

KC-APA Board Meeting Minutes
Wednesday, August 19, 2009

1. Welcome & Introductions

Everyone introduced themselves by name, position, and where they work.

2. Confirmation of Board Member Election

The new board members for this year are:

- Brian Pitts-President
- Shannon Jaax-Vice President
- Joe Rexwinkle-Treasurer
- Kathy Kem-Secretary
- Diane Binckley-Member at Large
- Greg Czaplewski-Kansas Chapter Representative
- Doug Hermes-Missouri Chapter Representative

Other attendees at the meeting were:

- Sara Copeland-Kansas APA Chapter President
- Sean Ackerson-Past President of KC APA
- Jim Hubbell-Past, Past President of KC APA

3. Treasurer's Report/Bank Account transfer

- a. The section currently has \$8505 in their account as of 7/31/09. There was some discussion as to whether some of this was owed back to the Kansas and Missouri Chapters after last year's conference. That issue is not yet resolved. Sara recommended a meeting between the section and the two chapter presidents to bring closure to this item.
- b. Annual revenue from the state chapters is usually around \$2000.
- c. The bank accounts need to be transferred over to the new officers. A copy of these signed minutes will be required, along with new signature cards. The new signatures on the account will be Brian Pitts and Joe Rexwinkle. This is planned to take place sometime next week. **Brian will coordinate.**
- d. Need to determine when the last time the Chapters were invoiced for dues. Should be done quarterly. It may be that this has not occurred over the last year. Section dues from MO are \$5 per person. The bylaws for KS say that they will contribute 1/3 of their total from national. However, this is not what has actually happened in the past, and they are in the process of updating their bylaws to match the MO contribution amount. **Brian will follow up with the Chapters for invoicing.**
- e. Financials are reported to MO APA who then in turn reports them to National. Changing the way the metro section collects dues similar to St. Louis, could have an impact on this reporting process. Further investigation is necessary to see if the St. Louis model will work for our section. The St. Louis section requires separate membership from the chapter and national. Dues are \$25 per year.

4. Goals for 2009

- a. Update of KC-APA bylaws. **Brian will send all board members a copy of the current bylaws.**
- b. Define the KC APA area. The question was asked what constitutes the KC Metro Area. In the past it appears to have been defined by the zip codes that fall into the KC-MSA. Sara Copeland clarified this for us in stating that it is or should be defined by the KC-APA bylaws. Unfortunately the bylaws are not clear in what the area includes except to say it includes the 11 county MSA. However, it does not list what those 11 counties are.
- c. Update of the website. The section has edit access to the Missouri APA website. The Missouri Chapter has four sections including KC-APA and St. Louis. Those rights are not currently available on the Kansas side where the KC-APA is the only section.
- d. Consider doing a survey of the current membership to determine needs and wants. (More information on this item below).

- e. Establishing opportunities for educational events for the public. (October is National Community Planning Month. Opportunities exist in conjunction with this event. There is more information regarding this event on the National page.
- f. Encouraging local members to submit articles for publication.
- g. Establishing monthly programs for members. Past programs varied between lunch and after work. If we are desiring to have CM credits, there are minimums for contact time (1.0, verified by Kathy). Information is available on the APA website.
 - i. Offers to help have come from Dennis (Jim Hubbel) and Mary Hunt (Jim Hubbel).
 - ii. Jim knows the director at the KC museum and he is willing to host an event. Brian mentioned that not all events have to be centered on pure planning.
 - iii. Sean mentioned having the Lee's Summit folks present a session on their downtown plan. Kathy will work toward making this happen since she knows the director, and his son works at her firm. Goal is for the 3rd or 4th week of September for this program. Typical sessions at lunch begin at 11:30, with the presentation beginning at noon to about 12:30 p.m. Could include a walking tour. Usually around \$15 for lunch and a drink. Don't forget to ask for sponsors for the drinks and/or desserts.
 - iv. APWA is also interested in doing one session a year (Sean).
 - v. Cosentino's in the downtown district may also be a possible venue for lunch. BRR Architecture (Kathy's place of work), did this project.
 - vi. Olathe Comp Plan (Sara).
 - vii. 95th St. Corridor Plan (Brian).
 - viii. UMKC School of Architecture is interested in providing a session (Sean).
- h. Increasing membership.

5. Survey/Survey Questions

- a. Considering using Survey Monkey to administer the survey.
- b. Sara recommended contacting Lynn Jorgenson at national for assistance.
- c. **Shannon** presented a draft of the survey. She **will send this out for comment to the board**, and present a revised questionnaire at the next meeting. The survey may ask such things as:
 - i. Ideas for local programming.
 - ii. Ideas in doing coordination with peer groups such as AIA, ASLA, etc.
 - iii. Legislative issues. National always has issues that need to be shared with the membership. How do we accomplish this?

6. Committees-No discussion on this item.

7. APA Audio Conference Series

- a. MARC has requested a \$250 donation toward providing the 2009-2010 season of the APA Audio Conference series. He believes they will be offering 6 programs this year. Shannon made a motion to approve this request, seconded by Brian and was passed unanimously by the Board.

8. Monthly meeting date, time location

Meetings are scheduled for the second Wednesday of each month at 4:00 p.m. at Brian's office. Next meeting will be **September 9, at 4:00 p.m.**

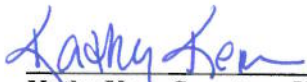
9. Other business

- a. **Brian will send out an email** requesting additional contact information about each board member, and will then send it out to all the board after the information is compiled.
- b. The section should receive a new membership roster each month from National around the 10th of the month. This now should be going to the President and Secretary.
- c. Sean explained that the program being offered by UMKC is not actually a sponsorship opportunity for KC APA. UMKC would like for KC APA to promote the program, and we would not be a provider on this program. For the program to be eligible for CM credit, we must be either financially involved or be part of the program. Additionally, since the section is not a CM provider, the request would need to go through one of the Chapters. **Sean will give (or send) the information to Brian** for further consideration.
- d. Possibility of having someone be an ex-officio board member at the KC Design Center (Jim?)

- e. Jim is a member of the "4A Collaborative" that involves AIA, ASLA, APA & APWA who concentrate on collaborative sustainability issues. He reports each month on APA activities, but there hasn't been much to report lately. Opportunities for more interaction with this group exist.
- f. MO Chapter has CD's for checkout for CM credits (free). This information may be found on their website.
- g. Sara said that the Kansas Chapter is very interested in helping the KC APA section succeed and said not to hesitate to ask them to partner where they can.
- h. The Missouri Chapter conference is 21-23 October in Springfield.
- i. The Kansas Chapter conference is November 4-6 in Wichita. On November 4th there will be a mobile workshop in Greensburg.

10. Meeting was adjourned at approximately 5:15 p.m.

Minutes Prepared by:



Kathy Kem, Secretary-KC APA