

**AMERICAN PLANNING ASSOCIATION-MN CHAPTER  
BOARD MEETING**

*Thursday, September 27, 2018  
1:45 - 2:45 PM*

Mayo Civic Center – Ballroom, Rochester, MN

1:45	<b>1.</b>	Call to Order	Gladhill
1:45	<b>2.</b>	Approve Agenda [any additions?]	Gladhill
1:45	<b>3.</b>	Approve Minutes	Goodroad, Aro
1:45	<b>4.</b>	President's Report - Elections Results - Northeast District Director Vacancy	Gladhill
1:55	<b>5.</b>	Executive Director Report	Aro
1:55	<b>6.</b>	2018 Treasury Report	Zimmerman, Aro
2:00	<b>7.</b>	Vice President Report	Weiss
2:00	<b>8.</b>	District Directors Report	Janish, Boylan, Perdu, Rouse, Moses, Hurley, Overhaug, Bersaw
2:05	<b>9.</b>	Professional Development Officers - Upcoming CM Activity - AICP Exam Update	Durbin, Kansier, Poehlman
2:10	<b>10.</b>	Committees: 1. Awards 2. Conference 2018 3. Equity and Diversity 4. Legislative and Law 5. Programs 6. Women in Planning 7. Young Planners Group	Committee Chairs
2:30	<b>11.</b>	Student Chapter Representative	Campbell, Hauf
2:35	<b>12.</b>	Communications	Maze, Aro
2:40	<b>13.</b>	Future 2018 APA MN Board Meeting dates: November 16, Room 170 (part of a larger block of offices known as Room 130; look for signs that say Room 130 upon entering the Humphrey atrium.	Aro, Campbell, Hauf
2:45	<b>14.</b>	Adjourn	Gladhill

**Minnesota Chapter of the American Planning Association  
Board of Directors Meeting Minutes  
July 20, 2018, City Hall, City of Andover, Minnesota**

**Attendance**

Tim Gladhill, Joe Janish, Lew Overhaug, Stephanie Falkers, Chloe McGuire Brigl, Myles Campbell, Jane Kansier, Elise Durbin, Austin Hauf, Jason Zimmerman, Melissa Poehlman Eric Weiss, Carissa Schively Slotterback, Kathy Aro. Participating by phone were Stephanie Rouse and Andrew Mack.

**Call to Order, Minutes and Agenda Approved**

President Tim Gladhill called the meeting to order at 12:05 p.m. Treasurer Jason Zimmerman motioned to approve the agenda for today's meeting; Central District Director Joe Janish seconded, and the motion passed. Joe motioned to approve the minutes from the May 18, 2018 meeting, Metro District Director and 2018 Conference Co-chair Stephanie Rouse seconded the motion, and the motion passed.

**President's Report**

Elections will open in early August. Tim is the only candidate for President and Jason Zimmerman is the only candidate for Treasurer. Eric Weiss and Raya Esmaeili are running for Vice-President and Andrew Andrusko and Sara Allen are running for Secretary. Southeast District Director Lew Overhaug motioned to approve the ballot, Joe seconded, and the motion passed.

Several people expressed interest in participating in the recently established Equity and Diversity Committee and the Women and Planning Committee. We'll reach out to those who responded. It might be the case that they determine who will chair the committees themselves, but Tim will have to approve them as outlined in the chapter bylaws. Committee members do not need to be appointed. Ideally each can meet once prior to the conference and again at the conference. In the interest of full disclosure, Tim shared that PeggySue Imihy who expressed interest in the Equity and Diversity Committee is an intern at the City of Ramsey. Lew motioned to approve those who expressed interesting in chairing the committees, Jason seconded, and the motion passed.

Tim would like to see the committees develop work plans by early 2019. Committee chairs and possibly members will be invited to the annual winter retreat. The 2018 conference will provide a terrific opportunity to announce the formation of the committees, get additional committee members (and contact information). Student Representative Austin Hauf will assist promoting participation with students.

**Executive Director Report**

Kathy Aro shared that she's been looking at various ways to reach the planning communities in greater Minnesota. Social media might be a solution. Revising the chapter's communications strategy might be helpful.

