



American Planning Association
Minnesota Chapter

Creating Great Communities for All

December Board Meeting Agenda

Date: 12/11/2020

Online – Zoom <https://us02web.zoom.us/j/481888530>

- 1. Call to Order – Gladhill**
- 2. Roll Call - Andrusko**
- 3. Consent Agenda - Andrusko**
 - a. Minutes from the October Board Meeting**
 - b. Treasurer's Report**
 - c. Spring Workshop Discussion**
- 4. Board/Committee Calendar Planning for 2021 - Andrusko**
- 5. Executive Director Search Update – Esmaeili**
- 6. Diversity and Equity Committee - Imihy and Weiss**
- 7. Professional Development Officers Report - Durbin, Kansier, Thompson**
- 8. Legislative and Law Committee Contract – Allen and Bernard**
- 9. Student Representative Nominations - Hanson**
- 10. Fall Conference Debrief - Palermo, Habermann, McGuire-Brigl, Henderson**
- 11. Treasurers Report - Zimmerman**
- 12. Adjourn**

APA MN Board Meeting

October 9, 2020

Attendees:

Raya Esmaeili
Tim Gladhill
Nellie Jerome
Erin Perdu
Chloe McGuire Brigl
Jed Hansen
Jason Zimmerman
Justin Otsea
Michael Palermo
Dr. Jimenez
Angie Bersaw
Luke Sims
Elise Durbin
PeggySue Imihy
Joel Bergstrom
Eric Weiss
Joe Janish
Rita Albrecht
Russell Habermann

Draft Consent Agenda

- Review Minutes
- Treasurer's Report
- Orion Contract

Motion by Erin, seconded by Raya to approve the consent agenda. Motion carried.

President's Report

Tim gave an update on recruitment for Young Planners Group (YPG), there were 10 emails expressed interest. There was a mix of backgrounds including recent graduates and planners whom have a little bit of experience. It tended to follow the academic cycle in terms of terms and volunteers.

Tim posed a question regarding whether to focus on potential candidates that could help lead a mentor program as part of the co-chairs for the Committee. The final selection would be targeted for the next two weeks.

Jason commented that it helped to have a mix of leaders to work with the group to add value.

Raya agreed and stated that she thought it was helpful to have a few experienced planners to navigate the processes within the APA.

Chloe said that she agreed and that perhaps some of the newer members who have a lot of energy could also participate on some of the other committees such as the Diversity and Equity Committee.

Committee Chairs

According to the Chapter Bylaws and processes the two year terms of the committee chairs serve at the appointment of the Chapter President. At this time the incoming President would nominate the new committee chairs and then the whole Chapter Board votes to approve.

Tim proposed that the chapter solicit interest in the Committee Chairs to begin the new terms starting on January. Letters of interest would be sent to a nomination Committee that would work with the President to create the draft nominations.

Raya as President Elect stated she believed that there should be a nomination committee and that she was open to ideas and thoughts on how to approach future appointments of the Committee Chair positions. These are non-elected roles that serve for the President as ex-officio board positions.

Erin commented that perhaps having a full nominations committee is too much layers of bureaucracy in terms of process. She had recalled that perhaps that was a bit too cumbersome to participate and express interest.

Tim stated that it is a balance. In terms of process there needs to be enough information to make an informed decision. The proposed process would include a letter of interest, but not necessarily a whole resume.

Raya said that perhaps if we get a high level of interest that the process would make sense but that perhaps there may need to be recruitment for some committees such as the Young Planners Group. In the call for interest, it may make sense to ask for interest in what the committees are interested in doing as part of the role.

The consensus during the meeting was to discuss the Chairs and Co-Chairs about future interests and the Executive Committee will work to send out interest and evaluate applications as the nomination committee.

Alec Henderson inquired about sending out the onboarding orientation packet information for the incoming Committee Chairs. There will need to be a final Board meeting prior to the end of the year.

Student Representative Recruitment

Jed Hanson had sent out information about the Conference scholarship as well as the opening for the student representative position on the APA MN Board. Jed is also planning on hosting a Zoom session to discuss with potential new candidates.

Jed stated that there has been some messages of interest as well as one formal application so far.

Tim reminded the Board that the student representative is a non-elected position that due to timing of APA elections has transitioned to a unique status. The student representative becomes the voting member of the board, the Student Director after the first year of their term.

October 31st, 2019 was when Jed had been appointed during his first term.

Executive Director Search Firm Update

Jason introduced Joel from Orion Search Group, a professional search consulting firm.

Joel introduced himself and spoke a bit about the Orion company. They are a retained search firm and work primarily with governments, non-profits and for-profit groups. They have experience in the construction, engineering and government leadership roles. They have done a few planning and economic development roles, they recently assisted the City of Minneapolis for the Director of Economic Development.

The search process usually take about 3 months. They start off with a kick-off meeting such as the APA Board meeting. They then spend several weeks to speak with relevant stakeholders to perform discovery to understand what stakeholders think is going on and ensure alignment of roles.

Joel asked of the Board to help with arranging discussions with him to have one on one conversations with stakeholders to perform this work. Joel will reach out with each of the Board members to inquire for about 30 minutes to speak on the organization and the key competencies of the next Executive Director.

Joel asked that the Board provide an opportunity to report back on the findings and discussions from stakeholders. Orion will also craft a new position description.

Afterwards, Orion will advertise the opening to ensure transparency for potential candidates. Social and professional references will be something that will sought out. The interview process will follow professional human resources standards. Joel also said that potential candidates who have reached out already will still be considered through the process. The group will need to hold until after the discussions with stakeholders and alignment have been completed. It was important for the Board members to think on background, expertise in planning or non-profit leadership.

The group spoke about onboarding, the annual retreat that occurs in spring, and potential discussions around the spring conference. With COVID-19 affecting in person events there will be need to be coordination to ensure the safety of APA members and stakeholders. It might make sense to hold on those later in the spring.

Southwest District Update

Angie Bersaw discussed with the APA Board interest in organizing APA MN related events in the Southwest District area that would be more accessible to members in the region. As part of the process of thinking about the District Directors, was to come to the Board to discuss potential options to engage members on a regional level beyond the formal/statewide events.

Andrew offered that this might be a good opportunity to discuss regional/district events that could support APA related events for areas across the state.

Erin said that APA MN Chapter had created a survey from about 4 years ago about engaging members across the state. This could be helpful in the Metro District area as well to improve involvement at the regional level in new ways.

Michael commented that it is a great start, when he was in Duluth there were sometimes events for planners that were APA official and sometimes there were APA adjacent/informal events.

Raya thanked Angie for bringing this forward. She said there have been past conversations about engagement in Greater Minnesota. Following up on what Michael and Erin had said is that for the Metro District area is that there are a lot of events put on by a wide range of different organizations – event outside of APA MN itself. It would be good to see if there were partners such as a regional development commissions, MPOs or consulting firms that could help organize events in Greater Minnesota. Right now there isn't necessarily a location issue with many events being online but it would be good to understand what issues, concerns or input there might be about this subject. It would be good to hear from previous event planners to hear about what was successful what didn't work.

Justin said that in Duluth from the ARDC/DSMIC it was nice to have food and an event beyond just getting drinks. In the transition they were doing Brown Bag lunches and things got a little bit shutdown. The idea of doing regional virtual events might be a good idea to get started and connect into events moving forward.

Tim stated that one idea might be listening sessions for planners issues in each area. Each District Director does have a modest budget to do events/food opportunities. Think about who can help, what type of communication to think about moving forward.

Andrew motioned and Erin seconded the proposed work plan for the Southwest District Director. The motion carried.

Diversity and Equity

Eric Weiss spoke about updates on key efforts from the Diversity and Equity Committee. There is a lot going, last week the Committee kicked off a webinar series. PeggySue has done a lot of work to coordinate speakers and panelists. There was over 100 participants on the first webinar. Eric put out a call for ideas or participants.

The term *brown bag*, referred and originated from a historical racist practice called the *brown bag test* which was used to deny entry or participation to persons who had a skin color darker than a brown paper bag nailed to the wall of a building.

