



DATE: Monday, January 10, 2011
TIME: 4:35 pm – 6:05 pm
PLACE: HDR Office, 8690 Balboa Avenue, Suite 200

ATTENDEES:

Dan Wery, AICP	Section Director
Brooke Peterson, AICP	Past Section Director
Elisa Marrone, AICP	Treasurer
Patrick Jelsema, AICP	Programs Chair
Alex Hempton, AICP	Membership
Greg Konar, AICP	Webmaster
Lisa Lind	Secretary
Mario Osorio	Young Planners Group

BOARD MEMBERS ABSENT:

Jane Clough-Riquelme	APA Inclusionary Membership
Stan Donn, AICP	Professional Development – AICP
Nancy Graham, AICP	Professional Development – Workshops
Sarah Lozano, AICP	Legislation and Marketing
Asha Saunders, LEED AP	Newsletter Editor
Dana Spaccarotella	Awards Chair
Olivia Hancock	Student Representative – SDSU
Vacant	Academic Liaison/Mentoring Programs

I. REGULAR BUSINESS

A. Finish Annual Budget (Dan)

Discussion Items:

- 2011 Budget: Dan and Brooke checked on additional 2011 Budget items or changes. Programs and YPG amounts are OK as drafted. Alex asked for \$1,300 for PNO and we may have to charge a nominal amount at one of the events or bring the budget request down to \$1,000 to balance the budget. Need decision on website redesign (see below) before we can finish budget.

Motions: none

Action Items:

- Elisa to add \$1,300 to the budget for PNO.

B. Website Report (Greg)

Discussion Items:

- Greg posted the AICP training registration. Since some people registered using the 2010 form, some registrants may have paid the 2010 rates (\$65 vs. \$85). Five registrants so far.
- The board discussed that Nancy may have some valuable input on the website redesign effort. Any redesign efforts should consider facebook and YPG. For redesign, Alex recommended we look at this site for some ideas: <http://sdarchitecture.org/>. Until further discussion, we do not have information to add to the 2011 budget. Look at other Section sites; evaluate what features, information and format changes are needed.

Motions: none

Action Items:

- Patrick to follow up on additional payment needed from some AICP training registrants.

Greg will follow up on ideas/cost information that Nancy might have about a possible website redesign.

C. Secretary's Report (Lisa)

Discussion Items:

- Need to incorporate Olivia's notes and Dan's notes into the December board retreat minutes and circulate before we can make a motion and approve the retreat minutes. Lisa will incorporate both.
- Lisa is collecting 2010 agendas and minutes from Brooke and Elisa in order to create a full year of archived material for Greg to post on the website.
- Lisa drafted a form for event tracking and would like to get a full account of 2010 events (PNO, luncheons, awards, etc.). The Board suggested using the event tracking form to record the results of the evaluation. Patrick will track programs using the form. Recommended additions include brief program description (from announcements), evaluation form results and statistics.
- The board discussed updates to the resource manuals, including making the information available electronically via the SDAPA website. The board discussed the content/updates needed for the board resource manuals. We would like to have all this information ready for the February meeting. Proposed new table of contents:
 - SDAPA Board and state representatives contact information
 - Calendar of events from the retreat and historical calendars for chronology
 - Bylaws
 - Annual budget
 - Annual workplan
 - Marketing materials (need to be updated)
 - List of recommended venues (need to be updated)
 - List of vendors
 - Templates for event budgets, reporting, invoices, receipts
 - Letterhead
- If the Board contact list is available on the website and made public, board members need to double check their contact information to make sure they are alright with the information listed. The Board discussed adding the member list and marketing list but this needs to be researched/discussed further because of privacy concerns. We may need to utilize Google docs or some other file sharing method for documents that are not intended to be public. Templates (such as event receipts, stationary/letterhead) can be added to the page with the APA logos and may not need to be on the board resources manual page.
- It is important to get minutes out within a week and clearly note action items that need to be addressed prior to the next meeting. The board discussed making motions and action items clearer in the minutes. Lisa will experiment with font color and italicized fonts to call out specific items for follow up.

Motions:

- *To approve the October minutes. (PJ/BP; 8-0 Passed)*

Action Items:

- Dan send Lisa retreat notes.
- Lisa circulate retreat minutes for a vote at the February meeting.
- Brooke send Lisa May and July 2010 agendas.
- Lisa to contact Elisa for Jan-Jun 2010 minutes.
- Lisa to add evaluation information to event tracking form and send to Patrick.
- Patrick to complete other 2010 events.
- Brooke to send Lisa the board resource manual documents.
- Lisa to add action items and motions to the minutes in alternate font/color.
- Brooke to send recent Board photo for state and local website, Newsletter
- Greg to create TOC links to pdfs in folder containing Manual docs

D. Director's Report (Dan)

Discussion Items:

- Dan emailed the State Board Retreat & Agenda for Board members to see other chapters' activities. If needed, Dan can consult with other chapters if we want input or ideas about our role/position. The State Board retreat is coming up and the main item is the budget. Dan has asked for input/policy on recording speakers and workshops for future use as training materials.
- Dan suggested we keep strategic initiatives from the board retreat on our agenda.
- One notable collaboration is the Complete Streets Task Force which Greg is chairing. Asha, Dan, and Brook are also on the task force with Andy Hamilton, Seth Torma, Dave Sorenson, and Kathleen Ferrier. At our last meeting, we voted to advocate for SANDAG's Hybrid Scenario. SANDAG did approve the preferred Revenue Constrained Transportation Network Scenario for use in developing the Draft 2050 Regional Transportation Plan (RTP) to be circulated in 2011. There was a request for Brooke to circulate her notes for others to read.

Motions: none

Action Items:

- Board members review State Section Director's Activities Report.
- Dan to add strategic initiatives to monthly agenda template.
- Brooke circulate notes from SANDAG meeting.
- Optional: Greg to write up Newsletter blurb on SDAPA support for RTP budget of \$2.8 Billion for active transportation (bike, ped, transit) improvements.

E. Awards Chair Report (Dana via email 1/14/11)

Discussion Items:

- Dana emailed the proposed Awards Planning Timeline which indicates milestones each month leading up to the event and who is in charge of the completion of those milestones. Lisa and Alex have generously offered to help me again this year with the jury and registration, respectively. I am looking for at least two more people to round out the committee so if anyone on the Board is interested or Mario, if anyone from YPG has expressed interest let me know.
- Based on suggestions from the 2010 awards feedback survey and a tentative promise from Todd Gloria to participate, I plan to hold this year's event at Birch North Park Theater with the 1.5 hour reception/networking reception being at West Coast Tavern. In order to secure this as our venue for May 12 we need to provide a \$100,000 deposit as soon as possible. The entire event including the use of West Coast Tavern and their catering services will cost approximately \$5,000.00. This is about \$6,000.00 less than last year's event at Extraordinary Desserts. I've attached the contracts and pricing for your review and comment.
- Thanks to everyone's hard work last year we increased sponsorships by a great deal. I've attached last year's list of potential sponsors and who was in charge of contacting each. I'll be updating this list soon with the new board members, so if anyone can think of agencies, companies, etc. we've missed I'll add those.
- Lisa made a lot of headway last year getting people to possibly commit for this year. I've attached the list I have of possible candidates, but I think she has a more complete list. Please add your suggestions. We'd like for at least a couple of the jurors to be AICP.
- Board discussed via email the proposed Thursday May 12th date as State award nominations are due Friday May 13th because it creates logistical challenges to advance our winners. The preference was to avoid Thursday May 5th which is Cinco de Mayo and push the state to move their cut off back a little bit.

Motions:

- *To approve spending \$100 to save the date at the Birch North Park Theater. (SD/LL; 9-0 Passed)*

Action Items: none

F. Young Planners' Group Report (Mario)

Discussion Items:

- The first YPR meeting of the year is scheduled for the third Thursday of January (20th) and they will be setting up a meeting calendar for 2011.
- Mario is kicking off the Mentorship Program and asked for feedback about whether there should be a formal application process. Mario was look to set up the first mentorship team of three planners and two students. Given that this is a pilot group, the Board discussed hand selecting motivated individuals. Mario asked if Board members were interested in participating as mentors and suggestions for other mentors.
- County staff was recommended as possible public sector mentors and to get involved with SDAPA: Jeff Murphy, Devon Muto, Dahvia Lynch
- We have a mixer with the Board and YPG scheduled for after the February 7 Board meeting so we will hold it after the Board meeting. Various venues were discussed, including AECOM offices.

Motions: none

Action Items:

- Mario to bring the recommended list of YPG participants to the Board for review.
- Mario to follow up on suggestions for Board members and other mentors.
- Mario and Dan to determine location of next meeting/mixer and get notice out to Board and YPG by January 21

G. Diversity & Inclusionary Participation Report (Jane via email)

Discussion Items:

- Jane has a meeting scheduled (Friday Jan. 21) with Built Environment Education Program (BEEP), a San Diego Architectural Foundation program for elementary school students and is making progress.

Motions: none

Action Items: none

H. Professional Development Officer – AICP Report (Stan via email)

Discussion Items:

- AICP Exam – November Exam Pass 6 of 9 people. Those who had attended our May training prep and September Round table were amongst those who passed. Asha can recognize these people in the next newsletter.
- AICP Exam Prep 2011–Registration is open to all interested parties; \$85 for all 4 sessions; All info is on the SDAPA webpage and Greg has sent out email blast; Patrick will receive names of registrants; the training will start Feb. 19 (3rd Sat.), and will finish April 9th (1st Sat.); we are awaiting confirmation of facility UCSD Extension Mission Valley, which we will find out very soon.

Motions: none

Action Items:

- Greg and Stan to promote again soon to increase registrations.

I. Professional Development Officer – Workshops Report (Nancy) - No report this month

J. Programs Report (Patrick)

Discussion Items:

- Patrick has Chris Kluth and Seth Torma on board to do a bike planning luncheon for February or March. It is similar to the Walk San Diego and C3 presentations they recently gave. The Board discussed the need to invite public works and traffic engineers and other local officials.

Motions: none

Action Items:

- Dan and Patrick to work together to identify officials to invite directly (e.g. Mayors, council members, Planning Commissioners, engineering and public works department heads, etc.).
- Ask APWA to help promote our event to their membership.