**Treasurer's Report**

Treasurer Jason Zimmerman reported that the national office suggested that managing endowments for fund-raising purposes is time consuming and budget line-items are preferred. Jason and Kathy meet a few times each month to review accounting activity including expenditures. After backing out the Planners for Health funds, the chapter's finances right now are about in the same place they were last year at this time. The chapter hopes to increase budgets for travelling to the national meeting next year and adding funds to support sending a Legislative and Law Committee member to national's advocacy summer next year. Joe motioned to approve the Treasurer's report, Lew seconded the motion, and the motion passed.

### **Vice President Report**

Vice President Eric Weiss has a few edits to make to the strategic plan. Once those have been made, he will send the document to Kathy for posting on the website.

### **District Directors Report**

The District Directors didn't have a report, but Tim shared that he felt tours such as the one produced by the District Directors in May are high-reward and low-cost programs.

### **Professional Development Officers Report**

Professional Development Officer Elise Durbin shared that the PDO's will be hosting an event on July 27, 2018 called Cultivating Health Through Intentional Micro-Communities. The Legislative and Law Committee will be holding a bike tour on August 17, 2018. There is a special form that needs to be completed when submitting events for CM credit, and it needs to be submitted early.

Professional Development Officer Jane Kansier shared that approximately 77 credits will be offered during the conference. 24 people from Minnesota passed the AICP exam (including Tim and Jason) which is one of the highest pass rates in the country. The group is hoping to hold a test prep event the 10:00 a.m. – Noon the Wednesday prior to this year's conference. Tim shared that national is eliminating its exam prep 3.0 program. Chapter presidents are working on alternatives. Elise is looking into solutions. Learning what other chapters are doing might be helpful.

### **Awards Committee Report**

Awards Committee Chair Stephanie Falkers reported that nominations were made for all awards type. The submission deadline extension helped. Tim noted that the Executive Committee selects the recipient of the Gunnar Isberg Scholarship. The board selects the recipient of the Peg & Otto Schmid Award and the Lifetime Achievement Award. Four nominations were made for the Gunnar Isburg Scholarship. \$3000 is what is typically budgeted. It has been split in the past.

Nominations for the Peg & Otto Schmid Award and the Lifetime Achievement Award were discussed. Eric motioned to approve LisaBeth Barajas as the recipient of the Peg & Otto Schmid Award, Stephanie seconded the motion, and the motion passed. Lew motioned to approve Gordon Hydukovich as the recipient of the Lifetime Achievement Award, Joe seconded and the motion passed. Tim will notify the recipients. Stephanie Falkers will tackle order materials.

### **2018 Conference Committee Report**

Conference Committee Co-Chairs Stephanie Rouse and Chloe McGuire Brigl reported that the draft brochure is complete and mobile app setup has begun. Stephanie shared that a professor from the University of Minnesota would like to conduct a survey about planning issues during the conference. The manner in which the survey would be conducted is important and the chapter might ask that it get a copy of the survey results. Stephanie will try to learn more. The Holiday Inn cancelled its conference room block with APA MN because it will be undergoing renovations at the time. Replacement rooms have been secured. Rochester is an expensive place to meet. Tim suggested featuring awards and recognition gained at the national level such as the elevation of Carissa to Fellow and Met Council's award.

### **Legislative and Law Committee**

Legislative and Law Committee Co-chair Andrew Mack shared that the committee will hold its retreat on August 17. The committee will use this time to refine its conference presentation and discuss strategies for its 2019 work plan. A program will follow the retreat on the same day which includes a bike tour. The program will offer CM credit. Tim shared that APA is conducting a webinar on Tuesday, July 31 about the Farm Bill and that APA's Policy and Advocacy Conference will be held in Washington DC on September 23-25, 2018.

**Young Planners Group**

Emily Goellner and Breanne Rothstein are holding a Young Planners Group social event at the 2018 conference.

**Student Director**

Student Director Myles Campbell reported that the start of the new school year is coming. This is an opportunity to gain new members and encouraging graduating students to retain their membership. Tim shared that the term Student Director ends this year and that a new appointment will need to be made at the November meeting.

**Next Meeting**

The next board meeting takes place in the board room of the Mayo Civic Center on Thursday, September 27.