The Committee proposed changing the name of future events, instead of brown bag, to lunch webinar or a more descriptive and accurate name that makes more sense.

Michael suggested to rename events with 'lunch at noon' or 'lunch and learn'.

There was general consensus to rename future events to not use the term brown bag.

Speaking about the success of the first webinar, Jason inquired if the event was recorded so that attendees can watch the event if they weren't able to attend.

Raya said that if they could be recorded for others later on, would they include CM credits? She said that she was looking forward to the next ones in the future.

There was a suggestion had suggested to check in with the PDOs and APA National just to ensure that the CM credits.

Going back to the Committee updates, Eric Weiss said that the Committee would like to explore a conference or larger event specific to issues of diversity, race, equity and government planning.

Eric gave an update on the declaration of Racism as a Public Health Crisis. The Minnesota Public Health Association is pursuing their own declaration and has sent out a proposal to their members. Eric said that the Committee is looking to reach out to ULI, ASLA, MRPA and others to jointly communicate and meet such as an exchange. Minnesota Non-Profits Association and the Lutheran Social Services of Minnesota also passed a resolution.

The Committee has scheduled committee meetings based on availability of members on a monthly basis. It was helpful to have Emily take the lead and run with the webinar.

The next webinar is next Wednesday regarding internal biases to be cohosted with the Women in Planning Committee.

Women in Planning

Nellie Jerome provided an update on upcoming events to be held by the Women in Planning Committee. Next week there will be an online Yoga session in the works to be hosted by 612 Jungle, a women of color owned local business.

PDOs Report

Elise gave an update on APA MN webinars and training. After the first of the year the PDOs will be looking to schedule new events for the chapter.

Elise asked that any of the Committees that were intending on hosting webinars or events to reach out to the PDOs so that they can help to work through the process of getting the CM credits approved by national.

The May AICP exam was delayed, test takers were able to take the test online or in person. 9 members took the test and 7 passed. The PDOs offered a prep class prior to the most recent test and 21 people attended.

Conference Planning Committee

Alec thanked the assistance of Michael, Chloe and Joe in organizing the new conference format and working with other APA Chapters to create the conference.

The conference starts next Monday. Monday through Wednesday are the live sessions. 100 people from Minnesota are registered for the conference. They have exceeded the initial Whova cap on attendance of 500 people. The conference committee is going to work on expanding that cap. The total registrations were 575 as of today. Registrations were not automated.

Vimeo is needed to get the sessions hosted somewhere attendees can look back at the content. At the Pro level would be 100 gigabytes per week, and should be enough to host the content online. Each webinar would be 1 gigabyte.

The awards ceremony will be a separate event from the main regional conference.

Michael gave an overview of registrations. He reminded the Board that the events will be on Whova. The domain is <https://whova.com>. Through the web app portal, the sponsors, agenda, attendees and exhibitor booths also are integrated into the app.

Raya stated that it might be confusing about the location of the event online. She asked that the conference planning committee reach back out via email to attendees to ensure that everyone knows where to go because the initial email looked automated and may be ignored.

Raya had suggested that the APA MN chapter obtain a Youtube account to host content such as webinars or content.

Tim proposed that the Conference Committee reach out to the PDOs and APA National to confirm the best option for consistency, costs, and alignment with educational credits.

Alec and Michael are going to meet to coordinate with moderators for each session after the Board meeting.

Chloe stated that there was a good response to the proposed student conference scholarship.

Tim stated that there will need to be an annual meeting as part of the separate awards ceremony event as well as an update to the general membership.

Meeting concluded at: 11:35 AM

**Treasurer's Update
December 10, 2020**

Current balances (December 10, 2020):

Checking - \$196,487.22

Savings - \$29,580.09

Total - \$226,067.31

\$14,570.67 pending payment

Anticipated total – \$211,496.64

Previous balances (September 30, 2020):

Checking - \$169,211.97

Savings - \$29,579.59

Total - \$198,791.56

Deposits since September 30:

\$0.50 Interest on savings

\$8,181.00 APA (4th quarter chapter dues)

\$3,000.00 Corporate sponsorships

\$38,425.00 Upper Midwest Conference distribution

\$49,606.50 Total deposits

Payments since September 30:

\$475.00 Student conference registrations

\$8,333.00 Executive Director search firm

\$175.00 Reimbursement for APA Policy Conference

\$583.35 Zoom (conference webinar license and cloud storage)

\$375.00 WHOA (conference app)

\$2,000.00 Rosedahl Public Affairs

\$29.98 Network Solutions (plannersconference.com registration)

\$75.00 Techsoup (QuickBooks account renewal)

\$10,089.42 APA-IA

\$195.00 APA National (Executive Director job posting)

\$14,570.67 APA-WI (pending)

\$36,901.42 Total payments

Anticipated net revenue since September 30:

\$12,705.08



AGENDA ITEM

APA Minnesota Board of Directors Meeting

DATE: 12/11/2020

Name: Patrick Boylan, AICP <small>or something</small>		
Committee: Spring Seminar	Action Requested? No, Informational Only	
Background (attach additional sheets for tables, images, etc.): I have had informal conversations with contacts in the field on a Spring 2021 mobile workshop. As there is a great deal of interest and areas to explore, I will continue conversations with Leila Bunge and the various SME contacts. Pandemic precautions will dictate the format of any planning and I will be in contact with Executive Officers early in the thinking. For now: nothing to report other than I'm thinking and that I will certainly submit the CM Application at the earliest opportunity.		
Requested Action: Motion to:		
Attachments/Enclosures? No, No Attachments Included		



AGENDA ITEM

APA Minnesota Board of Directors Meeting

DATE: 12/11/2020

Name:

Andrew Andrusko

Committee:

Executive Committee

Action Requested?

Yes, Action Requested

Background (attach additional sheets for tables, images, etc.):

As Secretary I have developed a draft set of Board Meetings. I am requesting approval of the proposed meeting dates and times.

We should discuss the Spring Workshop and the potential need to delay it for safety.

In relation, we have now fully switched over to the new APA National hosted website, I am wondering if it would be possible to post Committee events on the events page located at:

<https://minnesota.planning.org/conferences-and-meetings/chapter-events/>.

January Annual Retreat Friday, January 22nd, 10:00 AM – 3:00 PM	To be held online via Zoom
February Check-In Meeting – Executive Director Update Friday, February 19th, 12:00 – 12:30 PM	To be held online via Zoom
May Meeting Friday, May 14th, 1:00 PM-3:00 PM	To be held online via Zoom
July Meeting Friday, July 16th, 1:00 PM - 3:00 PM	To be held online via Zoom
September Meeting Thursday, September 30th, 1:00 – 2:30 PM <i>*Tentative pending conference program</i>	To be held online via Zoom
November Meeting Friday, November 19th, 1:00 PM - 3:00 PM	To be determined

Requested Action:

Motion to: Approve the draft meeting schedule for the Chapter Board

Attachments/Enclosures?



American Planning Association
Minnesota Chapter

Creating Great Communities for All

The Minnesota Chapter of the American Planning Association (APA-MN) seeks an experienced, self-motivated and action-oriented Executive Director (ED) to provide strategic planning, administrative management, and leadership.

About APA-MN

The Minnesota Chapter of the American Planning Association is a non-profit statewide organization of over 900 planning professionals, educators, local officials and planning commissioners who are involved in planning-related activities on behalf of state and regional agencies, counties, cities, towns, educational institutions and the private sector. APA Minnesota is a chapter of the American Planning Association (APA), a non-profit public interest and research organization whose origins date back to 1917.

The Board of APA-MN is passionate about providing the resources and leadership for planning professionals to succeed while promoting vibrant, sustainable communities. The Board looks to partner with their Executive Director so as to ignite professional success, grow the field, and be an expert resource and trusted leader to planning professionals.

The Role

APA-MN seeks a Part-Time Executive Director for its day to day management, operations, sponsorship solicitation, membership marketing, member services, and planning of the organization's annual conference. They will oversee the association's annual budget in conjunction with the Executive Committee, as well as the strategic plan. In doing so, the right Executive Director will also help lead the Board execute in its passion for the planning sector.

