



KC-APA Board Meeting Minutes
Wednesday, November 12, 2009

1. Board Members Present:

1. Brian Pitts – President
2. Joe Rexwinkle – Treasurer
3. Jim Hubbell – Professional Development Committee Co-Chair
4. Greg Czaplewski – KS Section Rep
5. Jim Potter - Professional Development Committee Co-Chair
6. Samantha Sink – KU Student Rep
7. Sara Copeland – KS APA President

2. Board Members Absent:

1. Shannon Jaax – Vice President
2. Doug Hermes – MO Section Rep
3. Diane Binckley – Member-at-Large
4. Kathy Kem – Secretary
5. Amanda DeBrot – UMKC Student Rep

The meeting was called to order at 4:00 PM by Brian Pitts and was held at the offices of Development Initiatives, 423 Delaware Street, Suite 101, Kansas City, MO 64105.

3. Treasurer's Report

Joe Rexwinkle, Treasurer reported that there were no deposits or withdrawals from the checking account over the last month. The ending balance of the account was \$7,490.08.

4. MO & KS APA Reimbursements

Sara Copeland, KS APA President gave a report to the Board regarding reimbursements owed to the MO and KS Chapters. KCAPA hosted the 2008 MO Annual Conference and had agreements with the KS and MO Chapters that any loss of revenue from the conference would be shared by the State Chapters and deducted from the reimbursement of the initial contribution of \$5,000 from the KS Chapter and the initial contribution of \$5,000 from the MO Chapter. Therefore, the KCAPA owes MO APA \$760.64 and KS APA \$4,492.91. The Board voted to pay the outstanding invoice to MO APA and that MO APA will pay KS APA its share.

5. Survey / Survey Results

Shannon Jaax prepared a report on the results of the survey.

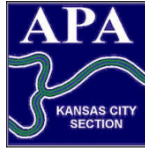
6. Committees

The following was reported on the various committees:

- Professional Development – Jim Potter is still working with Ada Hood on requesting 1 CM Credit for the upcoming Luncheon in Lee's Summit.
- Programs & Socials – Due to a poor attendance, the Luncheon in Lee's Summit was rescheduled for November 19, 2009.
- Communications – Brian Pitts established a Constant Contact account for the KCAPA. The account will cost \$15 per month and will be automatically withdrawn from Brian's personal account. Brian will then invoice the KCAPA monthly for reimbursement of the \$15 fee.
- Website – Shannon Jaax has updated the KCAPA website to portray Board member names, contact information, and approved minutes.
- Legislative – None.

7. November Luncheon

Brian Pitts made the decision to reschedule the Luncheon to November 19 after receiving less than 10 rsvp's.



KC-APA Board Meeting Minutes
Wednesday, November 12, 2009

Notices were sent out to those that did rsvp and notices are being sent out in greater advance of the 19th to ensure a greater attendance. Brian will continue coordination efforts between the City of Lee's Summit, the caterers, and guests. The luncheon is scheduled for November 19, 2009 at 11:30 AM.

8. Website

The Board contemplated the creation of a new website versus the free one provided by the MO APA. However, due to insufficient funds, voted to continue updating the MO APA website and to look at future fund raising efforts to pay for a new website.

9. Design Week Update

Brian Pitts gave the Board an update on his involvement in the Design Week planning committee.

10. 4A Collaborative Update

Jim Hubbell gave the Board an update on his involvement in the 4A Collaborative

11. Constant Contact Account

An account with Constant Contact has been created and will cost the KCAPA \$15 per month. The Board discussed using the on-line templates to create a monthly newsletter and to begin communicating with its members more frequently.

12. Conference Call Account

Brian Pitts presented the Board with an option to either continue meeting regularly or to occasionally use a conference call line to communicate. The ability to conference call was initiated due to the Board's various and distant proximity's from one another. Sara Copeland suggested that the KCAPA continue meeting regularly until the Section was back on its feet and that if needed, the MO APA has a conference call account for use by the Sections. Sara suggested that we contact Lynn Jorgensen to request use of the conference call account/line.

13. Other Business

Sara Copeland requested that her name and email be added to the KCAPA Board distribution list. Brian Pitts will add her name. Sara also mentioned that the Ethics CM requirement of 1.5 hours had a grace period for obtaining the required continuing education credit and that a February Luncheon revolving around Ethics would probably be well attended. Sara was going to look into possible speakers for a Luncheon.

14. Adjourn

The next KCAPA Board meeting was scheduled for Wednesday, December 9, 2009 at 4PM in the offices of Development Initiatives. The meeting was adjourned at 4:45 PM.

Minutes Prepared by:

Brian Pitts, President-KC APA