**Adjourn**

Lew motioned to adjourn the meeting, Myles seconded, and the meeting adjourned at 1:08 p.m.

# APA MN

## 2018 Budget vs. Actuals

	Total		
	Actual	Budget	over Budget
<b>40000 Income</b>			0.00
40100 Conference	90,392.00	100,000.00	-9,608.00
40200 Membership - APA	22,873.88	23,000.00	-126.12
40300 Membership - State Individual	150.00	700.00	-550.00
40400 Membership - State Organization	7,050.00	9,000.00	-1,950.00
40700 District Rep		4,000.00	-4,000.00
40800 Legislative and Law	281.05		281.05
40900 Newsletter and Web Advertisement		500.00	-500.00
41100 Programs	321.82		321.82
41200 Spring Seminar	1,065.00	1,500.00	-435.00
41600 Job Postings	2,050.00	2,000.00	50.00
44000 NPC Chapter Gathering	800.00		800.00
46000 Strategic Plan		900.00	-900.00
47000 Interest	2.91	1,000.00	-997.09
<b>Total 40000 Income</b>	<b>\$ 124,986.66</b>	<b>\$ 142,600.00</b>	<b>-\$ 17,613.34</b>

<b>70000 Expenses</b>			0.00
70100 Conference	5,869.24	63,000.00	-57,130.76
70500 Awards		750.00	-750.00
70700 District Rep	200.35	5,000.00	-4,799.65
70800 Legislative and Law	4,572.43	6,500.00	-1,927.57
70900 Newsletter	8,000.00	8,000.00	0.00
71000 PDO	2,474.65	1,500.00	974.65
71100 Programs	659.83		659.83
71200 Spring Seminar	648.45	1,500.00	-851.55
71300 Students		1,000.00	-1,000.00
71500 Gunnar Isberg Scholarship	3,000.00	3,000.00	0.00
74000 National Conference - Chapter Event	967.92	500.00	467.92
75000 Chapter Board Expense		500.00	-500.00
75100 President Leadership	3,799.21	4,000.00	-200.79
76000 Strategic Plan		900.00	-900.00
77100 Bank Fees and Checks		600.00	-600.00
77300 Insurance	1,335.00	2,000.00	-665.00
77400 Office Supplies	2.42	350.00	-347.58
77410 Phone	821.85	1,200.00	-378.15
77420 Website	264.75	2,500.00	-2,235.25
77500 Taxes	1,650.00	1,000.00	650.00
78000 Executive Director	24,748.00	36,000.00	-11,252.00
79100 Void Checks	0.00		0.00
79201 Prepaid Conference Expense 2019	540.10		540.10 allocate laptops over 3 years
79202 Prepaid Conference Expense 2020	540.10		540.10 allocate laptops over 3 years
80100 Administrator Reimbursement	205.69	2,800.00	-2,594.31
<b>Total 70000 Expenses</b>	<b>\$ 60,299.99</b>	<b>\$ 142,600.00</b>	<b>-\$ 82,300.01</b>

<b>Net Income</b>	<b>\$ 64,686.67</b>	<b>\$ 0.00</b>	<b>\$ 64,686.67</b>
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**APA MN Professional Development Officer Report Form**  
**Please send to [kathy.aro@planningmn.org](mailto:kathy.aro@planningmn.org) 10 days prior to each Board meeting.**

Date Submitted: September 24, 2018

Name: Jane Kansier, Melissa Poehlman, Elise Durbin \_\_\_\_\_

***Information Items***

- 1. Certification Maintenance activities since your last report that may be of general interest to the Chapter Board members (do not include activities of District Reps since they will report separately):**

CM Activity since last report	Date/Location	Number Attending
Cultivating Health through Micro Communities	7/27/18	15
MN Food Access Network Bus Tour	8/21/18	
Upcoming CM Activity	Topic	Date/Location
Building Health: Autonomous & Connected Vehicles		10/12
Information from National APA regarding CM that may be of general interest		
As of August 31, there were 7 members registered to take the November AICP exam, and several more pending applications. There are also two AICP Candidates who passed the exam, have met their planning experience, and their obtained their CM credits and will now officially become certified.		