K. Membership Report (Alex)

Discussion Items:

- Next PNO: Tuesday, March 15th from 5:30 p.m. to 7:30 p.m. at the Tractor Room on 5th Ave. in the Banker's Hill/Hillcrest area. I'd like to make this open to members only and would like to start promoting now with the hopes that anyone who is not a member will take the opportunity to become a member. We will provide appetizers. Drinks will be at the bar. There may be some drink specials. Our budget is \$400. Free for members as part of Member Appreciation Month.

Motions: none

Action Items: none

L. Marketing/Sustainability Report (Sarah) - No report this month

M. Newsletter E-journal Report (Asha/Dan)

Discussion Items:

- Dan reviewed the articles/topics for the upcoming newsletter. Asha is trying to get it out this week and needs updates to her as soon as possible. Alex will submit information about the March PNO. The board discussed a blurb/announcement about SDAPA's Hybrid Scenario.

Motions: none

Action Items:

- Alex to forward PNO info to Asha.
- Greg to consider writing a blurb about SANDAG motion.
- Brooke and Dan to get Director's Message and Big Tent article to Asha by Thursday Jan 13

N. Treasurer's Report (Elisa) - No report this month

O. Student Representative (Olivia) - No report this month

P. Academic Liaison Report (Vacant) - No report this month

II. OTHER BUSINESS/ANNOUNCEMENTS - none

III. NEXT MEETING DATE AND ADJOURNMENT

Board Meeting followed by YPG Mixer

Monday, February 7, 2011

4:30 pm – 5:45 pm followed by mixer from 6:00-8:00pm at Karl Strauss in Little Italy

Location: AECOM, 1420 Kettner Blvd, Suite 500, San Diego, CA 92101



DATE: Monday, February 7, 2011
 TIME: 4:30 pm – 5:45 pm
 PLACE: AECOM, 1420 Kettner Blvd, Suite 500

ATTENDEES:

Dan Wery, AICP	Section Director
Brooke Peterson, AICP	Past Section Director
Elisa Marrone, AICP	Treasurer
Alex Hempton, AICP	Membership
Greg Konar, AICP	Webmaster
Jane Clough-Riquelme	APA Inclusionary Membership
Nancy Graham, AICP	Professional Development – Workshops
Lisa Lind	Secretary
Mario Osorio	Young Planners Group
Asha Saunders, LEED AP	Newsletter Editor
Dana Spaccarotella	Awards Chair
Olivia Hancock	Student Representative – SDSU

BOARD MEMBERS ABSENT:

Patrick Jelsema, AICP	Programs Chair
Stan Donn, AICP	Professional Development – AICP
Vacant	Legislation and Marketing
Vacant	Academic Liaison/Mentoring Programs

I. REGULAR BUSINESS

A/D. Finish Annual Budget (Elisa/Board)/Director’s Report (Dan)

Discussion Items:

- Elisa provided an update on the status of the 2010 budget and actuals. We spent approx. \$30,000 for our chapter operations. Elisa suggested that we may want to have someone make the budget report more user-friendly to readers and add certain features for our review.
- Dan provided a summary on the state budget process. Approx. 75% of the state’s income comes from dues with an additional 15-20% in conference profits, and the remainder from advertising and sponsorship. The state operating budget is approx. \$500,000/year. The vast majority of their revenues are down, and the state is working on addressing a deficit and is asking sections to temporarily reduce subventions and cover the partial cost of state board meetings. The state is working on a reserve policy. There are also discussions about changing the conference amount/share that is given to sections.
- Local chapters may also look at developing reserve policies. Locally, we have \$75,000 in reserves with an expected \$32,000 coming from the 2010 conference. We bring in about \$4,000 in member dues (est. \$8/member). The Board also discussed a spending policy and looking at expenditures per section per member.

Motions:

- *To approve a 3-year reduction of subventions at a cost of \$675 and cover the expenses of 1 Chapter meeting at a cost of \$400. (GK/BP: 12-0 Passed)*
- *To support the draft position statement opposing straight elimination of California Redevelopment Agencies. (AH/AS: 10-0 Passed)*

Action Items:

- Elisa to make changes to the budget and circulate

Board to review and submit any requests so that we can approve the 2011 budget at the March meeting

B. Awards Chair Report (Dana)

Report via email:

- From Dan: Big Opportunity/New Idea: ULI may be moving away from their annual Smart Growth Awards (SGA) in favor of a quarterly place-based award for a development. In conversation with Exec Director Mary Lydon, I preferred the idea of incorporating the SGA, and possibly the SDAF Community Vision Award (a \$25,000 grant which has been part of the ULI SGA event for the last several years) within our SDAPA awards. My goal was to keep the SGA tradition alive, promote collaboration and cross fertilization. Mary liked the idea a lot. This could increase attendance, eliminate our annual competition for attendance, expand our awards and sponsorship, and possibly expand our membership, services and fun too. Other Section only awards may also be appropriate: Best Complete Street with Walk San Diego, etc.
- A deposit has been placed to secure our date (May 12) at the North Park Theater. The Save the Date, Sponsorship Flyer, and Call for Awards are going out today, Friday the 11th (see attached). Greg will be emailing these and posting them on the website.
- The jury has been selected and confirmed (thank you Lisa): Mirle Bussell, UCSD, Christine Rothman, City of San Diego, Jeff Murphy, County of San Diego, Mary Lydon, ULI (and City of San Diego Planning Commission), and Elyse Lowe, Move San Diego.
- Todd Gloria will be giving a welcome greeting and short speech to kick off the Awards Ceremony! (special thanks to Alex for setting this up).
- February milestones: A Raffle Donation Flyer is in the works. This will be somewhat similar to the Sponsorship Flyer in that it will outline benefits to a business who donates either cash or prize to the event. I'm also working on a master list of businesses to inquire with, most of which are in North Park for this year. Please email me w/suggestions if you have some.
- I'm working with the West Coast Tavern on a cost for the reception food and drinks. We will probably need to place a deposit sometime this month. I'll provide the specific info when it has been agreed upon.

Motions: none

Action Items:

We need to decide on who our MC will be this year. Should we use Tod Oliver again? He charges around \$500.

How will we provide AICP credits? A walking tour similar to the one we held in Little Italy last year is the most obvious choice. Other suggestions are welcome.

C. Secretary's Report (Lisa)

Discussion Items:

- Lisa will continue to work on the historic minutes and board manual project.

Motions:

- *To approve the retreat minutes with edits to Asha and Mario's last names. (AH/GK: 12-0 Passed)*
- *To approve the February minutes. (JC/MO: 12-0 Passed)*

Action Items:

Lisa to coordinate with Elisa, Dan, and Brooke to get historic minutes and board manual materials.

E. Past Section Director Report (Brooke)

Discussion Items:

- Caltrans provided a sponsorship in 2010 that served as a retainer for their staff to attend training workshops and luncheons, but the invoice was never process/paid. We have renegotiated a 2-year contract.

Motions: none

Action Items:

Brooke to circulate agreement

- Meet with Caltrans staff to review agreement
- Track payment

F. Website Report (Greg)

Report via email:

- Everything is going smoothly with the website. At the YPG event (after the board meeting) Alex, Nancy, and I met to discuss the potential for doing a major update of the website using AECOM's web designer. This could be done in concert with an update to the Orange County Section Website to take advantage of code work that could use for both sites. To do this we would need to increase our web budget for 2011. We will continue to assess the feasibility, timeline, costs etc. and provide a report to the board at our next meeting.

Motions: none

Action Items: none

G. Young Planners' Group Report (Mario) - No report this month

H. Diversity & Inclusionary Participation Report (Jane)

Discussion Items:

- Jane is moving forward with Built Environment Education Program (BEEP). The San Diego Architectural Foundation and Council of Design Professionals is creating a steering committee to finish the 4th-8th grade curricula at a workshop on March 12th from 9am-12pm. This will provide modules for teachers and there may be an opportunity to provide direct costs/materials.

Motions: none

Action Items:

- Jane to circulate workshop flyer.

I. Professional Development Officer – AICP Report (Stan)

Report via email:

- AICP Exam Prep 2011– Approximately 20 registrants to date. The majority of registrants are from San Diego. A few more weeks for folks to sign up as we have 25-person capacity. CalTrans folks will be able to attend the trainings for free, based on SDAPA's agreement. UCSD Extension has reserved training facility at their Sorrento Mesa as Mission Valley facility was not available. There is free parking and lots of spaces available for parking. Stan has a "To Do" list for the AICP Committee so we are set for the first session on 2/19.
- Stan is considering the State AICP Coordinator position, pending finding a replacement for me on the SDAPA board. I've asked John Hamilton to consider and maybe a few other folks, so will know by next month.

Motions: none

Action Items:

- Greg to send out another blast.

J. Programs Report (Patrick/Dan)

Report via email:

- March Luncheon - Projects/challenges/vision for Downtown San Diego. Panel moderated by Cary Lowe/Mike Stepner based on recent article they authored. We are seeking 3-4 panelists representing downtown planning, residents and businesses. Current prospects are as follows: 1 or 2 Downtown Business and/or Residents/User Rep (Ingrid Croce - Gaslamp pioneer, businessperson, Banker's Hill resident; Robin Munro Madaffer - ULI Chair Elect (July 2011), Homeless Count & Survey, Resident, LU Attorney, works and lives downtown; Scott Maloni, Downtown SD Partnership Chairman and Interim President, VP Poseidon Resources) and 1 from CCDC (Fred Maas - past Exec Director of CCDC, developer, Brad Richter - CCDC VP of Planning, Jeff Graham- CCDC VP of Redevelopment, Kevin Faulconer, City Council District)

- Luncheon #2 - Bike Planning/Success Factors with Seth Torma, Chris Kluth and another speaker.

Motions: none

Action Items: none

K. Professional Development Officer – Workshops Report (Nancy) - No report this month

L. Membership Report (Alex)

Discussion Items:

- Alex is working with FileMakerPro to develop better reports to track membership trends and target outreach. We've lost 106 members (28% AICP). Alex is working on a letter to recruit members back.

