asked PEN Board members to provide a short bio (100-200 words) and headshot for the Board tab on the revised website. Hanson mentioned that the Chapter is looking into revising the Chapter website, which may affect us.
- e. Bylaws: The Committee has not yet had an opportunity to meet. Hanson suggested asking PEN Board members for thoughts on revisions, and then have something for review at the next Board meeting.
- f. Remembrance: Report provided under Item 5.c.
- g. Honors: No report requested.
- h. Programs: The Committee has not yet met. Hanson said the Chapter probably won't send out a call for presentations until March or April.

6. Other Items – No other items were presented.

7. Action Items – No additional action items were presented. Hanson asked committees to meet as needed prior to the next Board meeting.

8. Future Meetings – The Board reached consensus that meetings would take place on a quarterly basis on the first Monday of the month, from 12:00 p.m. to 1:00 p.m. The next meetings would be 5 April and 12 July. Hanson will ask Francine Farrell to send out a virtual invitation.

Adjournment – Hanson adjourned the meeting at 1:16 p.m.

2020 APA CALIFORNIA ANNUAL REPORT

Name: (insert)

2020 Chapter Board Position: (insert)

Please respond to the questions in the table and referencing the topics. Your responses will help shape the 2020 APA California Annual Report.

	Questions		
Topics	<i>What did you accomplish in your position in 2020?</i>	<i>What did APA California do well in 2020?</i>	<i>An overall personal quote reflecting on what you learned, leadership experience gained, or changes you made to enhance member services, in APA California in 2020.</i>
<i>Pivoting to virtual</i>			
<i>Helping planners</i>			
<i>Furthering Diversity</i>			

<i>Other</i>			
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Photo request: Please submit photos or graphics for the Annual Report from your 2020 board position or activities.

Please respond by Friday April 30th and submit material to *administration@apacalifornia.org*

Questions?: Send to *administration@apacalifornia.org*

Thank you.
Derek Wong, AICP
VP Administration

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MEMORANDUM

To: PEN Board

From: CPAT Committee:
Hanson Hom, Chair, Cliff Graves, Bob Paternoster, David Salazar

Subject: CPAT Committee Update

Date: April 12, 2021

The CPAT Committee met on February 22. In addition to committee members, Brian Mooney and Bob Lagomarsino, APA California VP of Conferences, joined the call.

David indicated that the Long Beach Mercado Project that was previously discussed may receive grant funding from the City of Long Beach. While excellent news for the project and the community, if the grant is approved, the project would no longer meet the eligibility criteria for the CPAT program.

After discussion of possible projects, the Committee agreed on the following action items:

1. Prepare CPAT announcement for eNews and distribute through Chapter's social media outlets and section websites. Include mention of mentoring as a possible CPAT project.
2. Reach out and send a message to COGs for leads on possible communities that could be candidates for a CPAT project, including Madera, Merced, Fresno, King, Tulare Counties. It was felt the best candidates might be smaller or rural inland communities.
3. Follow-up on possible candidates and contacts in Inland Empire and desert communities.
4. Identify Native American communities as possible candidates.
5. Reach out to non-profit community organizations for possible proposals.
6. Continue to explore the feasibility of a project with county fairgrounds.

7. Hanson will track all possibilities and status. Forward Hanson any potential projects or contacts to add to the list.

An announcement was sent out on the APA California eNews on March 9, and a second announcement will be included in the April 12 edition. The announcement was also posted on the Chapter's Facebook, Twitter, and LinkedIn sites. This announcement generated inquiries from the City of Marina and the City of Oxnard. Hanson has followed up with these cities and is waiting for a response. Hanson also responded to several individuals that expressed interest in volunteering their pro bono services.

An email announcing the program and requesting possible projects was sent out in March to the Executive Directors/Planning Directors of 17 Councils of Governments (COG) or their County counterparts. We were contacted by Butte and Fresno counties regarding interest in hosting a project in their county. Hanson was also invited to make a presentation about the CPAT program at the Kern County COG Board meeting on March 19.

To date, a potential CPAT project has not materialized. The collective assistance of the Board will be beneficial to help publicize the program, conduct outreach, and suggest leads for possible projects. Hanson will reach out to APA Section Directors and other contacts.



MEMORANDUM

To: PEN Board

From: PEN Planner Exchange Committee:
Hing Wong, AICP, Chair; Hansom Hom, AICP; and Brian Mooney, FAICP

Subject: Planner Exchange Committee Report

Date: April 12, 2021

The PEN Planner Exchange Committee met last week with the Events Committee of the California Planning Foundation (CPF) as well as several APA California Chapter Board members. This group wants to create a series of webinars to support planning students and emerging planners. We are hoping that PEN Board members can play an active part in sharing cross-generational knowledge and being role models to planning students and young planners.

The topics of this series are still being developed, but the initial thoughts are to have three online events prior to the APA California Virtual Conference:

- A webinar to provide students with important advice and tips when applying for CPF scholarships
- A nuts and bolts online workshop on resume, cover letters, and interview techniques
- A networking event with other attendees that include a speaker or two on what to expect when entering the job market



MEMORANDUM

To: PEN Board

From: PEN Website Committee:
Hing Wong, AICP, Chair; Bruce Baracco, AICP; and Gina Natoli, AICP

Subject: Website Committee Report

Date: April 12, 2021

The PEN Website Committee met twice since our last Board meeting to discuss the PEN website. Bios and photos have been collected from those who responded to our request for those items and have been posted at this [link](#) for your review.

We propose the sections to be in this order with the lead person(s) in charge of providing content for that section:

- Purpose and Background (Gina)
- Programs and Events (Hing)
- CPAT (Hanson and David)
- PEN Honor Award Winners (Matthew)
- Membership, Board Meetings and Agendas (Gina)
- PEN Board Members (Hing)
- California Planning History (Larry and Steve)
- Links to Other Websites (Bruce)