***Items for which you are requesting action by the Chapter Board***

Please describe the type of action you are requesting (letter of support, approval of a budget line item, approval of workplan, etc.) Please provide background information for each item on which you are requesting Board action.

- 1. Action you are requesting of the Chapter Board (should be one sentence):**

- a. **Background information for your request:**

**APA MN Committee Chair Report Form (including Networking, Legislative Committee, Awards Committee, Law & Planning, Program Committee, Technology Committee, and Conference Committee)**

**Please send to [kathy.aro@planningmn.org](mailto:kathy.aro@planningmn.org) 10 days prior to each Board meeting.**

Date Submitted: September 25, 2018

Name of Committee Chair reporting: Stephanie Rouse and Chloe McGuire-Brigl

***Information Only Items***

**1. Briefly describe committee activities since your last report.**

- Finalized conference details including mobile tours, catering, MCC facilities, donations for food drive, etc.
- Held a packet pickup event at Blackstack Brewery; attendance of about 12 people
- Completed the mobile app set up
- Selected and notified award winners
- Purchased 6 laptops and 6 clickers to be used for the next several years at the conference which will result in a savings of roughly \$1800 per year
- On track to make a net profit of approximately \$49,000 which far exceeds the goal of \$37,000

**2. Suggestions for future conferences**

- Switch to a full two day instead of three day conference format (highly recommend as Friday's are not worth the cost or effort to presenters or attendees)
- Use the google drive we set up for future conferences to keep all the information together
- Set up a WordPress or other similar website platform so we can manage the website ourselves; make sure it's ready this fall so information about the kick-off meeting can be put on it
- Try to get committee co-chairs to serve in a more permanent capacity (mobile tours, sponsors, and programs to repeat a few years in a row) like the awards committee to retain the knowledge; good idea for one conference chair to serve two years in a row as well
- Possibly raise fees, but this year showed there was not a need to do so

**APA MN Committee Chair Report Form** (including Networking, Legislative Committee, Awards Committee, Law & Planning, Program Committee, Technology Committee, and Conference Committee)

Please send to [tgoodroad@cityofdaytonmn.com](mailto:tgoodroad@cityofdaytonmn.com) 10 days prior to each Board meeting.

Date Submitted: **September 10, 2018**

Name of Committee Chair reporting: **Young Planners Group – Emily Goellner**

*Information Only Items*

1. Briefly describe committee activities since your last report.

**Since January 2017, Breanne Rothstein and Emily Goellner have acted as co-chairs for the reestablished Young Planners Group. The chapter's first ever Mentor Program was launched in July 2017. There were 42 participants (21 pairs) in the program. Mentors and mentees were matched based on their specific career interests. Participants attended 3 events:**

- 1. Speed networking happy hour (hosted and sponsored by WSB)**
- 2. Lunch presentation with 1 AICP credit (hosted and sponsored by Stantec) (presentation given by Mark Nolan and Emily Goellner)**
- 3. Networking event with breakfast (hosted by City of Golden Valley and sponsored by HkGi)**

**Participants also met 4 times individually. Only 1 pair discontinued because a mentor was not able to fulfill their commitment. YPG offered a new mentor to that mentee. In 2 other cases, the mentee moved out of state halfway through the program.**

**In August 2018, Breanne Rothstein resigned from her position as co-chair. Several APA members were considered as a replacement. Emily Goellner is recommending Leila Bunge for the co-chair position. Leila has accepted this position as long as the Board approves.**

*Items for which you are requesting action by the Chapter Board*

Please describe the type of action you are requesting (letter of support, approval of a budget line item, approval of workplan, etc.) Please provide background information for each item on which you are requesting Board action.