Report via email:

- Event Data: When completing the event data form that Lisa created, please copy me on the e-mail and include a scan of the sign-in sheet. This will enable me to track who attends what events and add those not in our database to our e-mail list so we can send them membership info.
- E-mail List: We currently have 885 subscribers on our e-mail list. This includes the latest info from YPG.
- Planners' Night Out: We will have a flyer finalized this week that will be e-mailed out. As you know, this special PNO (Tues., March 15th at Tractor Room) is open to members only and RSVP is required. SDAPA is providing appetizers and those attending are responsible for purchasing their own drinks. Please encourage anyone who is not a member to join now at www.planning.org/join or through the CalAPA website for a State-only membership. A new feature with the national APA membership is the ability to spread your membership dues over 12 equal monthly installments.
- Outreach to former members: Hopefully by early this week, I will be e-mailing and mailing out a letter to former members inviting them to re-join APA or CalAPA. This letter will be targeted to former members and to those that are e-mail only members. A draft of this letter was circulated at the last board meeting and it will be revised based on some great feedback and suggestions.
- Facebook: 142 people currently "like" us. We now have a Facebook section on the www.sdapa.org website that announces our Facebook page in a more interactive format and includes photos of some of the people that like the page.

Motions: none

Action Items: none

M. Student Representative (Olivia) - No report this month

N. Treasurer's Report (Elisa) - No report this month

O. Newsletter E-journal Report (Asha)

Report via email:

- I have three articles coming in thus far. One from Dana as the neighborhood feature, another from Chandra Krout (AECOM) discussing local efforts related to addressing climate change and adaptation and one that Seth and I are co-writing regarding SB 97 and complete streets. I sat down with someone in our marketing dept this week and she gave me several great pointers and tips for using InDesign so that I can correct some minor recurring formatting issues and possibly add some more pizzaz! Please continue to send any announcements or articles my way, as well as any feedback/comments on the newsletters themselves.
- I would like to request updated graphics from our sponsors to put in the newsletter, in addition to confirming that sponsors are up to date. As Dan brought up, some of the business cards are too blurry and I do not have the source files to make the correction.
- Next Deadline (Spring Edition) is April 1st.

Motions: none

Action Items: none

P. Marketing/Sustainability Report (Vacant) - No report this month

Q. Academic Liaison Report (Vacant) - No report this month

R. CFP Liaison (Vacant) - No report this month

II. OTHER BUSINESS/ANNOUNCEMENTS - none

III. NEXT MEETING DATE AND ADJOURNMENT

Board Meeting followed by YPG Mixer

Monday, March 14, 2011 at 4:30 pm

Location: HDR, , 8690 Balboa Avenue, Suite 200



DATE: Monday, March 14, 2011
 TIME: 4:30 pm – 6:45 pm
 PLACE: HDR, 8960 Balboa Ave, Suite 200

ATTENDEES:

Dan Wery, AICP	Section Director
Elisa Marrone, AICP	Treasurer
Patrick Jelsema, AICP	Programs Chair
Stan Donn, AICP	Professional Development – AICP
Alex Hempton, AICP	Membership
Greg Konar, AICP	Webmaster
Jane Clough-Riquelme	APA Inclusionary Membership
Lisa Lind	Secretary
Mario Osorio	Young Planners Group
Asha Saunders, LEED AP	Newsletter Editor
Dana Spaccarotella	Awards Chair

BOARD MEMBERS ABSENT:

Brooke Peterson, AICP	Past Section Director
Nancy Graham, AICP	Professional Development – Workshops
Olivia Hancock	Student Representative – SDSU
Vacant	Legislation and Marketing
Vacant	Academic Liaison/Mentoring Programs

I. REGULAR BUSINESS

- i. Increase membership, participation, and member services & value*
- ii. Increase advocacy, collaborations & SDAPA profile*
- iii. Adopt fiscal policy*

A. Director’s Report (Dan Wery)

Discussion Items:

- Recommendations/Vote on New Board Members – We have a number of open positions and need backup support for certain positions/programs. The bylaws outline the director positions on the board. Josh Schiffer has an interest in programs and has helped on program/events. Renee Yarmy has a strong interest and background to support sustainability. Kimberly Bush is in YPG and is a recent scholarship grant recipient. Dan has discussed California Planning Foundation (CPF) Liaison with her and she is interested. We recognized that these three people have been active YPG members and have shown an interest in and energy for APA. Other interested candidates are Patrick Zabrocki, Mark Thompson, and Brittney Ruggels. A Marketing Chair (counterpart to Membership Chair) is needed to address sponsorship, marketing, support events, coordinate holiday party, and build collaborations with organizations. Discussed role of sustainability advocate/chair which is the least defined role. We have a clear need for a legislative chair and may be able to integrate sustainability into the legislative role and our activities. We should develop a better definition of the Academic Liaison position. Discuss and repost in a few months. We want to engage participation of these candidates and a good way to link the volunteer commitment to a board position. Committee work can be reported by the Board member. We need to have a way to recognize them as volunteers.
- Complete Streets Task Force/Walk San Diego presentation - Kathleen Ferrier explained Walk San Diego’s new focus on policy which coincides with legislative changes. They are conducting interviews on planning and implementation for streets in order to push a region-wide complete streets movement. They are looking to bring Janette Sadik-Khan, New York City’s transportation commissioner, to San Diego to discuss her experience with implementation as part of an educational approach. Board supports the collaboration with

Walk San Diego, building on the complete streets task force, and a high profile workshop/event. Recommend checking her availability/cost and look into potential collaboration with Big Tent organizations and other sponsors. This would be a budget item for APA if we want to partner.

- Agenda format - Everyone should bold or highlight action items so that Dan can reorganize the agenda according to need for action items.
- The Orange County Section is going to involve the San Diego Section in the Planning Van. The Planning Van is a charette van that is going to go around the state, starting with 2-3 days San Diego in July. They will create a documentary film of case studies that demonstrate the value and benefits of planning.

Motions:

- To appoint Josh Schiffer to Programs Co-Chair on the Board of Directors (*PJ/GK: 11-0 Passed*)
- To appoint Kim Bush as Marketing Chair on the Board of Directors (*PJ/DS: 11-0 Passed*)
- To offer and appoint Renee Yarmy to the position of Legislative Coordinator on the Board of Directors (*LL/JR: 11-0 Passed*)

Action Items:

- Dan to contact new Board members and volunteers
- Greg to report back on costs, availability for Sadik-Kahn
- Make a list of tasks that we need help with: sustainability column/feature in the newsletter, someone to give presentations to students at local colleges, BEEP, workshops needs help, awards
- Dan to send information on Planning Van to solicit input from Board.

B. Finish Annual Budget (All Board Members)

Discussion Items:

- Reviewed draft budget, running at an \$11,000 deficit in recognition that we have a reserve and want to give back to members in services. Need to add request \$1,500 for inclusionary programs/BEEP supplies. Add funds to scholarship funds to total \$4000. May need to amend holiday party once we have a plan.

Motions:

- To approve budget (*GK/MO: 9-0 Passed*)

Action Items:

- Elisa or Dan to update budget, insert 2010 actuals recognizing limitations of quickbook entries/categories, and add to notes column what the line items include.

C. Past Section Director (Brooke Peterson) – No report this month

D. Awards Chair Report (Dana Spaccarotella)

Discussion Items:

- We have a signed contract with venue, and need deposit and insurance certificate. Spent \$500-600 on Tod last year. Some people recommended a change but he provides an essential role. All agreed to use Tod again. Tod Gloria will do introductions. Dana stressed importance of board help with sponsorship requests.

Motions: none

Action Items:

- Dana to send invoice to Elisa to write check to venue.
- Dana to send Dan and email to get insurance certificate.
- Dana to circulate the sponsorship flyer. [consider package deals or extra values for early registration – e.g. bottle of wine per table, discounts, free workshop to members, etc.]
- All board members to email Dana by the end of the week with 3-4 sponsorship commitments/calls they will make.
- Dana to look into options for walking tour for AICP credit with help from North Park Main Street.
- Lisa to ask Nancy about using AECOM conference room for jury meeting.
- Lisa to put costs together for refreshments

E. Professional Development Officer Report – Workshops (Nancy Graham)

- Spring Workshop -
- Fall Workshop – Downtown Parking: Case Study Comparison - Perth vs. San Diego??

F. Programs – Reports & Updates (Patrick Jelsema)

- Bike Planning Luncheon tentatively scheduled for Wednesday, March 30, 2011 at DIC, but likely to move to first week in April as are still waiting for SANDAG speaker to confirm. Announcement done, waiting to do eblast. DAN to do introduction at luncheon– Patrick cannot attend due to training.
- Tentative luncheon on Downtown Issues – Cary Lowe, Mike Stepner, etc.
- Tentative luncheon by SANDAG on parking issues downtown. May become a program.
- Contacted by the padres to do an event, possibly in June. Need more information and coordination with programs.
- Interest from Diane Richardson at SDSU to repeat the event from last year.

G. Secretary’s Report (Lisa Lind)

Discussion Items: none

Motions:

- To approve February minutes as written (*GK/JC: 9-0 Passed*)

Action Items:

- [Lisa to send request for remaining board manual materials.](#)

H. Website Report (Greg Konar)

- Integration of Google Calendar
- New Facebook Link
- Website Update Project (decision on budget)

I. Young Planners’ Group Report (Mario Osorio) – No report this month

J. Diversity/Inclusionary Report (Jane Clough-Riquelme)

Discussion Items:

- The BEEP workshop went really well with 35 people (age 8-60+) in attendance, including educators, lots of planners, and some architects. The purpose was to look at lesson and generate set of volunteers who will be interested in teaching. They went through one of the 15 lessons and learned something about how to implement them. Several collaborations have started with Montgomery Middle School and language academy. Upcoming tasks include steering committee meeting, work on modules, create a list serve for others to collaborate and continue working on lessons, and schedule another workshop.
- Jane will be coordinating efforts with other Diversity Chairs Statewide to look ahead to Santa Barbara conference. A conference call is scheduled for the end of March.