The ED will work with appropriate Board Committee(s) on strategic planning for the organization's future; external and internal outreach efforts; review and approve communication products; and develop new ways to promote the APA-MN, improve member retention, and gain new members.

The Ideal Candidate

The ideal candidate will have at least four years of volunteer, board, or event management experience. Some experience in or knowledge of planning is preferred but not required. The candidate should also have a successful track record of delivering service to a broad membership, developing volunteer leaders, building relationships with stakeholders, and planning events of differing scope and scale. Sound financial experience and a healthy understanding of overall budgeting is essential for this position.

Minimum Qualifications

- Four or more years of management experience;
- Excellent interpersonal, customer service, communication, and organizational skills;
- Ability to work independently and make autonomous decisions;
- Experience in planning and producing large events, conferences or educational programs;
- Experience working with a volunteer board of directors; and
- Commitment to the mission and values of APA-MN

Preferred Qualifications and Experience

- Bachelor's Degree;
- Proven track record of successful sponsorship solicitation;
- Experience in or knowledge of the planning sector;
- Association management experience.

Compensation

This is a part time, exempt role targeted to twenty (20) hours per week. The salary range is \$35,000 to \$50,000 depending on qualifications.



AGENDA ITEM

APA Minnesota Board of Directors Meeting

DATE: 12/11/2020

Name: PeggySue Imihy & Eric Weiss		
Committee: Diversity and Equity	Action Requested? No, Informational Only	
Background (attach additional sheets for tables, images, etc.): The Diversity and Equity Committee has continued to meet regularly each month and is beginning planning for 2021. The committee is working on new events, new ways to engage with professional organizations such as ULI, AIA and ASLA and creating new content for members related to diversity and equity. No formal action is requested today. A formal public roll-out of the Declaration of Racism as a Public Health Crisis is being coordinated between APA-MN and Minnesota Public Health Association. The next Diversity and Equity Lunchtime Series is Jan 27 from 12-1 and will be a panel of newly elected BIPOC & LGBTQ elected officials.		
Requested Action: Motion to: Accept the report from the Diversity and Equity Committee		
Attachments/Enclosures? No, No Attachments Included		



AGENDA ITEM

APA Minnesota Board of Directors Meeting

DATE: 12/11/2020

Name:

Jane Kansier, Mike Thompson, Elise Durbin

Committee:

Professional Development

Action Requested?

No, Informational Only

Background (attach additional sheets for tables, images, etc.):

Click or tap here to enter text.

Event	Location	Notes/Number Attended
11/18 - Diversity & Equity Lunchtime Series - MnDOT Livability Framework (1 CM)	Virtual	~30
12/10 Diversity & Equity Lunchtime Series – Tribal Sovereignty and Planning (1 CM)	Virtual	

CM Credit Applications

CM credit applications must be submitted and approved **before** an event is posted. Ideally, these applications should be submitted at least 30 days in advance of the session. It is important to coordinate scheduling of CM events with the PDOs. There are multiple groups proposing events, and we do not want to overlap or conflict with each other.

On Demand CM Credits

As we continue to offer virtual events, we are also receiving more requests to offer these events as On Demand credits. On Demand events allow participants to obtain training anytime, anywhere. However, the Chapter needs to make some provisions for these events. APA will not post CM providers’ materials or recordings on the APA website. Presumably, we can post the recordings on the APA MN website, but we must have the correct platform to view the sessions.

There are also very specific criteria these events must meet. For example, link to the educational materials (i.e. PowerPoint presentation, PDF, survey, presentation) must be included with the session link. Furthermore, the session organizers must provide a means by which the learner acts upon the information and knowledge that has been imparted. This can be a simple survey or some other method (e.g. asking questions of the course instructor(s), writing an essay, taking a test or quiz, completing a project assignment, etc.).

The request for On Demand credits must be made at the initial CM application. We cannot go back and adjust the submittal.

AICP Exam

The November AICP exam window ended on November 23. In total 9 Minnesota chapter members registered for the test. The application window for the May 2021 exam opens on January 5, 2021 with a new and enhanced platform. The PDOs will provide an update to the general membership shortly on these changes.

Requested Action:

Motion to: N/A

Attachments/Enclosures?

Yes, Attachments Included

2021 CM Applications

2021 Certificate Maintenance Credit Application

In-Person Event

APA MN Chapter

In order for APA MN to apply for CM credits, the following conditions must be met:

1. Program must be marketed under the APA MN brand;
2. APA MN must contribute significantly to the development of the program (e.g. topic and speaker identification); and
3. APA MN must participate in the marketing of the program.

Applications for CM credits must be submitted to the PDO's at least 30 days prior to the event. Contact your PDO with eligibility questions.

*** Information must be completed.**

***Event Name**

***Event Dates:**

*Begin Date *Start Time
 *End Date *End Time

Location

*City *State

External Web Site Link

(It is recommended you provide a link directly to the event details, making it easier for AICP members to find and register for training. If there is no specific link, we will use the APA MN website.)

URL:

***Topics (One topic required; select no more than three)**

American Planning Assoc.	Hazards	Planning History & Theory
Autonomous Vehicles	Health	Planning Methods & Tools
Career Development	Historic Preservation	Plans
Commercial Land Use	Housing Policy	Public Services
Community Revitalization	Industrial Land Use	Real Estate Development
COVID-19	Infrastructure	Residential Land Use
Demographics	Institutional Land Use	Smart Cities
Economic Development	Land Uses & Activities	Social Justice & Equity
Energy	Law**	Sustainability & Resilience
Equity, Diversity & Inclusion	Mixed Land Uses	Transportation
Ethics**	Natural Resources/Environ.	Urban Design
Finance	Open Space & Natural Res.	Zoning & Ordinances
Food Systems	Parks & Recreation	
Government	Partnerships & Agreements	

**** Additional requirements apply. See page 2.**

***Description**

Please clearly describe the planning-related educational objectives this training achieves (e.g., what AICP members will learn). The content must be designed to teach subject matter in appropriate depth and scope for the level of a typical AICP member (e.g. a planner with at least 4 years of experience after earning a 2-year master's). Content intended for planning commissioners or elected officials, or that are basic in nature (e.g. subject matter taught in planning schools) are not eligible. The description provided will be displayed to all members on www.planning.org/cm/search.)

***Instructors - Please provide a brief biography for each presenter.**

****Providers seeking ethics or law credit must justify that the event meets the following:**

1. Ethics: The course relates to the AICP Code of Ethics and Professional Conduct
2. Law: Providers must demonstrate the content of the activity is related to planning law, such as environmental law, land use law, redevelopment law, administrative law, housing law, etc. Activities seeking law-credit CM approval must be closely related to **recently-enacted** planning laws or **recent** case decisions or trends in existing planning laws or case decisions. Please note activities related to local-level regulations, policies and ordinances (including zoning), political movements, policy recommendations, and policy initiatives are not eligible for law credit. Training on law must constitute a majority of the content of the activity.

Events must also meet standards of delivery and administration. Events qualifying for CM credit:

1. Are led by one or more subject matter experts. An expert is defined by APA as a professional who has made a contribution to the profession through practice, teaching, research, or publications; completed works that proclaim individuality and mastery of the principles of planning taught; and whose work demonstrates outstanding quality and professionalism.
2. Use learning methodologies and formats that are appropriate to the event's educational purpose or objectives.
3. Do not include any proprietary information. Materials used during the CM credit portion of the event must be solely for educational purposes.
4. Are at least 30 minutes in duration.
5. Are timed in a manner that is consistent with the time for which the event was registered (i.e. an event lasting 75 minutes = 1.25 CM credits, an event lasting 90 minutes = 1.5 CM credits).
6. Include an announcement in which AICP members are notified that their attendance is required for the duration of the event in order to receive CM credit.
7. Remain unbiased and non-promotional in nature. Note: An organization's services or products may be discussed prior to or after the completion of the CM credit portion of the event.
8. Include an attendance log and event evaluation.