1. Action you are requesting of the Chapter Board (should be one sentence): **We would like the Board's approval to elect Leila Bunge as co-chair of the Young Planners Group, approval to move forward with the second year of the Mentor Program, and feedback on other ideas for the next year.**
  - a. Background information for your request: **Leila Bunge has been an active member of APA since she served as the student representative in 2014. She his creative, fun, and reliable. She currently works at Kimley-Horn. She has accepted the nomination as co-chair and jumped right into the role.**

**The Mentor Program was very successful last year. The model worked very well and we would like to try it again this year. As YPG gains momentum and new members can volunteer their time, the format of the Mentor Program can evolve each year.**

**This mission of the Young Planners Group is to support entry and mid-level planners as well as students in their planning careers by providing opportunities for career exploration, professional development, and networking**

### **Other Ideas for 2018-2019**

**1. Host events throughout the next year that may include AICP credits**

Potential Topics:

- a. Making a Career Move, Career Options, Public and Private Sector Differences
- b. Utilizing the APA Salary Survey, Negotiating Salary, Discovering Career Potential

**2. Host small group peer exchanges for young planners**

Provides a place of trust for meaningful discussion on career development and various topics within the Planning field

- Brown bag lunch or happy hour – no cost to APA or registration fee needed
- Topic ideas:
  - i. Moving from entry-level position to mid-level position
  - ii. Life after College – reflections on what we learned in school and what we are learning on the job

**3. Provide updates in the APA newsletter**

**4. Update the APA-MN webpage**

**5. Publicize our events/mentorship program at the Fall Conference in Rochester in order to get members interested.**



American Planning Association  
**Minnesota Chapter**

## 2017-2018 Mentor Program

Organized by the Young Professionals Group

### Overview

The program will offer young professionals the opportunity to engage, interact, and learn from the Chapter's senior leadership through three planned events and at least four individual meetings. Participants will gain industry knowledge, improve their skill set, and build professional relationships over an eight-month period.

### Events

The mentorship program will include three scheduled events, each of which will be hosted by a different sponsor. This will give participants the opportunity to meet others in the program.

- **Event #1: Program Kick-Off**

Thursday, August 3<sup>rd</sup>, 4:30-6:00pm, sponsored and hosted by WSB



- **Event #2: Mid-Point Check-In Lunch Event**

Thursday, November 2<sup>nd</sup>, 11:30am-1:00pm, sponsored and hosted by Stantec



- **Event #3: Program Wrap-Up Breakfast Event**

Thursday, March 1<sup>st</sup>, 2018, 7:30-9:00am, sponsored by HKGi



Hoisington Kogler Group Inc.

### Individual Meetings

Mentors and Mentees should meet at least four times individually throughout the program. Meetings occur in the following months:

- September
- October
- January
- February

### Suggestions and Advice for Success

- **Commitment** - Attending meetings, arranging calendars to accommodate meetings, coming prepared, and participating with vigor and enthusiasm are essential for the experience to be successful.
- **Goal Setting** - Discuss what each person would like to walk away with at the end of the mentorship program, set goals, and plan creative and fun ways to achieve the goals.
- **Confidentiality** - Participants must have assurance that matters discussed will remain confidential. It is essential that participants respect confidentiality and create an open, non-judgmental atmosphere for meetings. This will allow for a greater depth of discussion.
- **Meetings** – After you've had a chance to get introduced and set goals, create a focus for each subsequent meeting as you see fit. Ideas for meeting agendas include career development, an evaluation of skills, discussing challenges in the workplace, site visits to share their projects, or discussion on topics that participants share an interest in. Many, many other possibilities exist. Be creative, switch it up, and learn from each other!



## 2017-2018 Mentor Program Participant List

Program organized by the APA-MN Young Professionals Group (YPG)

### Overview

The program offers young professionals the opportunity to engage, interact, and learn from the Chapter’s senior leadership through three planned events and at least four individual meetings. Participants gain industry knowledge, improve their skill set, and build professional relationships over an eight-month period from August, 2017 to March, 2018.