Motions: none

Action Items: none

K. Professional Development Officer Report – AICP (Stan Donn)

- Full capacity for 2011 Exam Training classes w/30 registrants
- Excellent facility at UCSD Extension
- Request honorarium for all 4 speakers, JeanMarie Bond UC xtn coordinator – Any ideas for honorarium?
- Potential replacement for Stan before Stan considers serving on State Board

L. Membership Report (Alex Hempton)

- SDAPA Board Website: Quick demo/answer questions.
- Planners’ Night Out (PNO) tomorrow, 3/15, at Tractor Room. Approx. 60 RSVP plus Caltrans people and YPG members. Caltrans and YPG, if not members, will be encouraged to join at national or chapter-only level. We will provide appetizers (no drinks).
- Outreach: Sent out a letter to 281 former members last month. Received two e-mails. Some mail returned. Tabulating returned mail and will report out next month.
- Next Meeting: Will not be able to attend April’s meeting (out of town 11th, 12th, and 18th)

- Future Plans: Will investigate an additional outreach opportunity later in the year, when schools start. Summer burger dinner or other event to be planned. Fall PNO. Holiday party. Assist with annual awards.
- Membership Stats: Will post to SDAPA Board website. Not available at moment.
- Development of Member Survey

M. Student Representative (Olivia Hancock)

- Chapter Student Liaison – Christopher A. Reed (702) 249-4502, Christopher.a.read@gmail.com
 - i. coordinate with other Section Student Reps
 - ii. Promote APA membership benefits
 - iii. Promote student presentations @ Conference

N. Treasurer's Report (Elisa Marrone)

Discussion Items:

- Elisa submitted the report to state and did not hear back that we needed to other materials or changes. Everything has been balancing so far.

Motions: none

Action Items: none

O. Newsletter Report (Asha Saunders)

- Asha has three articles coming in thus far. One from Dana as the neighborhood feature, another from Chandra Krout (AECOM) discussing local efforts related to addressing climate change and adaptation and one that Seth and Asha are co-writing regarding SB 97 and complete streets. Asha sat down with someone in her marketing dept got several great pointers and tips for using InDesign so that she can correct some minor recurring formatting issues and possibly add some more pizzaz! Please continue to send any announcements or articles my way, as well as any feedback/comments on the newsletters themselves.
- Asha would like to request updated graphics from our sponsors to put in the newsletter, in addition to confirming that sponsors are up to date. As Dan brought up, some of the business cards are too blurry and she does not have the source files to make the correction.
- Next Deadline (Spring Edition) is April 1st.

P. Marketing/Sustainability Report (*Vacant*) – No report this month

Q. Academic Liaison (*Vacant*) – No report this month

R. CFP Liaison (*Vacant*) – No report this month

NEXT MEETING: Monday April 11, HDR, 8960 Balboa Ave, Suite 200



DATE: Monday, April 11, 2011
 TIME: 4:30 pm – 6:15 pm
 PLACE: HDR, 8960 Balboa Ave, Suite 200

ATTENDEES:

Dan Wery, AICP	Section Director
Brooke Peterson, AICP	Past Section Director
Elisa Marrone, AICP	Treasurer
Patrick Jelsema, AICP	Programs Chair
Josh Schiffer, AICP	Programs Co-Chair
Nancy Graham, AICP	Professional Development – Workshops
Greg Konar, AICP	Webmaster
Jane Clough-Riquelme	APA Inclusionary Membership
Lisa Lind	Secretary
Mario Osorio	Young Planners Group
Asha Saunders, LEED AP	Newsletter Editor
Dana Spaccarotella	Awards Chair
Renée Yarmy	Legislative Chair
Kim Bush	Marketing Director

BOARD MEMBERS ABSENT:

Stan Donn, AICP	Professional Development – AICP
Alex Hempton, AICP	Membership
Olivia Hancock	Student Representative – SDSU
Vacant	Academic Liaison/Mentoring Programs

I. REGULAR BUSINESS

- i. Increase membership, participation, and member services & value*
- ii. Increase advocacy, collaborations & SDAPA profile*
- iii. Adopt fiscal policy*

A. Director’s Report (Dan Wery)

Discussion Items:

- Welcome New Members: Renee Yarmy; Kim Bush; Josh Schiffer
- Board discussed OC Planning Van

Motions: none

Action Items:

Dan to coordinate with OC Section re: planning van and consider a call for local nominations of suitable projects.

B. Awards Chair Report (Dana Spaccarotella)

Discussion Items:

- Awards Event Update: We have six new nominations, maybe more coming in. Volunteer graphic designer has prepared raffle and other event flyers. Event is a celebration of North Park, with a focus on the theater. The Historical Society is co-sponsoring a walking tour, something they usually charge for. AICP credits will be offered, similar to the 2010 walking tour of Little Italy. There is a reception planned at the West Coast Tavern with an open bar and heavy appetizers. Todd Gloria is confirmed as a speaker. We are at \$2200 for sponsorship and our goal is \$2750 so Board members are asked to continue to work to get sponsorships and raffle prizes. Since Tod Oliver is not available, Marc Biagi introduced himself. The state awards are due a day after our event, so we will have to announce the winners in advance so they can prepare their nominations for the state level.

Motions: none

Action Items:

- Dana to circulate flyers, including a PDF on website to ease sharing and attachment to sponsorship requests
- Dana to send .jpg of flyer and North Park article to Asha
- Dana to forward walking tour info to Nancy for AICP credits
- Dana to do a reference check on Mark
- Dana to remind nominees about CCAPA's 5-13-11 awards submittal deadline and provide information
- Jane to seek SANDAG sponsorship – historically a large supporter

C. Professional Development Officer Report – Workshops (Nancy Graham)

Discussion Items:

- Board discussed possible workshop themes, including an update on how far we have come since the 2006 workshop on the high cost of free parking. A possible idea is to compare initiatives in Perth with San Diego. We are planning far enough in advance that Caltrans should be available.
- Workshop Frequency: Board discussed that two annual workshops have been held in the past but the timing of the May awards makes another spring workshop difficult. In addition, the state conference is held in the fall.
- AICP credits for events: Anyone seeking AICP credits for a workshop or program should email Nancy the agenda and bios for the speakers. She also keeps a record of the sign in sheet and evaluation forms in case we are ever audited.

Motions: none

Action Items:

- Board to email Nancy with ideas for speakers
- Nancy to upload AICP back up to google site.

D. Programs – Reports & Updates (Patrick Jelsema/Josh Schiffer)

Discussion Items:

- April 6 Bike Planning Luncheon was standing room only. We lowered the price for members and still made a small profit.
- Future luncheons: We are planning to do a CD Program at URS or RBF on ethics/law for CM credit in May and July. We need to work out the details for the Padres event in June. Also may consider military planning as a program or workshop.
- Long Beach Bike Facility Trip– Fri June 3: Contact Bill Chopyk if you are interested in attending. We may want to offer AICP credits for this event. Board discussed making sure that liability insurance is taken care of.

Motions: none

Action Items:

- Programs Committee to track and report on Caltrans sponsorship use.
- Greg and Nancy to peruse AICP credits for Long Beach Bike Tour.

E. Past Section Director (Brooke Peterson)

Discussion Items:

- Big Tent: Brooke has been helping to plan and promote an opportunity for “design professionals in a new economy” scheduled for May 14th.
- C3 50th Anniversary Request: C3 is having two events, the first in May on the same date as our awards to celebrate their 50 year anniversary and the second in October. They are requesting a sponsorship.

Motions: none

Action Items:

- Brooke to send Asha flyer for newsletter.
- Brooke to send agenda and bios to Nancy for AICP credit.
- Patrick to prepare AICP eval and sign-in forms for event.

F. Website Report (Greg Konar)

Discussion Items:

- Greg explained the informal guidelines for what goes on website versus social media. We get requests to put events on our website that aren't sponsored by SDAPA. These are more appropriate for Facebook, which Alex has been keeping up.
- Board discussed RSVP system with the current form versus Google. While Google saves us a step in that it automatically creates a spreadsheet of participants, we want to make it easy for the user and also make sure that there are appropriate headers/graphics so that we are branding the RSVP page.

Motions: none

Action Items: none

G. Young Planners' Group Report (Mario Osorio)

Discussion Items:

- Pilot mentorship program: This program is going well. In the future, the mentors will receive a more comprehensive background on the mentees/protégés' goals and strategies to prepare for the kick-off/meet-and-greet. Although the Professional Growth Plan is an optional resource, we are looking to make the initial Protégé questions in the PGP a required component to their application. The mentees are benefitting from networking with their mentors. May also improve the program by addressing geographic areas of the County. Mario is looking at an approach that would assign mentorship teams by subregion (North County Coastal, North County Inland, South County, East County, Downtown).
- Community Service: Approximately 20 people attended the community service event at Mission Trails. Future events will look to condense the training/introduction. We are working to do some type of community service project for May.
- Job Shadowing: Mario is also starting to develop some ideas for a job shadow day or something or YPs to participate in. Details coming soon.

Motions: none

Action Items:

Mario and Renee to discuss possible event with Sierra Club/Kara Liederman, Young Adult Group Leader, Volunteer Partnership Opportunities.

Mario and Dan to coordinate student visit to planning firms with SDSU lecturer and student advisor Diana Richardson (Wednesday group meets 5-6pm).

H. Membership Report (Alex Hempton)

Discussion Items (from report):

- Membership: Currently at 527 members as of latest data from state (3/2011). For more detailed information, go to <https://sites.google.com/site/sdapaboard/membership>
- Membership Flyer: Created Membership Flyer to easily communicate membership options for joining SDAPA. Originally was going to create two separate flyers, one for students and one for all others. Decided to create one flyer for everyone. Phase 2 will be to create a brochure that describes membership *benefits* in more detail. Flyer available for download at: <https://sites.google.com/site/sdapaboard/membership>
- SDAPA Board Website: The SDAPA Board Website has a wealth of information that any board members can add to or edit. Go to <https://sites.google.com/site/sdapaboard>. If you are having problems logging in, please contact me and I will help you.
- sdapa.org Website Redesign: Lisa and I used to serve as board members for People for Trees and produced a redesign of the People for Trees website. The company we used was TM5150. So that the board had multiple proposals to evaluate I have asked TM5150 to provide a redesign proposal. I have attached their proposal to this report.
- Planners' Night Out (PNO), 3/15/2011, at Tractor Room. Great turnout. More details on board website. Total cost was approx \$550; \$50 for flyer, \$500 for food.
- Outreach: Sent out a letter to 281 former members late February. Received two e-mails. Some mail returned. Tabulating returned mail and will report out next month.
- Future Plans: Investigate an additional outreach opportunity later in the year, when schools start; Summer burger dinner or other event to be planned; Fall PNO; Holiday party; Development of Member Survey

Motions: none

Action Items: none

I. Legislative Report (Renée Yarmy)

Discussion Items:

- Renee introduced herself and provided an overview of her plans for the Legislative Chair role, including working with Asha and others on the newsletter, possible collaboration with Port of San Diego, Michelle White and UCSD/Keith Pezzoli, Sustainable Campus Initiatives.