2021 Certificate Maintenance Credit Application

On Demand Event

APA MN Chapter

Live events may be recorded and offered as On Demand credits, *with prior approval*. The decision to offer a session for On Demand credits must be made in advance; there are unique CM eligibility criteria for on-demand education as well as additional materials required for these sessions.

In order for APA MN to apply for CM credits for On Demand sessions, the following conditions must be met:

1. Program must be marketed under the APA MN brand;
2. APA MN must contribute significantly to the development of the program (e.g. topic and speaker identification); and
3. APA MN must participate in the marketing of the program.

Applications for CM credits must be submitted to the PDO's at least 30 days prior to the event.

Contact your PDO with eligibility questions.

*** Information must be completed.**

***Event Name**

***Live Event Dates:**

*Begin Date *Start Time

*End Date * End Time

Location

*City *State

External Web Site Link

(It is recommended you provide a link directly to the event details, making it easier for AICP members to find and register for training. If there is no specific link, we will use the APA MN website.)

URL:

***Topics (One topic required; select no more than three)**

<input type="checkbox"/>	American Planning Assoc.	<input type="checkbox"/>	Hazards	<input type="checkbox"/>	Planning History & Theory
<input type="checkbox"/>	Autonomous Vehicles	<input type="checkbox"/>	Health	<input type="checkbox"/>	Planning Methods & Tools
<input type="checkbox"/>	Career Development	<input type="checkbox"/>	Historic Preservation	<input type="checkbox"/>	Plans
<input type="checkbox"/>	Commercial Land Use	<input type="checkbox"/>	Housing Policy	<input type="checkbox"/>	Public Services
<input type="checkbox"/>	Community Revitalization	<input type="checkbox"/>	Industrial Land Use	<input type="checkbox"/>	Real Estate Development
<input type="checkbox"/>	COVID-19	<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	Residential Land Use
<input type="checkbox"/>	Demographics	<input type="checkbox"/>	Institutional Land Use	<input type="checkbox"/>	Smart Cities
<input type="checkbox"/>	Economic Development	<input type="checkbox"/>	Land Uses & Activities	<input type="checkbox"/>	Social Justice & Equity
<input type="checkbox"/>	Energy	<input type="checkbox"/>	Law**	<input type="checkbox"/>	Sustainability & Resilience
<input type="checkbox"/>	Equity, Diversity & Inclusion	<input type="checkbox"/>	Mixed Land Uses	<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Ethics**	<input type="checkbox"/>	Natural Resources/Environ.	<input type="checkbox"/>	Urban Design
<input type="checkbox"/>	Finance	<input type="checkbox"/>	Open Space & Natural Res.	<input type="checkbox"/>	Zoning & Ordinances
<input type="checkbox"/>	Food Systems	<input type="checkbox"/>	Parks & Recreation	<input type="checkbox"/>	
<input type="checkbox"/>	Government	<input type="checkbox"/>	Partnerships & Agreements	<input type="checkbox"/>	

**** Additional requirements apply. See page 3.**

***Description**

Please clearly describe the planning-related educational objectives this training achieves (e.g., what AICP members will learn). The content must be designed to teach subject matter in appropriate depth and scope for the level of a typical AICP member (e.g. a planner with at least 4 years of experience after earning a 2-year master's). Content intended for planning commissioners or elected officials, or that are basic in nature (e.g. subject matter taught in planning schools) are not eligible. The description provided will be displayed to all members on www.planning.org/cm/search.)

*** Specific On Demand Criteria - Please address the following criteria, specific to On Demand Training**

1. What evaluation tools are used to measure the efficacy of the event and speakers? How are those tools used to help make necessary changes to the content and delivery of the event?

2. How does the event integrate methods by which the learner acts upon the information and knowledge that has been imparted (e.g. asking questions of the course instructor(s), writing an essay, taking a test or quiz, completing a project assignment, etc.)? **These materials must be provided at least one week prior to the event. A sample list of questions is attached. You may create your own materials.**

3. How does the product use multiple methods of learning?

4. What educational materials will be used(i.e. PowerPoint presentation, PDF, survey, etc.)? ***A pdf of these materials must be provided one week prior to the session and will be posted online with the recorded session.***

***Instructors** - Please provide a brief biography for each presenter.

****Providers seeking ethics or law credit must justify that the event meets the following:**

1. Ethics: The course relates to the AICP Code of Ethics and Professional Conduct
2. Law: Providers must demonstrate the content of the activity is related to planning law, such as environmental law, land use law, redevelopment law, administrative law, housing law, etc. Activities seeking law-credit CM approval must be closely related to **recently-enacted** planning laws or **recent** case decisions or trends in existing planning laws or case decisions. Please note activities related to local-level regulations, policies and ordinances (including zoning), political movements, policy recommendations, and policy initiatives are not eligible for law credit. Training on law must constitute a majority of the content of the activity.

Events must also meet standards of delivery and administration. Events qualifying for CM credit:

1. Are led by one or more subject matter experts. An expert is defined by APA as a professional who has made a contribution to the profession through practice, teaching, research, or publications; completed works that proclaim individuality and mastery of the principles of planning taught; and whose work demonstrates outstanding quality and professionalism.
2. Use learning methodologies and formats that are appropriate to the event’s educational purpose or objectives.
3. Do not include any proprietary information. Materials used during the CM credit portion of the event must be solely for educational purposes.
4. Are at least 30 minutes in duration.

5. Are timed in a manner that is consistent with the time for which the event was registered (i.e. an event lasting 75 minutes = 1.25 CM credits, an event lasting 90 minutes = 1.5 CM credits).
6. Include an announcement in which AICP members are notified that their attendance is required for the duration of the event in order to receive CM credit.
7. Remain unbiased and non-promotional in nature. Note: An organization's services or products may be discussed prior to or after the completion of the CM credit portion of the event.
8. Include an attendance log and event evaluation.

**SAMPLE EVALUATION
FORM**

1. Overall, the event I attended met or exceeded my expectations:

Strongly Agree Agree Neutral Disagree Strongly Disagree

2. Event presenters met or exceeded my expectations:

Strongly Agree Agree Neutral Disagree Strongly Disagree

3. The presenters were knowledgeable about the workshop content. (Strongly Agree = 5, Strongly Disagree =1)

- | | | | | | |
|----------------------|---|---|---|---|---|
| a. Presenter 1 _____ | 5 | 4 | 3 | 2 | 1 |
| b. Presenter 2 _____ | 5 | 4 | 3 | 2 | 1 |
| c. Presenter 3 _____ | 5 | 4 | 3 | 2 | 1 |

4. The presenters delivered their material well (Strongly Agree = 5, Strongly Disagree =1).

- | | | | | | |
|----------------------|---|---|---|---|---|
| a. Presenter 1 _____ | 5 | 4 | 3 | 2 | 1 |
| b. Presenter 2 _____ | 5 | 4 | 3 | 2 | 1 |
| c. Presenter 3 _____ | 5 | 4 | 3 | 2 | 1 |

5. The content of this event was:

Very Advanced Somewhat Advanced Intermediate Somewhat Basic Very Basic

6. The event provided useful ideas or techniques.

Strongly Agree Agree Neutral Disagree Strongly Disagree

7. The event better prepared me to do my job or perform my role.

Strongly Agree Agree Neutral Disagree Strongly Disagree

8. The program incorporated useful lectures and discussion.

Strongly Agree Agree Neutral Disagree Strongly Disagree

9. How did you hear about the program today: (circle all that apply)

- | | | | | |
|-------|---|-------------------------|----------------------------|--------|
| Email | Referred by a
colleague | Organization
website | Newspaper
advertisement | Friend |
| | APA National,
Chapter or Division
communication | APA website | Other: | |

10. Why did you choose to attend this event? (circle all that apply)

- | | | | | |
|-------|-------------------|-----------|-------------|--------|
| Topic | Presenter/Speaker | CM credit | Recommended | Other: |
|-------|-------------------|-----------|-------------|--------|

11. What did you like about the program? (circle all that apply)

- | | | | | | |
|-------------|--------------|-------------------|-------|-------|--------|
| Educational | Entertaining | Speaker/Presenter | Topic | Price | Other: |
|-------------|--------------|-------------------|-------|-------|--------|

12. Was the presentation easy to see, hear, and understand?

- | | |
|-----|----|
| Yes | No |
|-----|----|

13. Would you recommend to a friend?

- | | |
|-----|----|
| Yes | No |
|-----|----|

13. I would like to see future professional development workshops on these subjects:

15. Do you have additional comments or suggestions?



AGENDA ITEM

APA Minnesota Board of Directors Meeting

DATE: 11/6/2020

Name:

Lance Bernard and Sara Allen

Committee:

Legislative and Law

Action Requested?

