



KC APA Board Meeting @KansasCityAPA

Monday
February 23, 2015
4:30 PM

KCAIA Office
1801 McGee, Suite 100
Kansas City, MO 64108

Present:

Jim Potter
Stephen Lachky
Shawn Strate
Andrew Pollock
Amanda Anderson
Corey Fischer

Absent:

Diane Binckley
Vanessa Spartan
Joe Rexwinkle
Victor Burks
Ashley Winchell

Meeting Minutes

Approval of Minutes – December & January: There was no quorum to approve the minutes; tabled until next meeting.

Treasurer's Report – J.Rexwinkle: Jim distributed the report and noted that we have received \$5,000 from the Kansas Chapter for the Four State Conference. We have received about \$3,300 from sponsors so far, out of \$6,600 committed. Joe also completed a reconciled 2014 budget. KCAPA ran a \$1,100 deficit last year, due primarily to extra costs related to the symposium. Jim will review the budget with Joe to answer further questions.

Committee Activities

- a. Programs/Professional Development Committee – S. Lachky
 - Symposium: At the January meeting it was decided to not have a symposium in 2015, due to preparations for the Quad State Conference.
 - January Event Recap: Stephen provided a summary of the Big Talk, Big Change event. There were 39 attendees and the event was successful.
 - February Event: Stephen reviewed the recent Boulevard event, and estimated that around 75-100 were in attendance. Food costs were the same as last year, but were high compared to annual meeting. Changes for next year should be considered. The Board discussed how to better get the word out about the event in future years and the possibility of changing the date of the event. If held in the summer, there would be more light and would allow for more use of the patio. A summer date would also be further from the December annual meeting. Having the event on Friday could be an option, as done in years past, but the facility cost is higher. Additional discussion will occur at next month's meeting to determine ways to better maximize the event.
 - 2015 Program schedule:
 - Speed Networking: Scheduled for next week at UMKC. Sara Copeland is organizing and has sent out a call for volunteers, usually 15 to 20

professionals are needed. This is related to the Internship Fair which is scheduled for April 3.

- Newsletter and Event Notification: The Board discussed coordination with AIA and if changes are needed. The goal is to send out event information 2-3 weeks before the event but sometimes does not get out until a week prior. A standard communications procedure for events is used, but sometimes additional notice is needed, and sometimes graphics can take a while. The Programming Committee needs to make sure that next two meetings are set and information provided to AIA.
- The March 31 Design Week event on New York City is already approved for CM credits and information emailed info to Kristen for the newsletter. Registration is through the Design Week website. There are already a lot of spots filled, and we don't want planners to miss out. Emails should be sent out for this event three weeks and one week in advance. The speaker's costs are paid by Design Week, and he will be here the day before. He is open to the idea of meeting up for dinner with Board members. The Board committed to picking him up from the airport and taking him to dinner, with several Board members and possibly someone from the Port Authority attending. The event will be at the Center for Architecture and Design.

b. Communications Committee – A. Anderson/S. Strate

- Newsletter status – Next deadline Feb 27th: Need to include information on Design Week event and a recap of the Boulevard event including a picture. Review sign-in sheets from event to determine attendance. The Internship Fair also needs to be promoted.
- Alt. Fuels Study – C. Fischer: Corey and Amanda shared an email regarding an alternative fuels study, the RFP should be included in the newsletter. The budget is \$5,000 and could be a good project for a student or a small DBE firm.

c. Development Committee – J. Potter

- Sponsorship for 2015 request: Jim distributed the updated sponsor list and would like to make a push over the next month to see if there are any more potential sponsors. Board members should think about who else to target prior to the next Board meeting. We are still waiting on some to commit. Amanda will go ahead and put together a board template based on sponsors so far, and can adjust if needed. Amanda has also received a quote for a roll up banner for under \$300; she will get additional details to share with the Board.

d. Public Outreach/Education Committee

- Public Official Training – A. Winchell / D. Binckley: No update.

e. Legislative Committee- A. Winchell/V. Burks: No update.

Other Business

- KC-APA/AIA Management Contract 2015 – J.Potter: Jim received an insurance quote for \$493 for occurrence and general aggregate coverage to meet AIA request. The Missouri chapter did not have anything that could cover KCAPA. This insurance could cover events at the AIA facility but would not cover other events. The Board discussed having board meetings at MARC instead of AIA, but insurance would still be needed for any events at AIA. Amanda is going to check on another option. All other organizations affiliated what CAD are also required to have same insurance.

- KC-APA PDO establishment – J. Potter: Jim informed the Board that KCAPA has been set up as our own entity and can apply directly for CM credits rather than having to go through the St. Louis section. The primary reason for this is due to having a lot of MARC events. The President of KCAPA chapter is the designated Professional Development Officer, and this will continue as standard operating procedure.
- Center for Architecture & Design – V. Spartan: Vanessa is leaving in June and will vacate the At-Large seat; the Board needs to consider replacements. Amanda will check prior elections to see who ran against her.
- Quad State Conference 2015 – D. Binckley/J.Potter: The Planning Committee meeting was held last week, Jim and Stephen were not able to attend. Andrew has volunteered to join the committee and needs to be on the email list. Amanda is working with Erin on the design and communications part. Things are moving along, and a call for sessions will be in the next 60 days or so. A sponsorship packet also needs to be put together, and include the Arkansas and Oklahoma chapters. The past bi-state conference can be used as a guide.
- MARC Continuing Education – S. Lachky: The webinar series needs to be included in emails and in the newsletter. In April, the Planning Commissioners workshop webinar will be broadcasted live from the national conference at 7:00 p.m. Webinars need to be added to the master event calendar. In future, use the Professional Development Officer as one point of contact for CM credits.
- Other: Andrew is graduating this year and elections will be taking place for the new student representative from UMKC. There are two people running for the position. Five UMKC students are heading to the national conference and three more would like to go. Last year, \$1,000 was split between five or six students and the Board asked for a write-up from the students. Andrew will report back with the results at next board meeting. Jim noted that we will need a lot of volunteers for the Quad State Conference if students want to participate, and there has been interest from other chapters. A student reception could also be considered.
- PayPal/Square: Amanda and Joe have talked about using Square to allow credit card payments at events. The Board decided that this would be a positive step. There is a fee per transaction; Amanda will look into this further.

Meeting adjourned at 5:36 p.m.

Next Meeting: Monday, March 16th at 4:30PM at KCAIA Office.

Respectfully submitted,



Shawn Strate, AICP
KC-APA Secretary