Motions: none

Action Items: none

J. Marketing Report (Kim Bush)

Discussion Items:

- Kim introduced herself and some of her ideas for assisting with marketing efforts. She needs to get to know what we have been doing in the past.

Motions: none

Action Items:

- [Kim to get the organization/marketing list from Sarah Lozano at slozano@dudek.com](#)

K. Secretary's Report (Lisa Lind)

Discussion Items: none

Motions:

- To approve March minutes as written (*NG/MO: 13-0 Passed*)

Action Items:

- [Lisa to circulate April minutes](#)

L. Treasurer's Report (Elisa Marrone) – No report this month

M. Diversity/Inclusionary Report (Jane Clough-Riquelme)

Discussion Items:

- Jane has a meeting with the BEEP steering committee and this is moving along. Wendy Tinsley Becker can also accommodate a summer intern and will be putting together a job description.

Motions: none

Action Items: none

N. Professional Development Officer Report – AICP (Stan Donn) – No report this month

O. Student Representative (Olivia Hancock) – No report this month

P. Newsletter Report (Asha Saunders) – No report this month

Q. Academic Liaison (Vacant)

Discussion Items:

- Patrick heard that Kiley Lyons is interested in returning the Board and taking on this position and utilizing some of his connections with the universities.

Motions: none

Action Items:

- [Board to discuss the Academic Liaison role and responsibilities.](#)

NEXT MEETING: Monday, May 9, HDR, 8960 Balboa Ave, Suite 200



DATE: Monday, May 9, 2011
 TIME: 4:30 pm – 6:30 pm
 PLACE: HDR, 8960 Balboa Ave, Suite 200

ATTENDEES:

Dan Wery, AICP	Section Director
Elisa Marrone, AICP	Treasurer
Josh Schiffer, AICP	Programs Co-Chair
Jane Clough-Riquelme	APA Inclusionary Membership
Alex Hempton, AICP	Membership
Lisa Lind	Secretary
Mario Osorio	Young Planners Group
Asha Saunders, LEED AP	Newsletter Editor
Dana Spaccarotella	Awards Chair
Renée Yarmy	Legislative Chair
Kim Bush	Marketing Director

BOARD MEMBERS ABSENT:

Brooke Peterson, AICP	Past Section Director
Patrick Jelsema, AICP	Programs Chair
Nancy Graham, AICP	Professional Development – Workshops
Greg Konar, AICP	Webmaster
Stan Donn, AICP	Professional Development – AICP
Olivia Hancock	Student Representative – SDSU
Vacant	Academic Liaison/Mentoring Programs

I. REGULAR BUSINESS

- i. Increase membership, participation, and member services & value*
- ii. Increase advocacy, collaborations & SDAPA profile*
- iii. Adopt fiscal policy*

A. Director’s Report (Dan Wery)

Discussion Items:

- Dan is waiting to hear back from OC Planning van about their criteria. Some of their parameters are projects which can be completed in 2 days, projects underway that need assistance, etc. There is a kickoff meeting tomorrow (5/10 via GoTo Meeting from 6-8pm). Dan will pass around information for those who can attend. Board discussed potential ideas in San Ysidro, Southeast San Diego, Barrio Logan, west Chula Vista.
- C3 Program on Thursday and we've been asked to sponsor and we are looking into options to partner with them.
- Long Beach Bike Tour is still on for June 3rd.
- Dan has a Section Director meeting coming up and can address any issues that need to be elevated to the next level.

Motions: none

Action Items:

- Dan to circulate OC Planning Van criteria and meeting info.
- Renee to start a list that we can give to the OC Section organizers.

B. Awards Chair Report (Dana Spaccarotella)

Discussion Items:

- Awards Event Update: Registration has been extended through tomorrow and we can also accept people at the door. We have 110 people so far. Eight new members are attending the awards. We have gift certificates from West Coast Tavern, Harrah's Casino, the Tractor Room, Landini's, Jay Porter (Linkery/EI Take It Easy), and branding/website

consultation, along with some gifts from Walk San Diego and Padres tickets. Group discussed having less breaks for the raffles. Discussed items appropriate for a silent auction. We may want to add gift baskets for the silent auction. Sponsorships are at \$4,250 and we are on track to raise money from the event. Script is done and so is the awards program. Dana has the volunteers she needs.

Motions: none

Action Items:

- Board to change sponsorship flyer for next year from "drinks" to refreshments.
- Renee to make coupons for two luncheons and a 2012 awards ticket.
- Lisa to contact state coordinator about revamping the nomination form.
- Lisa to circulate a list for volunteer opportunities to post at awards

C. Professional Development Officer Report – Workshops (Nancy Graham)

Discussion Items:

- Nancy is pulling together info for a workshop on parking in October.

Motions: none

Action Items: none

D. Programs – Reports & Updates (Patrick Jelsema/Josh Schiffer)

Discussion Items:

- National APA and AICP Leadership Dialog luncheon is scheduled for Thursday, May 26th at the Downtown Information Center. Speakers Bill Anderson and Lance Schulte will provide an update about the APA conference. Seven people are registered but this should increase closer to the time.
- Ethics and law luncheons have been postponed but will be rescheduled and held at HDR and URS.

Motions: none

Action Items:

- Josh to make a flyer to promote luncheon at the awards.
- Josh to send a request to have Greg to an eblast.
- Josh to look into whether this is a new CD or an older CD (which may not provide credit to past participants).

E. Past Section Director (Brooke Peterson)

Discussion Items: none

Motions: none

Action Items:

F. Website Report (Greg Konar)

Discussion Items:

- One of our goals this year is the website and we might want to consider incorporating efforts for all websites but still have some branding for programs/committees, such as YPG. We are halfway through the year and would like to roll-out a new website in January 2012. This may require a subcommittee and there is interest from several board members in helping with this effort.

Motions: none

Action Items:

- Dan to talk to Greg about setting up a committee.

G. Young Planners' Group Report (Mario Osorio)

Discussion Items:

- The upcoming community service event has been cancelled because City of Imperial Beach is requesting that we obtain a temporary use permit. YPG will work on something for June.
- Mario is focusing YPG efforts on the International Subcommittee, Community Service/Volunteering (including BEEP), and Mentorship. Mario has an upcoming meeting on the mentorship program. Kim will be doing more work for the International Subcommittee.

Motions: none

Action Items: none

H. Membership Report (Alex Hempton)

Discussion Items: See report.

Motions: none

Action Items: none

I. Legislative Report (Renée Yarmy)

Discussion Items:

- Renee reviewed surveys and thinks it is important to develop a program that helps us look at legislative issues and highlight sustainability. She presented an idea to have a panel look at how sustainability is applied to different levels that may fit into a luncheon program on sustainability.
- Renee met with someone from the Sierra Club and sees opportunity to do an educational/active (kayak) program.
- Renee has put together some ideas to place legislative resources and planning tools on the web.

Motions: none

Action Items:

Renee to discuss further with Josh and Patrick about opportunities for a luncheon or workshop.

J. Marketing Report (Kim Bush)

Discussion Items:

- After the awards, Kim will be working with Dan on new projects, including ideas for the OC van.

Motions: none

Action Items: none

K. Secretary's Report (Lisa Lind)

Discussion Items:

- Request was made to move treasurer report and minutes to beginning of agenda for future meetings.

Motions:

- To approve April minutes (*DW/JC: 11-0 Passed*)

Action Items:

Lisa to circulate May minutes

Lisa to pull together past action items to review at next meeting

L. Treasurer's Report (Elisa Marrone)

Discussion Items:

- First quarter reports are in and Elisa has not received notice that there are any problems.
- For a future meeting, we need to discuss the Quickbook categories.

Motions: none

Action Items: none

M. Diversity/Inclusionary Report (Jane Clough-Riquelme)

Discussion Items:

- BEEP is moving fast since the March workshop. BEEP is a program of the SDAF (and formally with AIA). SDAF did a recent assessment of their structure, and BEEP was not included in their future plans. The BEEP steering committee is made up of design professionals and associations and is looking at breaking off as its own nonprofit. It may turn out to be a Big Tent project. There are 15 teaching modules designed for middle school students which cover different aspects of planning. Over the summer, there is a plan to finish the modules and work with teachers to implement this in the classroom. BEEP is looking for virtual lesson review teams/circles of 6-8 educators/planners/college students with one coordinator. They are trying to recruit 15 teams in May. Lessons would be submitted at the end of July. Modules would be revised and there would be a workshop in August to review progress. Jane asked everyone to spread the word about

the call for Volunteer Lesson Plan Circle Leaders. Board discussed the work on the modules for possible CM credits (self-reporting).

Motions: none

Action Items: none

Jane will forward results of the diversity statistics for APA.

Jane to give Asha a jpg for newsletter, send to Greg to put on an eblast, and bring a BEEP sign in sheet for the awards.

N. Professional Development Officer Report – AICP (Stan Donn)

Discussion Items: See report.

Motions: none

Action Items: none

O. Student Representative (Olivia Hancock) – No report this month

P. Newsletter Report (Asha Saunders)

Discussion Items:

- Newsletter will go out next week.