Yes, Action Requested

Background (attach additional sheets for tables, images, etc.):

The Legislative and Law committee is requesting the APA MN Board renew Rosedahl Public Affairs (RPA) contract for legislative services. RPA’s agreement with APA MN will expire on December 31, 2020.

RPA has provided exceptional service in its first year with APA MN. RPA continues to be relied on by membership for their weekly updates when the MN Legislature is in session, while providing regular contributions to the APA MN newsletter and assisting the committee in establishing trainings/brown bags.

We recommend the APA MN board enters into a two-year service agreement with RPA. This service agreement will expire on December 31, 2022. Payment will occur on a quarterly basis:

- January 2, 2021: \$3,000
- April 1, 2021: \$3,000
- July 1, 2021: \$3,000
- October 1, 2021: \$3,000
- January 2, 2022: \$3,000
- April 1, 2022: \$3,000
- July 1, 2022: \$3,000
- October 1, 2022: \$3,000

Please note RPA was retained on February 13, 2020. In that respect, their 2020 contract did not reflect a full year of service. Therefore, we are requesting an increase in payment in the amount of \$4,000 (\$2,000 per year) over a two-year period. We believe this increase is also justified by their willingness to go above and beyond their current scope of work.

Requested Action:

Motion to: Enter into a two-year service agreement with RPA. This service agreement will expire on December 31, 2022. Payment will occur on a quarterly basis:

- January 2, 2021: \$3,000
- April 1, 2021: \$3,000
- July 1, 2021: \$3,000
- October 1, 2021: \$3,000
- January 2, 2022: \$3,000
- April 1, 2022: \$3,000
- July 1, 2022: \$3,000

- October 1, 2022: \$3,000

Attachments/Enclosures?

Yes, Attachments Included



SERVICES AGREEMENT

This Services Agreement, ("Agreement"), is made effective and entered as of the date indicated below the Client signature ("Effective Date"), by and between Rosedahl Public Affairs LLC ("RPA") and the American Planning Association – Minnesota Chapter ("Client").

WHEREAS, Client believes that RPA has the necessary qualifications, experience, and abilities to provide public affairs consulting and services to the Client.

WHEREAS, RPA agrees to provide such public affairs consulting services ("Services") to Client on the terms and conditions set out in this Agreement.

NOW, THEREFORE, in consideration of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and RPA (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

I. GENERAL TERMS

1. **Term.** This Agreement shall commence on February 1, 2020 and remain in effect until December 31, 2020, unless sooner extended or terminated as provided for in this Agreement. RPA and Client may mutually choose to extend the contract for an agreed-upon scope of services and fee after this period.

2. **Termination.** Either RPA or Client may terminate this Agreement at any time, with or without cause, by providing thirty (30) days written notice to the other Party. Upon termination of this Agreement for any reason, RPA shall be entitled to receive payment for Services and reimbursement of related expenses, if any, accrued under the terms of this Agreement, as of the date RPA ceases work under this Agreement. In addition, RPA shall be reimbursed for any noncancelable obligations, cancellation penalties, or any expenditures incurred in order to perform the Services anticipated prior to cancellation.

3. **Confidential Information.** Each party acknowledges that it will have access to certain confidential information of the other party concerning plans and other information held in confidence by the other party (the "Confidential Information"). Confidential Information refers to any data or information, whether business or personal, which would reasonably be considered to be private or proprietary to the Client or RPA and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the Client or RPA. Each Party agrees that it will not use in any way, for its own account or the account of any third party, except as expressly permitted by, or required to achieve the purposes of, this Agreement, nor disclose to any third party (except as required by law or to that Party's attorneys, accountant, and other advisors as reasonably necessary) any of the other party's Confidential Information. The obligation of confidentiality will apply during the term of this Agreement and will survive indefinitely upon termination. All written and oral information and material disclosed or provided by Client to RPA under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to RPA unless that information is or has been publicly available through sources other than RPA.

4. **Performance.** RPA and Client agree to do everything necessary to ensure that the terms of this Agreement take effect. While RPA shall work in cooperation with Client to achieve Client's objectives pursued through the engagement described in this Agreement, RPA cannot guarantee that those objectives will be achieved.

5. **Payment Terms.** Client will pay all fees listed in this Agreement. Services including Fixed Bid Consulting, Costs, and Expense Reimbursements defined in this Agreement are due upon receipt or as described in the services section of this agreement. Client acknowledges that RPA may purchase goods or services from third parties in order to provide the Services defined in this Agreement with Client's prior consent. While RPA will exercise due care in obtaining such goods or services, RPA makes no warranties regarding such goods or services.

6. **Ownership of Intellectual Property.** All intellectual property and related material, including any trade secrets, that are developed or produced under this Agreement, is a "work made for hire" and will be the sole property of Client. The use of Intellectual Property by the Client will not be restricted in any manner.

7. **Return of Property.** Upon the termination of this Agreement, RPA will return to the client any property, documentation, records, or Confidential Information which is the property of the Client upon request up to the date this Agreement is terminated. RPA at its sole discretion, may destroy and dispose of any Client property following termination of this Agreement without further notice to Client.

8. **Independent Contractor.** In providing the Services under this Agreement it is expressly agreed that any consultant performing Services for Client is acting as an independent contractor and not an employee. RPA and Client acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.

9. **Indemnification.** Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, RPA and Client agree to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying Party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

10. **Modification of Agreement.** Any amendment, change authorization, or modification of this Agreement or additional obligation assumed by either RPA or Client in connection with this Agreement will only be binding if evidenced in writing and signed by an authorized representative of both RPA and Client.

11. **Time of the Essence.** Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

12. **Assignment:** RPA will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

13. **Entire Agreement:** RPA and Client agree that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

14. Enurement. This Agreement will enure to the benefit of and be binding on RPA and Client including respective heirs, executors, administrators and permitted successors and assigns. No provision in this Agreement is intended or shall create any rights with respect to the subject matter of this Agreement in any third party.

15. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Minnesota.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable in whole or part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

17. Waiver. The waiver by either RPA or Client of a breach, default, delay, or omission of any of the provisions of this Agreement will not be construed as a waiver of any subsequent breach of the same or other provisions.

18. Notice. All notices, requests, demands, or other communications required or permitted by the terms of this Agreement will be given in writing and delivered at the following addresses:

Rosedahl Public Affairs LLC
Attn: Leslie W. Rosedahl
1765 Ashland Avenue
Saint Paul, MN 55104

American Planning Association – Minnesota Chapter
Attn: Tim Gladhill, President
7550 Sunwood Dr NW
Ramsey, MN 55303

II. SERVICES

1. Authorization of Fixed Bid Work and Costs. The Client authorizes that all consulting hours worked by RPA, fixed bid work, and costs defined in this Agreement will be billed to Client.

2. Fixed Bid Work. RPA will provide the following services:

- A. Submitting a monthly newsletter article
- B. Monitoring state legislation
- C. Presenting at events
- D. Pursuing additional advocacy opportunities
- E. Assisting and consulting with Planners Day at the Capitol
- F. Drafting various letters to legislators
- G. Monitoring media
- H. Seeking out coalition/partnership opportunities

3. **Fees:** Rosedahl Public Affairs will invoice Client via email to the APA Minnesota Treasurer, the following:

February 1, 2020: \$4,000

June 1, 2020: \$4,000

October 1, 2020: \$2,000

Client will promptly issue payment via mailed check to Rosedahl Public Affairs, 1765 Ashland Avenue, St. Paul, MN 55104. If corresponding payment is not received within thirty days of the invoiced date itemized above, Rosedahl Public Affairs will not provide services until outstanding payment is received.

