



Tennessee Chapter of the American Planning Association

Executive Committee Quarterly Meeting

Conference Call @2PM CT/3PM EST

December 10, 2014

Minutes

Board & TAPA Members Present: Valerie Birch, Buz Johnson, Andrea Barbour, Rick Gregory, Ambre Torbett, Doug Demosi, Jessica Harmon, Eric Howell, Steve Neilson and Thomas Skehan. A quorum was present.

Members Absent: – Tim Roach, Brett Roller, Lisa Milligan, Karen Rennich, Sam Edwards, Kathryn Baldwin, Meridith Krebs, Karen Hundt and Bill Terry.

Approval of Minutes: Doug made a motion to approve the minutes with minor corrections noted, from the August 26, 2014 regular meeting held at the Annual Fall Conference. The motion was duly seconded by Buz Johnson. The vote in favor passed unanimously. Minutes were approved as published with minor corrections made by secretary.

New Business:

- A) Annual Conference 2014** – Doug provided a conference update regarding costs and profits. The Hilton did not pursue the unused block of rooms, therefore the conference made a small profit. Members agreed that overall it was a good experience that provided the good training opportunities. Discussion followed.
- B) Winter Retreat 2015** – The upcoming Winter Retreat will be held at Fall Creek Falls State Park and Lodge on February 25th-27th. More details forthcoming. Andrea suggested that they will encourage two emerging professionals to present at the Winter Retreat. Valerie stated that Lisa Milligan will be stepping down at Vice-Chair and therefore the new vice-chair after elections will need to help organize the Winter Retreat. This responsibility typically falls on the office of the vice-chair to line up speakers and coordinate the training schedule with registration. Discussion followed.
- C) Professional Development Officer** – deferred.
- D) Treasurer's Report/Budget** – deferred.
- E) Section Reports**

West TN Section (Tom Skehan) – They hope to hold quarterly luncheon speaker meetings. They are trying to reach out to the Memphis city planners and students to re-engage them into the section.

Knox Section (Buz Johnson) – Buz reported that they are getting ready for their Christmas section meeting and hope to have quarterly meetings with speakers beginning next winter.

Middle TN Section (Doug Demosi) – Most of the section's time, was spent towards conference planning. They will get back on track for quarterly meetings in January.

State of Franklin Section (Jessica Harmon) – Jessica reported that we hosted a training class led by Norris from MTAS on Roberts Rules of Order. It was well attended and very informative.

East TN/Chattanooga Section - Tentative Annual Fall Conference will be the last week of September in Chattanooga.

F) Bylaws Update/TAPA Elections – Rick stated that he has received a few names of nominees:

*Doug Demosi and Ambre Torbett were nominated for president
 No one had been nominated for Vice-President
 Jessica Harmon, Chuck Downham, Sherith Colverson – secretary
 Andrea Barbour, Chuck Downham – treasurer*

Rick stated that he can send out the ballot via email and tabulate accordingly with paper ballots being mailed out to those who do not use email. He will have the results ready for the Winter Retreat. Doug stated that given that Ambre has also been nominated for president he will withdraw his name. Ambre discussed the idea of having both the president and the vice president coordinate the Winter Retreat. Doug agreed to add his name for vice president given the support from Ambre. Discussion ensued regarding the election process outlined in the Bylaws. Tom Skehan asked if Chapter-Only members were considered in the Chapter Elections. Ambre explained that APA only recognizes full membership to be eligible to vote, thus Chapter-Only members are not allowed to vote on State officers. Valerie requested that the Bylaws committee review each section once again and have them ready for vote at the Winter Retreat. She stated that we must have a Business Plan, Annual Strategic Plan and Annual Meeting per APA policy. Discussion continued. Rick will revise the latest draft one more time and will send out to committee and board for final consideration. Members confirmed that after this winter’s elections, the Chapter will commence the election calendar in line with the national election; thus Call for Nominations will begin on May 1st in 2016.

G) Legislative Update – Rick led a brief discussion on upcoming planning legislation. More updates from Bill and Sam will be presented at the Winter Retreat. Tom mentioned an item for consideration is annexation by petition as compared to referendum. Doug added that the upcoming legislative session will be difficult and interesting.

H) Tennessee Emerging Planners Group – Valerie stated that Andrea, Eric and Jessica wanted to submit a proposal to help emerging planners organize under the “wing” of the TAPA Chapter. Andrea stated that the proposal highlights a means for recently graduated planners to become engaged in the chapter and find ways of becoming more involved. There are activities that would be mutually beneficial for emerging planners to work with experienced planners in the chapter. It may also serve as an avenue to provide assistance in studying for the AICP exam. Jessica stated that the Winter Retreat may serve as a time to hold an Emerging Planners Social Networking meeting as well as lead a session. Doug asked if planners who desire to take the AICP exam be included in this group. Tom suggested that the PDO be involved in the group. Andrea recommended that the student group remain separate as those students hold their own organization meetings at the university. The student planners group is very active and organized. Discussion continued. Buz Johnson made a motion to approve the proposal as outlined by Andrea Barbour. It was seconded by Valerie and the vote in favor passed unanimously.

- I) TAPA Chapter Website** – Valerie stated that there were some issues with AT&T with the website. Sarah Powell, chapter webmaster, tried to resolve these issues with payment discrepancies. She recommended that we switch from AT&T to Network Solutions for \$10.99 a month or IPower for \$10.99 a month. If you pay in advance for three years it will be \$8.99 a month, plus a domain name for \$20 a year if using IPower. Valerie stated that Sarah is very experienced with website management and primarily uses IPower with her freelance work. AT&T currently charges the chapter \$26 a month. Discussion continued. The chapter’s domain name is currently registered with Network Solutions; however their domain hosting is \$40 per year. Doug asked if there were any contractual fines for canceling agreement with AT&T. Valerie stated she would confirm, but was not aware of any fines associated with canceling the contract. A motion was made by Doug to change over to IPower, it was seconded by Tom and the vote in favor passed unanimously. Valerie will work with our webmaster to transition over to IPower. Tom motioned to enter into a 3-year contract to save money. The motion was seconded by Andrea and the vote in favor passed unanimously. Valerie stated that the chapter website contract will be changed to IPower as our provider.
- J) TAPA Newsletter** – Andrea stated Mail Chimp free service is not going through to our members. Members agreed that the Newsletter and updates are not being received by the chapter members. Valerie stated that we need to have at least three newsletters per year to meet requirements. Eric Howell had agreed to assist with the newsletter. Andrea reported that Constant Contact costs about \$20 a month, the first 60 days is free and there is a discount for non-profits. Doug inquired if the new web provider would have the ability to send out newsletters via mass email. Andrea agreed to research that option.
- K) TN Planning Leadership Council Nominations (2015 Class)** – Valerie will send out Call for Nominations in Mid-January with a submittal deadline by February 15th for consideration at the Winter Retreat.
- L) Adjournment:** Members adjourned at 3:25PM (Central Time)

Respectfully submitted by Chapter Secretary: Ambre M. Torbett, AICP