Motions: none

Action Items: none

Q. Academic Liaison (*Vacant*) – No report this month

NEXT MEETING: Monday, June 13, HDR, 8960 Balboa Ave, Suite 200



DATE: Monday, June 13, 2011
 TIME: 4:30 pm – 6:25 pm
 PLACE: HDR, 8960 Balboa Ave, Suite 200

ATTENDEES:

Dan Wery, AICP	Section Director
Elisa Marrone, AICP	Treasurer
Josh Schiffer, AICP	Programs Co-Chair
Alex Hempton, AICP	Membership
Greg Konar, AICP	Webmaster
Lisa Lind	Secretary
Mario Osorio	Young Planners Group
Dana Spaccarotella	Awards Chair
Renée Yarmy	Legislative Chair
Olivia Hancock	Student Representative – SDSU

BOARD MEMBERS ABSENT:

Brooke Peterson, AICP	Past Section Director
Patrick Jelsema, AICP	Programs Chair
Nancy Graham, AICP	Professional Development – Workshops
Jane Clough-Riquelme	APA Inclusionary Membership
Asha Saunders, LEED AP	Newsletter Editor
Stan Donn, AICP	Professional Development – AICP
Kim Bush	Marketing Director
Vacant	Academic Liaison/Mentoring Programs

I. REGULAR BUSINESS

- i. Increase membership, participation, and member services & value*
- ii. Increase advocacy, collaborations & SDAPA profile*
- iii. Adopt fiscal policy*

A. Director's Report (Dan Wery)

Discussion Items:

- Dan discussed 4 minute limit on reports from each person so we can get through entire agenda.
- Summer Retreat: Clarified that it isn't like the annual retreat, but rather a board happy hour-type-event get together in July or August. We may want to do planning for the 2012 awards and 2011 Holiday Party at the board get together.
- Planning Van/SDAPA coordination for sessions: Information is available on the web. People should submit ideas through SDAPA and we will bubble up to OC group.
- 2050 RTP/SCS comment period – Board discussed whether SDAPA should comment on Complete Streets Task Force reference in 2050 RTP.

Motions: none

Action Items:

- Lisa, Dan, and Alex to plan summer "retreat."

B. Awards Chair Report (Dana Spaccarotella)

Discussion Items:

- 2011 Awards Event Debrief: Dana reported that we made approximately \$2000 on the event and will follow up with a formal budget report. Overall, the venue was good, and Mark worked out as an emcee. Dana went to the SANDAG planning director meeting to provide highlights from the awards. The high attendance for two years in a row validates the new format to lower prices and offer appetizers instead of dinner and focus on a

neighborhood and offer a walking tour for AICP credit. We need to do a better job of getting the call for nominations out. It was great to have the councilmember there but we need to get on their calendars early. Everyone thanked Dana for a job well done. Board discussed possible ideas for future annual awards: La Mesa (100th anniversary), Balboa Park (upcoming anniversary). Planning future awards events could be a discussion at board get together. For future events, we may want to set aside a part of our budget for assistance with attendance for those who couldn't normally attend, such as nonprofits or sponsor a community service project in the host community.

Motions: none

Action Items:

- Dana to provide winning nomination forms/descriptions and award powerpoint to Greg to post on the SDAPA website.
- Dan to put awards planning and community service project idea on retreat agenda.

C. Secretary's Report (Lisa Lind)

Discussion Items: none.

Motions:

- To approve May minutes (*GK/MO: 10-0 Passed*)

Action Items:

- Lisa to circulate June minutes
- Lisa to circulate past action items for review by all
- Lisa to look up what positions are up for re-election in the fall

D. Treasurer's Report (Elisa Marrone)

Discussion Items:

- Elisa reported that everything is moving along fine. The board reviewed the bank statement which showed total in checking and savings to be approximately \$100,000.
- Dan reported that the Northern Section has developed a reserve policy that we may be able to use as a starting point for our policy. Example: Northern California policy covers: 1) reserves 50% of average annual operating balance, 2) conference profits – proposes to split up 1/8 and distribute to all sections, 3) how to track interest. Elisa can review to see how it will work for our chapter.
- Greg reported that he can now get reports in Quickbooks or excel from Paypal. We can also issue a cancellation via Paypal and no longer need to send a refund check. We are currently charged a transaction fee but are not tracking it.

Motions: none

Action Items:

- Elisa to arrange to roll over CD
- Dan to circulate policy from the Northern Section
- Elisa to report on how the policy would apply to our finances

A. Past Section Director (Brooke Peterson)

Discussion Items:

- Dan reported that the Big Tent workshop went well, and that Dan has been asked to be on the jury for the C3 Awards.

Motions: none

Action Items: none

E. Website Report (Greg Konar)

Discussion Items:

- Greg, Alex, Kim, Renee and Eric Lardy have expressed interest in being on the redesign committee and will be meeting later this month. Eric has expressed an interest in being the new webmaster. Greg Konar will remain as webmaster until the new website is launched. Need to consider YPG in the redesign and also balance the logos for SDAPA, YPG, the International Subcommittee but also have a consistent look. It would be good to provide a better connection to the state website/resources during the update.

Motions: none

Action Items:

- Greg to work with Jane to update the diversity page

Alex to send out a confirmation email and address about the committee meeting on June 8th at 5:30 at the City

F. Professional Development Officer Report – Workshops (Nancy Graham)

Discussion Items:

- Nancy is working on the parking workshop for October.

Motions: none

Action Items: none

G. Programs – Reports & Updates (Patrick Jelsema/Josh Schiffer)

Discussion Items:

- We lost \$5 in May but otherwise the event was successful.
- Josh is planning the CD luncheon on ethics at URS for June and on law at HDR for July. There are also other CDs we can use for luncheon and we can also experiment with LiveX. Josh is working with Renee and Kim on a luncheon topic on military/energy projects in September and sustainability for August. He is also looking into low cost or free venues in North County and getting speakers from North County cities as an added draw.
- Contact person for Padres was not responsive to our questions about the program. If we want to do a Padres event on our own, we can purchase a block of tickets.

Motions: none

Action Items:

- Josh to confirm July luncheon at HDR with Mario.
- Josh, Kim, and Renee to meet and work on upcoming luncheons.
- Josh and Patrick to decide whether Padres event is a go (or no go)

H. Young Planners' Group Report (Mario Osorio)

Discussion Items:

- The mentoring program hit the 6-month and has been making good progress. For the next round of the program, we are looking at having a large group of potential mentees and need to identify a pool of mentees.
- They are looking into a community service event for July.
- They will be focusing on BEEP at the next International Subcommittee meeting.

Motions: none

Action Items:

- Mario to provide a status update on the mentor program at July meeting and help identify requirements for mentors
- All to email Mario with ideas for mentors in all geographic areas (South Bay, North County, Central)
- Mario to check with Nancy about possible AICP credit for mentors

I. Membership Report (Alex Hempton)

Discussion Items:

- Alex passed around the membership flyer and the CCSE Urban Forestry Workshop flyer. Alex noted that the ASLA Conference is offering a member rate to APA members so we will want to promote it to our members.
- Board discussed the value of a short video to highlight the benefits of APA membership

Motions: none

Action Items:

- Alex to forward email to Dan about New School event on June 20th about giving planning perspective to architectural students
- All to pass out membership flyers
- Olivia to contact SDSU professors about membership recruitment in the fall
- Alex to give flyer to Asha for newsletter
- Alex to start planning next PNO
- Alex to story board a promotional video

J. Legislative Report (Renée Yarmy)

Discussion Items:

- Renee met with Dr. Keith Pezzoli (UCSD) about the Global Action Resource Center which he has started to open a community dialogue to solve regional planning problems/challenges. It is the hope that the Global ARC will grow in scale.
- Renee met with contacts at the Sierra Club, YPG Community Service and Volunteering, and San Diego County Young Democrats to discuss a community service event for September related to sustainable food and/or community gardens. There are opportunities to partner with these groups. There was also discussion about a future topic related to waste diversion. Group discussed whether there were issues with partnership with potentially political groups and also asked if there were legislative issues that these groups were working on that relate to planning.
- Making links to legislation available

Motions: none

Action Items:

- All to visit <http://www.theglobalarc.org/> to determine if we want to promote to our members
- Dan to look into our advocacy role and any limitation with political issues and our nonprofit status

K. Marketing Report (Kim Bush)

Discussion items:

- We need someone to take over the holiday party planning.

Motions: none

Action Items:

- Kim to better define position/role.
- Mario to contact those who previously expressed interest in a board position to gauge their interest in the holiday party planning role.

L. Diversity/Inclusionary Report (Jane Clough-Riquelme)

Discussion items: (from email)

- BEEP San Diego update - Proceeding with actions to create a new 501C3 with current Board of Directors:
 - Jane – (APA) President
 - Laura Ducharme Conboy (AIA) – Vice President
 - Mirle Rabinowitz (UCSD Planning) – Secretary
 - Oswaldo Perez (APA-YPG) – Treasurer
 - Dan Wery– Director (APA)
 - Maxine Ward – Director (SDF)
 - Wendy Tinsley Becker – ‘Executive Director’
- Scoping funding opportunities (Jane)
- 3 Summer ‘Community Service Volunteers’
- Calling All Lesson Testing Volunteers!!! URGENT! (8 hour commitment over one month)
- Several schools confirmed for BEEP programs for 2011-2012 school year
- Continuing preparations for Diversity Summit at APACA with other Diversity Chairs
- Jane might pull together an article for the APA newsletter about the Social Equity and the 2050 RTP

Motions: none

Action Items:

- Jane to determine if funds are being requested from APA and present to board

M. Professional Development Officer Report – AICP (Stan Donn) – No report this month.

N. Student Representative (Olivia Hancock)

Discussion items:

- SDSU is currently without an internship coordinator and so students are finding internships on their own. Although there are lots of opportunities for networking at APA events, there would be a benefit to do a targeted event for SDSU students. Olivia is looking to host a lunch/dinner with presentation from 1-2 board members in the fall. We

didn't allocate money for this in the budget, but it might be appropriate for the YPG budget.

Motions: none

Action Items:

- Olivia to determine plan for targeted event and present budget to Mario
- Olivia to plan for a membership pitch for the new graduate student orientation

O. Newsletter Report (Asha Saunders)

Discussion items: (from email)

- Summer edition will include:
 - Director's Message
 - Climate Change article
 - Renewable Energy article
 - SDAPA Awards pics, winners and sponsors
 - Governmental Redevelopment in US and Germany- International Feature
 - North Park- Community Feature
 - Other Announcements

Motions: none

Action Items: none

P. Academic Liaison (*Vacant*) – No report this month.

NEW BUSINESS / SUGGESTIONS - None

ADJOURNED at 6:25 P.M.