4. **Changes in Scope.** RPA will not provide consulting, fixed bid work, or services beyond the scope of this Agreement without written change authorization signed by both parties that documents any material change in the scope, price, or assumptions of the Services.

5. **Travel and Expense Reimbursement Policy.** Rosedahl Public Affairs will not charge client for personal expenses (such as mileage in the Twin Cities metropolitan area, parking, food and beverage during meetings, and regular printing). Rosedahl Public Affairs will charge client for expenses such as association's printing (handouts for Planners Day at the Capitol, for example), or mileage and lodging outside the Twin Cities metropolitan area.

By the signatures of their duly appointed representatives below, RPA and Client, intending to be legally bound, agree to all of the provisions of this Agreement.

Rosedahl Public Affairs LLC

By: 

Print Name: Leslie Rosedahl

Date Signed: 2/13/2020

American Planning Association – Minnesota Chapter

By: 

Print Name: Tim Gladhill

Date Signed: 2/12/2020



AGENDA ITEM

APA Minnesota Board of Directors Meeting

DATE: 12/11/2020

Name: Student Representative Selection	
Committee: Other	Action Requested? Yes, Action Requested
Background (attach additional sheets for tables, images, etc.): <p>Student Representative Jed Hanson received four applications for APA Minnesota Student Representative. One candidate withdrew since they will be graduating in May. These candidates applied for the role:</p> <ul style="list-style-type: none"> • Kenneth Niemeyer • Colette Baumgardner • Andrew Lupton <p>Their one-page response to the application prompts are attached, as well as an optional resume if provided. Students were asked to respond by October 31 to the following prompt in one page:</p> <ul style="list-style-type: none"> • What is your previous professional and/or board experience, and how would you apply it to this position? • What is one idea you have to better connect students with professionals? <p>The APA Minnesota Student Representative role was widely advertised:</p> <ul style="list-style-type: none"> • Presented opportunity to incoming Humphrey MURP students on September 3 • Emailed APA Minnesota student members and Humphrey MURP students on September 21 <ul style="list-style-type: none"> ○ Requested St. Cloud State, UMN-TC CLA, and UMN Duluth staff to share this message with students on September 21 ○ Requested further contact information from District Directors on September 21 ○ Requested MSU Mankato Faculty share this message with students on October 8 • Held a Zoom information session on October 21st with one attendee <ul style="list-style-type: none"> ○ Emailed APA Minnesota students and Humphrey MURP students on October 15 ○ Requested St. Cloud State, UMN Duluth, UMN-TC CLA, MSU Mankato, Augsburg, and Macalester staff to share this message with students on October 15 	
Requested Action: Motion to: appoint the board's choice candidate as APA Minnesota Student Representative.	
Attachments/Enclosures? Yes, Attachments Included	

Kenneth Niemeyer Application

While I do not have board experience, I believe my professional experiences have allowed me to develop competency in engaging and connecting people with resources and opportunities.

Starting in 2018 I was able to complete an AmeriCorps service-year with Habitat for Humanity. I served as a Construction Volunteer Facilitator and while learning about Minnesota's affordable housing crisis from the development perspective, I was able to facilitate volunteers' work and educate them on housing topics.

This first year of my MURP program I have also been working as a Community Advisor for a University of Minnesota dorm. In this role I responsible for connecting my residents to a myriad of resources ranging from health and safety to professional opportunities like job fairs or industry talks. I hope to bring the lessons from this work to the APA Student Representative position.

Connecting students with professionals is more difficult in this pandemic but it has also normalized virtual meetings which may be far more convenient to students who may live far from their desired work location or who have limited time to meet with professionals. In some ways the amount of virtual connection opportunities has become overwhelming. To better connect students with professionals we should try to ensure that offers for connection are extended to more relevant student groups. This could mean sending out invitations to specific classes which topics closely align with the career/interests of the professional rather than sending invitations to mass listservs.

In conclusion, serving as the APA Student Representative would be a great chance for me to engage deeply with the planning policy in my home state of Minnesota. I believe that my professional experiences would allow me to better the connection between students and professionals.

Thank you for your consideration!

Kenneth Niemeyer | 2831 199th Ave. NW Oak Grove, MN 55011 | nieme072@umn.edu

Education

- University of Minnesota - Twin Cities Minneapolis, Minnesota
Bachelor of Liberal Arts Spring 2019
- Major in Global Studies: Environment and Sustainable Development GPA: 3.741
- Minor in Urban Studies: International Urban Issues
- CET Chinese Studies & Internship in Shanghai** Academic Year 2018 - 2019
- Recipient of Katherine E. Sullivan Scholarship, Hsiao Scholarship, and Study Abroad Scholarship
- Study & Intern in Madrid** Fall 2016
- Engaged in European political and cultural studies through the University of Minnesota study abroad program

Experience

- Graduate Research Assistant – CURA Hennepin University Partnership** Minneapolis, MN
- Facilitate connections between the County and UMN students and faculty Jan 2021 – May 2021
- Community Advisor – UMN Housing and Residential Life** Minneapolis, MN
- Support 40 undergrad students in their academic and housing needs Aug 2020 – May 2021
- Lead the Chinese Language and Culture House Living Learning Community
- Graduate Research Assistant – UMN Extension RSDP and School of Architecture** Minneapolis, MN
- Examine affordable housing construction cost barriers and opportunities in the context of Greater Minnesota communities Jun 2020 – Aug 2020
- Engage with multiple communities to develop affordable housing projects
- AmeriCorps Construction Volunteer Facilitator – Twin Cities Habitat for Humanity** Minneapolis, MN
- Provide support to construction site supervisors and lead volunteer groups as part of a year-long AmeriCorps service term Sep 2019 – Aug 2020
- Develop community engagement skills through Corps day experiences with local non-profit and government organizations
- Volunteer Coordinator – Water Bar & Public Studio** Minneapolis, MN
- Organized volunteer engagement and education events May 2019 – Aug 2019
- Coordinated with Twin Cities watershed management organizations to identify educators and leaders for Water Bar programming
- Programming Department Intern – Shanghai Symphony Orchestra** Shanghai, China
- Guided visiting orchestras in Shanghai to ensure successful concerts Feb 2019 – May 2019
- Gave english language support and completed minor Chinese translations
- Research Intern – Business for Social Responsibility (BSR)** Shanghai, China
- Conducted research on socioeconomic topics Sep 2018 – Dec 2019
- Recommended policy decisions based on qualitative data analysis

Community & Activities

Tenor One Voice Mixed Chorus - St. Paul, MN | **Ballet Student** MN Dance Theatre - Minneapolis, MN
Volunteer English Teacher Stepping Stones - Shanghai, China | **Youth Tour Guide** Shanghai, China
Guest Lecturer Fudan University - Shanghai, China | **Volunteer** Special Olympics - St. Paul, MN

October 30, 2020

Dear Jed,

I am Colette Baumgardner, and I am interested in being the APA student representative. In my few months at the Humphrey school so far, I can see that there is a disconnect between what I am learning in the classroom and what is actually being done in the field today. Much of the coursework so far has focused on the failures of past planning initiatives, and I can feel myself preparing to go into the workforce with grand visions of solving today's problems with little understanding of how the profession actually works. As APA student representative, I hope to help close this gap for myself and my peers.

I have approximately four years of professional work experience. One year working in the Washington D.C. area as an engineering consultant for the EPA, and just shy of 3 years working for the Girl Scouts in Minnesota in their Product Program (or "cookie") Department. Particularly in my time at the Girl Scouts, I practiced taking the lead on projects and ensuring that they were completed. I also learned how to process volunteer feedback and translate it into action, and how to discern when no action was needed. I believe both of these skills would suit me well as the APA Student Representative. I would need to communicate content out from the board to my peers about what the APA is up to, while also representing their perspective.