### Mentors

Name	Title	Employer
Andrew Mack	Community Development Director	City of Pine City
Barbara Dacy	Executive Director	Washington County Community Development Agency
Bill Neuendorf	Economic Development Manager	City of Edina
Bill Weber	Owner and Principal	Weber Community Planning
Dan Edgerton	Senior Associate	Zan Associates
Dan Olson	City Planner	City of Crystal
Elise Durbin	TOD Program Manager	Hennepin County
Eric Wojchik	Senior Planner	Metropolitan Council
Eric Zweber	Senior Planner	WSB & Associates, Inc.
Erin Perdu	Senior Planner	WSB & Associates, Inc.
Haila Maze	Senior Urban Planner	Bolton & Menk, Inc.
Karen Nikolai	Community Health Improvement Partnership Coordinator	Hennepin County
Lucy Galbraith	Director, Transit Oriented Development	Metro Transit
Mark Nolan	Transportation Planner	City of Edina
Matt Goldstein	Vice President of Development	The Schuett Companies, Inc.
Patrick Boylan	Planning Analyst	Metropolitan Council
Paul Moretto	Community Development Coordinator	City of Falcon Heights
Phil Carlson	Associate	Stantec
Richard Krier	President	Midwest Planning and Design, LLC
Rita Trapp	Associate	Hoisington Koegler Group, Inc.
Suzanne Rhees	Conservation Projects Coordinator	Minnesota Board of Water and Soil Resources

*See mentee list on following page*

## Mentees

**Please Note:** several participants are also full-time graduate students

<b>Name</b>	<b>Title</b>	<b>Employer</b>
Alec Henderson	Planning Intern	City of Ramsey
Alex Kohlhaas	Intern	City of St. Paul
Andrew Tran	Director of Community Based Research	University of Minnesota Center for Urban and Regional Affairs
Chelsea Moore	Recent graduate	Rutgers University
Chloe McGuire-Brigl	Planner, Designer, GIS Technician	Northwest Associated Consultants, Inc.
Emily Jorgensen	Planner	Washington County
Eric Van Oss	Intern	Minnesota Chamber of Commerce
Erik Olson-Williams	Zoning Administrator/Assistant Planner	City of Stillwater
Erin Smith	Senior Planner	City of Victoria
Jennifer Monson	Planner	City of St. Louis Park
Jesse Thornsen	Planner	HkGi
Katrina Nygaard	Planner	Stantec
Liz Scherber	Real Estate Development Associate	Element
Maryam Moeinian	Intern	City of Waseca
Maxwell Dickson	Current student, MURP and MLA programs	University of Minnesota
Melissa Peck	Researcher	University of Minnesota
Myles Campbell	Planning Intern	City of St. Paul
Nancy Abts	City Planner	City of Osseo
Natalie Loots	Program Coordinator	Southside Community Health Services
Sara Emmel	Portfolio Manager	Neighborhood Development Center
Wes Durham	City Planner	City of Minneapolis

## APA MN Committee Chair Report Form - Women in Planning Committee

Date Submitted: August 31, 2018

Name of Committee Chair reporting: Chloe McGuireBrigl

### *Information Only Items*

1. **Briefly describe committee activities since your last report.**

- Interested committee members met on August 29th, 2018
- Committee will meet every other month
- Committee will provide a safe, helpful space for women planners, but will also provide helpful, educational events for all members
- Committee will host an event once a quarter; event ideas include:
  - Ladies Who Lunch & Learn
  - Lynx Games
  - Book Club - Lean In, Men Explain Things to Me, etc.
- First event planned - Kickoff Meeting October 22, 5:30 - 7 pm, location TBD
- Committee members planning to attend conference and Friday morning breakfast event to gain momentum and membership
- Committee sign up list will be at APA MN booth with information on kickoff meeting
- A work plan is being drafted and will be brought to the January Board Retreat
- Meeting notes will be sent to Kathy after each event or meeting.

### *Items for which you are requesting action by the Chapter Board*

1. **Action you are requesting of the Chapter Board (should be one sentence):**

Add individual Women in Planning page to the APA MN website.

a. **Background information for your request:**

The Committee would like information on the committee, upcoming events and webinars, and membership information to be readily accessible. They think it is important to centralize the information. Committee members are willing to maintain Women in Planning page.

2. **Action you are requesting of the Chapter Board (should be one sentence):**

Add \$2000 budget line item for annual event expenses, \$500 of which should be dedicated to event at annual fall conference.

a. **Background information for your request:**

The Committee intends to host one event per quarter, including brown bag lunches, webinars, happy hours/social events, networking events, book clubs, etc. The annual budget line item would allow for space rentals, food, and beverages at meetings. \$500 would be included in the annual budget to ensure that each year's conference allows for a committee events. The Committee feels that this is beneficial so that conference co-chairs don't have to budget for specific committee events at the fall conference.