NEXT MEETING: Monday, July 11, HDR, 8960 Balboa Ave, Suite 200



DATE: Monday, July 11, 2011
 TIME: 4:30 pm – 6:25 pm
 PLACE: HDR, 8960 Balboa Ave, Suite 200

ATTENDEES:

Alex Hempton, AICP	Membership
Greg Konar, AICP	Webmaster
Jane Clough-Riquelme	APA Inclusionary Membership
Nancy Graham, AICP	Professional Development – Workshops
Renée Yarmy	Legislative Chair
Lisa Lind	Secretary (via phone)
Josh Schiffer, AICP	Programs Co-Chair
Mario Osorio	Young Planners Group
Asha Saunders, LEED AP	Newsletter Editor
Kim Bush	Marketing Director
Olivia Tinney	Student Representative – SDSU
Eric Lardy	

BOARD MEMBERS ABSENT:

Dan Wery, AICP	Section Director
Elisa Marrone, AICP	Treasurer
Brooke Peterson, AICP	Past Section Director
Patrick Jelsema, AICP	Programs Chair
Stan Donn, AICP	Professional Development – AICP
Dana Spaccarotella	Awards Chair
Vacant	Academic Liaison/Mentoring Programs

I. REGULAR BUSINESS

- i. Increase membership, participation, and member services & value*
- ii. Increase advocacy, collaborations & SDAPA profile*
- iii. Adopt fiscal policy*

4:40 called to order.

A. Director's Report (Greg Konar on behalf of Dan Wery)

Discussion Items:

- Summer Retreat: Board decided on Thursday, August 25th at the East Village Tavern and Bowl at 7:30 p.m. Kim Bush to contact EVT to see about discounts.
- Board discussed position taken to support the recommendations of the Sustainable San Diego Coalition and the advocacy role of APA in regard to commenting on regional issues related to SB375/2050 RTP/SCS.
- Complete Streets Task Force submitted a proposal for the New Partners for Smart Growth Conference Update
- C3's 50th Anniversary Does the Board have suggestions for keynote speakers
- OC Planning Van still needs ideas for an event in San Diego. Jane is going to send in a suggestion having to do with a project in San Ysidro or Linda Vista. Others have already discussed or sent in suggestions at previous meetings. Jane may also send in a suggestion incorporating her work with BEEP.

Motions: *To acknowledge that a letter was sent to SANDAG supporting the Sustainable San Diego Coalition letter based on a majority email vote by the Board (GK/NG: 10-0 Passed)*

Action Items:

- Greg to circulate the materials provided by Dan on CalAPA Section Expectations
- Board to email Dan with suggestions for keynote speakers for the C3 50th Anniversary Award.

Board to submit ideas to Dan or Kelly for the OC Planning Van based on the criteria previously provided/circulated.

B. Secretary's Report (Lisa Lind)

Discussion Items: none.

Motions:

- To approve June minutes with the edit to the website report (*GK/Ry: 10-0 Passed*)

Action Items:

Lisa to circulate July minutes

C. Treasurer's Report (Elisa Marrone)

Discussion Items:

- Elisa reported that everything is moving along fine. Nothing else to report.
- Alex requested a mid-year actual vs. budget report at next board meeting if possible.

Motions: none

Action Items:

Elisa to prepare a mid-year actual vs. budget report at next board meeting if possible

D. Website Report (Greg Konar)

Discussion Items:

- Diversity Resources and Link to State Website has been improved.
- Website Redesign Committee met on June 28th (Alex, Renee, Eric, and Greg) and discussed current site and other models. Urban Insight was the consultant that did the Planetizen site and Greg checked with how much their website cost (\$7,500) but they are a bit over our budget. Nancy will attend next meeting to share her knowledge about other platforms.
- Next web design mtg. is Aug. 1st at 5:30 at AECOM.

Motions: none

Action Items: none

E. Programs – Reports & Updates (Patrick Jelsema/Josh Schiffer)

Discussion Items:

- Josh is planning the CD luncheon on ethics at URS for July 21st on ethics. As of last week, there were 14 people registered which is ok since there is a limit for attendance. (24 people registered as of 7/11/11). Josh is working to schedule the law seminar in August and is working with Renee and Kim on a luncheon topic on military/energy projects and sustainability luncheon for the fall. He also has an idea about luncheon on public speaking/charettes for planners.

Motions: none

Action Items:

Josh to coordinate with Mario for the August luncheon.

F. Membership Report (Alex Hempton)

Discussion Items:

- Board discussed including 10,000 "Join SDAPA" flyers in UCSD Guardian Newspaper this fall and our audience for approximately \$500. We can email for free and can hand out flyers at the lecture once classes are back in session. Won't do ad in Guardian for now; not targeted enough.
- Next Planners Night Out is scheduled for August 2nd at Tractor Room. Alex had been looking into Blueprint Café but there was some concern that we would be promoting/marketing one firm given the proximity of the architectural office to the Café.
- Kim, Olivia, and Renee will be working on organizing a PNO in October for N. County.
- Alex has been researching the costs to bring a film screening of The Pruitt-Igoe Myth. Board discussed whether or not we want to proceed with this event, venues, budget (we want to at least break even), potential attendance (probably not more than 50 people), and collaborations/sponsors.
- Demo of Movies for Website/Promo Opportunities was postponed to a future meeting.

Motions: none

Action Items:

Alex to set up meeting to discuss holiday party and n. county PNO; explore other possibilities for movie at Caltrans or someplace with reduced costs; cancel plans at UCSD for now; plan fall outreach at UCSD with Renee for Sept. 29th

G. Marketing Report (Kim Bush)

Discussion items:

- Marketing Director Role – Kim is working to better define position. She wants to assist other board members and make sure SDAPA brand is consistent with national brand standards in all our communications including the website.

Motions: none

Action Items:

- Kim to work with Dan on description
- Kim assisting with coordination of Holiday Party with associated Agencies

H. Professional Development Officer Report – AICP (Stan Donn)

Discussion items: (from email)

- The latest news is 9 people passed the May exam. 6 of the 9 attended the Annual Spring AICP Training. So again, we had a 100% pass rate for those who attended the training. This is a great celebration. I want to acknowledge my great AICP committee (Josh, Asha, and Patrick, as well as assistance from Greg – board members). Let's continue the great training program.

Motions: none

Action Items:

Stan to provide the names to Asha for posting in the next Newsletter and acknowledge these folks at the next Planner's Night Out.

I. Diversity/Inclusionary Report (Jane Clough-Riquelme)

Discussion items:

- BEEP San Diego update – needs more architects and planners to volunteer as lesson testers this summer as well as volunteer instructors for the 2010-2011 Academic year or for Saturday workshops

Motions: none

Action Items:

- Jane to follow up on the OC Van proposal about two concepts and let them decide how they want to proceed.
- Board members to contact Jane with more architects and planners to volunteer for BEEP.
- Kim to help advertise among APASD members

J. Professional Development Officer Report – Workshops (Nancy Graham)

Discussion Items:

- Board discussed revisiting parking as a workshop topic.

Motions: none

Action Items:

Board members to contact Nancy with ideas for fall workshop.

K. Young Planners' Group Report (Mario Osorio)

Discussion Items:

- Mario discussed the Mentorship Program, mentors receiving AICP credit, and recruitment for help to plan the Holiday Party. Mario identified 2 more mentors, 1 in central, 1 in east county. Mario, Renee and Alex are coordinating visit to UCSD on 9/29. Mario will be coordinating with Olivia for SDSU presentation. YPG is coordinating with Sierra Club on an August event. Mario checked in with lance Schulte and he expressed developing a program with objectives based on the AICP requirements and principles would be a good way to acquire AICP credits for potential mentors who participate. Mario and Nancy discussed ideas for submitting to a proposal to National for consideration. Mario recruited Yvette Noir (HDR) who sits on the WEC Board to assist Kim Bush and Dana in planning the holiday party. We are still looking to rollout the Program in September. Mario is developing a short flyer for the school presentations and call for mentors.

Motions: none

Action Items:

- Board to discuss Mentorship Program Packet Needs formatting and whether or not this should this go to Kim for branding and consistency
- Renee to take the lead on the 9/29 event.

L. Awards Chair Report (Dana Spaccarotella) – No report this month

M. Legislative Report (Renée Yarmy)

Discussion Items:

- Renée is researching ways to better connect with the legislative updates from the state website

Motions: none

Action Items:

N. Past Section Director (Brooke Peterson) – No report this month

O. Student Representative (Olivia Hancock) – No report this month (need to move up higher in the agenda for September)

P. Newsletter Report (Asha Saunders) – No report this month (need to move up higher in the agenda for September)

Q. Academic Liaison (*Vacant*) – No report this month.

NEW BUSINESS / SUGGESTIONS - None

ADJOURNED at 6:25 P.M.

NEXT MEETING: Monday, September 12, HDR, 8960 Balboa Ave, Suite 200



DATE: Tuesday, September 20, 2011
 TIME: 4:30 pm – 6:25 pm
 PLACE: HDR, 8960 Balboa Ave, Suite 200

ATTENDEES:

Dan Wery, AICP	Section Director
Elisa Marrone, AICP	Treasurer
Josh Schiffer, AICP	Programs Co-Chair
Greg Konar, AICP	Webmaster
Eric Lardy	
Nancy Graham, AICP	Professional Development – Workshops
Asha Saunders, LEED AP	Newsletter Editor
Stan Donn, AICP	Professional Development – AICP
Lisa Lind	Secretary
Mario Osorio	Young Planners Group

BOARD MEMBERS ABSENT:

Brooke Peterson, AICP	Past Section Director
Alex Hempton, AICP	Membership
Patrick Jelsema, AICP	Programs Chair
Jane Clough-Riquelme	APA Inclusionary Membership
Dana Spaccarotella	Awards Chair
Kim Bush	Marketing Director
Renée Yarmy	Legislative Chair
Olivia Hancock	Student Representative – SDSU
Vacant	Academic Liaison/Mentoring Programs

I. REGULAR BUSINESS

- i. Increase membership, participation, and member services & value*
- ii. Increase advocacy, collaborations & SDAPA profile*
- iii. Adopt fiscal policy*

A. Director’s Report (Dan Wery)

Discussion Items:

- Cal Chapter seeking bid for webpage redesign and maintenance; likely to include opportunity to do same for one or more Sections; chance to coordinate.