As graduate students especially, I think it is critical that we understand what professional planning looks like today. Students graduate hoping to solve all of the world's problems, but don't actually understand the current work that is being done. A possible way to help mitigate this is to create an online dashboard where students can post questions (either anonymously or not) to current practitioners. For example, a student could ask, "in your position today, what are you doing to help achieve social justice?" and practitioners could respond with details either about their organization or their individual role. I think this would help students understand what it looks like to put their values and education into practice. We planners tend to be very critical of past actions and visionary about the future but forget to reflect on and understand the present.

I look forward to connecting with you more on the position. Please don't hesitate to reach out if you have any questions!

All the Best,
Colette

Colette Julson Baumgardner

colettejb.weebly.com

colette.baumgardner@gmail.com | (423)231-1943 | 3505 Colfax Ave S, Minneapolis, MN 55408

Profile

Euthanistic professional passionate about integrating public interests into planning and decision making. Strong data management and technical skills as well as non-profit management and customer service.

Education

University of Minnesota, Minneapolis, MN **Aug 2020 – Present**

M.S. Urban and Regional Planning

Virginia Tech, Blacksburg, VA **Aug 2012 – May 2016**

B.S. Biological Systems Engineering

GPA: 3.62/4.0, Dean's List: 7/8 semesters

- Senior Capstone: Collaborated with a nonprofit neighborhood organization in Roanoke, VA to design a stream daylighting for a blighted area of the city. Used AutoCAD, HEC-RAS, and ArcGIS

Work Experience

Girl Scouts River Valleys, St. Paul, MN **Jan 2018 – Aug 2020**

Girl Experience Manager

May 2019 – Aug 2020

- Oversaw comprehensive reward structure and strategy for fall and cookie programs, including reward levels, design direction, and actual expenditures.
- Made data-driven recommendations to improve key sale metrics such as per girl average, number of girls selling, and other essential program metrics.
- Developed partnerships with businesses to host cookie booth locations and oversaw scheduling
- Continued to administer technology platforms and conduct data reporting

Logistics Coordinator

Jun 2018 – May 2019

- Executed all aspects of the council warehouse (cupboard) strategy including development of work instructions, physical layout, processes, receipt of inventory, and post-sale excess inventory donations/disposal. Scope included \$5 million of cookie inventory and 8 cupboards.
- Managed all temporary or volunteer cupboard staff (50+ individuals at beginning of sale) including creating job descriptions, hiring, training, and daily oversight to ensure procedures are being followed.
- Administered technology platforms provided by vendors. Prepare and monitor systems for each sale; ensure data from systems is properly archived. Conduct daily, weekly, and year-end analysis for sales

Product Sales Specialist

Jan 2018 – Jun 2018

- Customer service support to troop volunteers with all cookie sale related issues including software assistance, inventory management, troop conflict resolution, and reward fulfillment

Eastern Research Group Inc, Chantilly, VA

July 2016 – Aug 2017

Biological Systems Engineer

- Researched current technology state of ballast water treatment systems to support writing a Technical Development Document for use by the U.S. Environmental Protection Agency
- Used Microsoft Access to develop tables and data visualizations from industry submitted data for the Vessels General Permit regulation of ballast water treatment systems
- Coded the public comments submitted to regulation on public notification for Combined Sewer Overflows to Great Lakes states

Virginia Tech, Blacksburg, VA

May 2015 – May 2016

Undergraduate Researcher, funded by Virginia Department of Environmental Quality

- Composed a dataset of 70,000 free surface waterbodies in Virginia
- Developed a model to calculate evaporative loss of the new dataset using ArcGIS
- Analyzed how the location and losses of these waterbodies affect stream flow

Community and Volunteer Experience

- Whitter Farmers Market** **May 2018 – Present**
- Staff market information table and inform neighbors on ways to get involved in the neighborhood
 - Help with market vendor stand set-up and teardown
- LHENA Neighborhood Organization** **Aug 2017 – July 2019**
- Environmental Committee Chair** **Feb 2018 – April 2019**
- Planned agenda, led committee meetings, and sent meeting notes after meetings
 - Assisted in planning and executing committee projects such as community clean-ups, renter organics recycling drop-offs, recycling grant for Jefferson school, and salt application education for businesses
- 4-H Wild About Nature** **Aug 2015 – Dec 2015**
- Environmental Educator**
- Created and implemented an afterschool environmental education program at a local elementary school
 - Certified in teaching: Project WET, Project Learning Tree, and Project Underground

Student Leadership Experience

- Virginia Tech Office of Energy and Sustainability** **Aug 2015 – May 2016**
- Intern – Assistant Team Leader, Resident Outreach Team**
- Founded and ran a Green Room Certification program for on-campus residents
 - Led campaigns educating students on how to consume more responsibly through waste audits, energy competitions, clothing swaps, and creative displays
 - Built relationships with other organizations on campus to help promote campaigns
- Class Office for Class of 2016** **Aug 2013 – May 2016**
- Elections and Special Events**
- Planned and executed logistics and details for Class of 2016 Grad Bash with over 1,500 guests
 - Organized, advertised, and facilitated the Class of 2017 officer elections
 - Selected performer, planned, and executed logistics for the outdoor Back to School Concert in Fall 2014
- Alpha Delta Pi Sorority** **Jan 2013 – May 2016**
- New Member Coordinator** **Nov 2013 – May 2015**
- Coordinated the details of four Bid Days welcoming a total of 110 new members
 - Conducted weekly New Member Education Sessions for two semesters
- Virginia Tech New Student and Family Programs** **Oct 2013 – Aug 2014**
- Head Peer Mentor/Hokie Camp Counselor**
- Conducted 60 interviews and selected a staff of 18 Peer Mentors
 - Facilitated weekly spring and summer training in conflict resolution, team building, and mentorship
 - Supervised, lead, and assisted Peer Mentors with their duties
 - Managed the day-to-day program logistics for 200 students

Andrew Lupton
Application for APA Position
Oct. 31, 2020

APA Student Representative Application – Andrew Lupton

I have prior experience sitting on organizational boards that qualify me for the APA Student Representative position. I gained great experience during my undergraduate education as a member of the Student Organizations Committee. This body acted as the treasury for the St. Olaf College Student Government and was responsible for allotting funding for student clubs and organizations from an annual budget of \$40,000. I am drawn to behind-the-scenes roles that allow me flexibility to work with small groups, while also necessitating periodic outwards-facing updates. During the four years I sat on this board, I assisted with reviewing grant applications, analyzing organizational by-laws, and I created a weekly blog detailing meeting proceedings. This role required close work with over one-hundred and fifty diverse student organizations. We had to clearly communicate our decisions with these organizational leaders.

I continued building my skills in communications after college during a year of AmeriCorps service. I served as an AmeriCorps VISTA from 2018-2019 in at an education-based non-profit in St. Paul, Minnesota. I assisted the Chief Advancement Officer as a Communications and Development specialist. I conducted communications campaigns through digital, written, and in-person outlets to foster community engagement in organizational programs. My notable achievements during my service time include; executing a social media “Give to the Max Day” online giving campaign that raised \$6,500, reviewing regional and national grant proposals, and created an adult-youth mentor newsletter. Additionally, my VISTA experience taught me how to use online publishing software to create promotional material.

My undergraduate and professional experiences provided me with a wealth of collaborative experience. I have worked with diverse stakeholders and learned how to communicate with others clearly and succinctly. I believe that the APA Student Representative position should be based on clear communication skills and commitment to those that depend on your knowledge. I would apply these skills and commitment to the planning students at Humphrey who rely on an “insider” to keep them up-to-date on the latest opportunities provided by the APA. I am a hard-worker who believes that everyone deserves to be listened to. Moreover, I enjoy finding ways to enrich others’ lives – whether through networking event notifications or engineering social events.

I have already considered some courses of action for this position. I recognize the increased importance of connecting students with professionals and learning enrichment during lockdown. I think that students would benefit learning more about APA offerings, whether that be virtual conferences, online courses, or seminars. The Student Representative could find fun, unique ways to present this information to 1st-year students like virtual coffee breaks to present interesting events going on the APA website that week. Or create thematic resource banks to cater to specific student interests – transportation, food systems, infrastructure, etc.

Things that I would want to accomplish when I am in this position. I recognize the importance of connecting students with professionals and providing enriching opportunities now especially with the lockdown. In terms of that, I believe that it would be wise to

Curriculum Vitae/Resume
Andrew Lupton

Andrew Baker Lupton
2426 Clinton Avenue, Minneapolis, MN 55404 – ablupton1@gmail.com - 317-287-4017

EDUCATION

Tufts University, Friedman School of Nutrition 2018 - 2019
Sustainable Agriculture and Food Systems Certificate (4.0 G.P.A.)

St. Olaf College, Bachelor of Arts in Philosophy 2014 - 2018

- Public Affairs Conversation, program participant
- Great Conversation, program participant

Technical Skills

Microsoft Office, Grantstation, Mailchimp, Google Ads, G Suite Services, WordPress, Canva

RELEVANT PROFESSIONAL AND COMMUNITY EXPERIENCE

Minnesota Alliance With Youth, AmeriCorps VISTA August 2018 – August 2019

- Designed and managed development and communications campaigns using digital and written platforms.
- Performed regular grant prospecting and supported proposal preparation and review of proposals for Chief Advancement Officer. Supervised development and grant management calendar. Ensured accuracy of data entry in organizational databases.
- Designed and executed multi-day social media giving campaigns including “Valentine’s Day” and “Give to the Max Day” that raised over \$6,500 for organization. Conducted gift acknowledgement through personalized outreach.
- Monitored donor mailing lists; performed routine updates.
- Worked with market segmentation and direct marketing through Google Ads software.
- Raised public awareness of concerns about equity and racial opportunity gap in Minnesota schools.

SPAN Grant Advisor, Minnesota Department of Health January 2019 – August 2019

- Agency peer grant reviewer to the SPAN food program.
- Advised MDH staff on youth-inclusive policies to create equitable access to healthy food.

Steering Committee Member, Westminster Town Talks Speaker Series January 2018 - Present

- Worked with staff, board and community members to create a speaker program focused on topics of interest to young adults including civic engagement and equity issues. Organized seasonal speaker series line-up through community outreach efforts and monthly team planning meetings.
- Created and distributed online interest survey to target audience demographic/focus groups. Identified interest trends among target. Compiled, analyzed and presented results to the event board.
- Create and publish promotional content through Canva.

Editorial and Research Assistant, Philosophy Department, St. Olaf College May 2017 - May 2018

- Assisted Philosophy Department Chair in the production and editing of books and academic articles distributed through *Routledge*, *Bloomsbury*, and the *Stanford Encyclopedia of Philosophy*.
- Coordinated document collection through ScholarOne manuscript database.
- Oversaw guest reception and visitor assistance. Provided administrative support to department faculty members. Collected mail, organized and packed moving boxes, answered phone calls, utilized copy machine.
- Handled confidential information as departmental administrative assistant.

Webmaster/Student Resources Officer September 2014 - May 2018

Student Government Treasury Committee

- Provided financial oversight for 150+ student-run clubs with annual budget of \$40,000 for four years.
- Used WordPress platform to create weekly organizational updates for students, incorporating text and graphics.



AGENDA ITEM

APA Minnesota Board of Directors Meeting

DATE: 12/11/2020

Name: Michael Palermo, Russel Habermann, Alec Henderson, Chloe McGuire-Brigl		
Committee: Fall Conference	Action Requested? Yes, Action Requested	
Background (attach additional sheets for tables, images, etc.): The Upper Midwest Planning Conference was a success. Minnesota in partnership with Iowa and Wisconsin chapters hosted its first virtual conference. There were 579 attendees for the conference from Minnesota (241 attendees), Iowa (140 attendees), Wisconsin (139 attendees), as well as 12 attendees representing Alabama, Idaho, Illinois, Nebraska, Ohio, Washington, and North Dakota. There were 80 total students in attendance with 37 from Minnesota. The conference fee was \$100 and \$25 for students. This year the board agreed to provide scholarships to cover the \$25 student registration fee. About 25 scholarships were provided. The conference has a wide range of presentations including those related to the pandemic, social justice, housing, as well as the usual land use, transportation, law, and ethics. There were over 30 sessions or networking events. Each state selected about 10 sessions to include. Sessions were hosted through the Whova App and are available for rewatch through the app. To avoid additional costs Iowa is hosting the videos through their YouTube account as unregistered links. This prevents those from searching for the videos outside of the Whova environment. Additionally, the presentation materials are hosted on Iowa's website here: https://iowa.planning.org/conferences-and-meetings/past-conferences/2020-conference/		

<p>The three chapters agreed early on to split costs evenly and divide revenue based on chapter attendance. Being a virtual conference the costs were minimal. Costs included Whova, registration system through national, Zoom upgrades, and speaker fees. The total cost of the conference was \$9,361. The resulting payout to Minnesota is \$21,512.17. This is before additional revenue generated through sponsorship.</p> <p>Looking to the future an idea has been proposed to continue to do an annual scaled back upper midwest virtual conference. This is an opportunity to generate some revenue through a relatively easy process. The conference could be a one day "best of" from the state's three individual conferences to help streamline selection. While there were some challenges and hiccups along the way overall the collaboration between the three chapters has been beneficial.</p>	
<p><u>Requested Action:</u> Motion to: Make a motion to approve or do not approve paying for Whova as the Fall 2021 Conference Application</p>	
<p><u>Attachments/Enclosures?</u> Yes, Attachments Included</p>	<p><u>See email enclosure</u></p>

From: [Michael Palermo](#)
To: [Andrusko, Andrew \(DOT\)](#); [Raya Esmaeili](#); [Zimmerman, Jason](#); [Tim Gladhill](#)
Subject: Update for Agenda for tomorrow
Date: Thursday, December 10, 2020 1:49:45 PM

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Hello Andrew,

I have a slight modification for tomorrow's meeting for the board report. I had originally put no action needed but Whova has sent an email with a special offer that expires at the end of the month. See the email below. I think the board should vote to decide whether or not to move forward again with Whova as the conference app.

Thanks,
Mike

Hi Michael,

I hope you had a great holiday weekend and all is well.

I wanted to check in and see if the team had given any thought to renewing the event package for next year? I can secure you the exact same discounted rate for 2021, with no payment due upfront. Also as part of our EOY Promotion, I can waive the cost of our virtual tools (\$500) now until **December 15th**.

All I need is tentative event names/dates and I can get a renewal right over to you. This will not only protect you from our January rate increase (15%) but secure you both our desktop/mobile platforms, so you'll be covered no matter the event format in 2021 (in-person/hybrid/virtual).

Feel free to [reserve a time on my calendar](#) if you'd like to talk some things over or send over whatever details you have and I can get this started for you.

Talk soon,
Peter

Peter Howell
Principal Account Manager, Whova
1-858-848-7230
7310 Miramar Road, Suite 200, San Diego, CA 92126
| [Meet with Pete :\)](#) | [Refer a Friend](#) |

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Michael Palermo
(847) 962-0595
MichaelPPalermo@gmail.com



AGENDA ITEM

APA Minnesota Board of Directors Meeting

DATE: 12/11/2020

Name:

Jason Zimmerman

Committee:

Executive Committee

Action Requested?

Yes, Action Requested

Background (attach additional sheets for tables, images, etc.):

Attached is the Treasurer’s Update for the Chapter finances through December 10, 2020.

Since the last update on September 30, the Chapter has spent \$36,901.42 – the bulk for the 2020 Upper Midwest Conference. Of this, \$24,660.09 were payouts to the Chapters in Iowa and Wisconsin for their shares of the conference revenue. One payment of \$8,333.00 was made to Orion as part of the Executive Director search.

The Chapter took in \$49,606.50 with the majority of that coming from APA National for quarterly dues and a distribution related to conference registration. The Chapter also received \$3,000 in corporate sponsorships.

As of December 10, the Chapter has an anticipated balance of \$211,496.64. This is a roughly \$8,200 increase over the 2019 end of year balance.

Requested Action:

Motion to: approve the December Treasurer’s Update.

Attachments/Enclosures?

Yes, Attachments Included