Motions: none

Action Items: none

B. Past Section Director (Brooke Peterson) – No report this month.

C. Treasurer’s Report (Elisa Marrone)

Discussion Items:

- We paid \$500 at the auction at the state conference for ethics training, \$524 for the board appreciation night, and \$500 for the movie rental. Elisa reported that we are doing much better with our reports to the state this year and will provide a more thorough report next month.
- Dan reported that the state board just passed the annual budget which is reduced from last year. Membership is down and so revenue is down (~25-30%). The biggest loss of revenue for the state budget is the reduced advertising.
- We need to be thinking about people for the election, including Director and Treasurer, and possibly co-Treasurers. Brooke is putting together the election committee. The board reviewed the timeline for elections in the bylaws. We will likely set up an email form rather than mail out ballots with the newsletter.

Motions: none
Action Items: none

D. Secretary's Report (Lisa Lind)

Discussion Items: none

Motions:

- To approve July minutes (*GK/NG: 8-0 Passed*)

Action Items:

[Circulate board list to update contact information](#)

E. Website Report (Greg Konar)

Discussion Items:

- Greg highlighted the changes with distribution of the summer newsletter, including an icon and link to the newsletter which will remain at the top of the home page for a full month. The new website will better integrate the newsletter, however, we need to rethink the newsletter concept in light of current web technology. Greg explained that there are options with better integrating the website and newsletter to make the newsletter more interactive and automated. We can also sell ad space on the website.
- The website redesign committee has agreed upon a draft framework for the new website. Web designer Ty Smith has been invited to attend our next committee on Monday September 26th. The new web site should be easier to maintain with better integration of calendar, newsletter, special events and social media. Potential new features include space for consultant ads, user posted job ads, and a consultant directory.
- The state board is going out to bid for a firm to update and maintain the state APA website. The Northern Section and Sacramento Section are also looking at redesigns and there may be opportunities to share lessons learned.
- The board discussed bringing Eric Lardy on as the new webmaster. Greg has given 10 years of service to SDAPA and his work has been valuable. Greg will help Eric with the transition.

Motions: To appoint Eric Lardy to the SDAPA Board to fill the Webmaster position (effective immediately) and retain Greg Konar as a volunteer to the Board to: assist Eric with the transition, complete the website redesign efforts, and remain as SDAPA's representative to Sustainable San Diego (*GK/MO: 9-0 Passed*)

Action Items: none

F. Programs – Reports & Updates (Patrick Jelsema/Josh Schiffer)

Discussion Items:

- There's a DVD lunch scheduled for October 4th but Josh will be out of town so it may need to be rescheduled.
- The Perth parking program is scheduled for October 18th at Caltrans and AICP is all set.

Motions: none

Action Items:

[Work with Patrick and Mario to confirm luncheon and inform participants who have already registered if there is a change of date or location](#)

G. Membership Report (Alex Hempton)

Discussion items: (from email)

- Oct. 19th – Pruit-Igoe Myth Movie Screening and Panel Discussion at Caltrans – Going well with about 50 RSVP's at this point. When we make out presentation at UCSD on 9/29 we will be promoting movie and I'll bring flyers, so we should have a good turnout. Be sure to RSVP on www.sdapa.org. SDAF is sponsoring (\$100) and their members may register at the APA member rate. We want to explore future movie screening opportunities.
- Nancy has requested AICP credit but we may only receive .5 for the panel portion.
- Greg has a movie called Congested Streets that was sponsored by Transportation Alternatives out of New York. It would be free to show and could perhaps be paired with other street films and a discussion.

- Sept. 29th – UCSD Outreach – Renee organizing. I have some promo materials from APA and our member flyer/movie flyer to bring.
- Oct. – Renee, Kim, and Olivia planning a north county PNO
- Facebook – We currently have 199 “Likes.” 54% female, 43% male.
- Holiday Party – no definite leader in organizing for SDAPA yet, however a few people have expressed interest in organizing. We haven’t formally contacted AEP about changing the venue or participating organizations, but it is likely getting too late for a change.
- Joint “Big Tent” Party vs. Holiday Party. Nancy and other Board members discussed the idea of an inter-organizational party in the Spring between as many of the planning and built environment related organizations and agencies as possible (e.g: APA, ULI, WSD, MoveSD, BIA, AEP, WEC, WET, WTS, CDP, AIA, SDAF, SSD, CCDC, RDA, HHS, Caltrans, SANDAG, SD Foundation, City Departments, Downtown Partnership, etc.) Ideas included a large tent on the bay or beach, BBQ or food trucks, entertainment, member appreciation, design activities, and a variety of activities to facilitate teamwork and learning between members of different groups. Some structure to the event such as presentations of each groups services, members and mission would be appropriate. We would probably want, and should be able to attract, a good keynote speaker if we are able to assemble so many together. It could also serve as a membership drive for each group as well. Mario and Asha are interested in helping Nancy, and we would like Kim to help with coordinating with partner associations. We would need to contact organizations in 2011 in order for them to plan and budget for a 2012 event.

Motions: none

Action Items:

- Reschedule October PNO since there are already three events in October (Perth, Pruit-Igoe, and luncheon)
- Dan to provide Nancy with a list of Big Tent organizations.
- Nancy to generate ideas and get back to Board.

H. Marketing Report (Kim Bush)

Discussion items: (from email)

- Our package was Stay Classy (In) San Diego and sold for well under the value. Dan explained that the auction was a success in terms of the fundraising goal, but there were logistical/sound issues and it took a while for participating and bidding to pick up.
- Coordinating PNO with Renee and Olivia for North County.
- Willing to help a little bit with the Holiday Party-hoping to take on a tasker at the meeting.
- In November I will be working on building a more formal relationship with our affiliated agencies. Would like to present at their meeting regarding events APA is working on (pass out flyers).

Motions: none

Action Items: none

I. Newsletter Report (Asha Saunders)

Discussion items:

- Asha has been looking into options with the newsletter and whether to make it more of a journal and longer articles or more blasts. She is looking for input and will also talk to the state coordinator for ideas and to see what direction they are going in. We may like to provide case studies, articles that benefit our members and profession and are more in depth.

Motions: none

Action Items:

- Asha to contact the state coordinator and report back next meeting.
- Asha to work with website committee.

J. Student Representative (Olivia Hancock) – No report this month.

K. Professional Development Officer Report – Workshops (Nancy Graham)

Discussion Items:

- Nancy put together an outline for a workshop on public outreach. Board discussed having a workshop in January that would provide AICP credit right before the deadline for credits. We are not planning on a Commissioners workshop in January.
- Greg reported that Jan Gehl will be in San Diego in February and has agreed to do a talk on something related to the bike system in Copenhagen. As a prime sponsor, we can share in the revenue. SANDAG is paying travel/lodging.

Motions: none

Action Items:

Nancy to continue to develop program for January workshop.

L. Diversity/Inclusionary Report (Jane Clough-Riquelme)

Discussion items: (from email)

- Periscope Project – SDAPA supported the expo of Periscope Project which was an urban lab this summer focused on high schoolers. Students from Monarch, Preuss, and San Diego High participated in a two one week labs. The first was ‘Drawing the City’ and the second was focused on ‘Urban Gardens and Recycling’. We committed \$100 to the cost of the Expo receptions. I am requesting a check for \$100 for Periscope Project.
- BEEP- The first in classroom program began Sept 8 at the Language Academy with the 6th grade cohort. The first lesson ‘Planning and Building Cities’ will take three weeks to do. The next lesson is ‘Change over Time’ which will take two weeks. We have volunteer teachers lined up for the first 14-week session, but need volunteers for the second and third cycles. The Language Academy program is three cycles of 14 weeks, first with 6th grade, followed by 7th grade, and 8th grade. The course is once a week on Thursday mornings at 11:30am.
- Lessons at Correia Middle School in Point Loma will begin in October. Their program is continuous through the year. **Volunteer teachers still needed!!!** Contact Wendy L. Tinsley Becker, AICP, Coordinator BEEP San Diego / www.beepsandiego.org/ 619.302.0425 / Phone
- SDAPA contributed input to the Diversity Summit for the APACA conference.

Motions: none

Action Items: none

M. Young Planners’ Group Report (Mario Osorio)

Discussion items:

- Mario noted rollout of the new mentorship program is running well and may expand based on the rate of initial responses.

Motions: none

Action Items: none

N. Legislative Report (Renée Yarmy) – No report this month.

O. Professional Development Officer Report – AICP (Stan Donn)

Discussion items:

- The latest preparation course held at Landini’s in Little Italy went very well with about 5 prospective AICP exam takers. 12 are taking the exam in November. 6 members are still pending acceptance to take the exam. The preparation program for the 2012 exam will begin next month (October). A new location may be necessary due to relocation of the UCSD Extension (now of the 805 at Governor).
- Stan requested assistance to webcast and record the training sessions for remote training and repeated reference and training.
- Dan noted that this could be part of the “Intra-Section” sharing of Section Best Management Practices.

Motions: none

Action Items:

Greg and Eric to work with Stan on providing Webcast and recording of the training sessions for remote training and repeated reference and training.

P. Awards Chair Report (Dana Spaccarotella) – No report this month.

Q. Academic Liaison (*Vacant*) – No report this month.

NEW BUSINESS / SUGGESTIONS

Discussion Items:

- Greg requested a vote on SDAPA becoming a signatory to the ClimatePlan letter to CARB regarding the SANDAG Sustainable Communities Strategy. The letter contains recommendations and modifications to the RTP/SCS that are consistent with prior SDAPA comments on the draft RTP/SCS, as well as best planning practices. Primary changes include: commit to an Early Action Program for active transportation (bicycle and pedestrian projects); adopt a Complete Streets Policy for the region. SDAPA has taken an active role in promoting complete streets through our efforts on the Complete Streets Task Force. This recommendation is in alignment with those efforts.

Motions: Motions: SDAPA to become signatory to the ClimatePlan letter to CARB containing recommendations for improvements to the San Diego Sustainable Communities Strategy.

Action Items:

Greg to poll board members to complete the vote and coordinate SDAPA's signatory status if/when passed.

ADJOURNED at 6:25 P.M.

NEXT MEETING: Monday, October 10, HDR, 8960 Balboa Ave, Suite 200



DATE: Tuesday, October 10, 2011
 TIME: 4:30 pm – 6:40 pm
 PLACE: HDR, 8960 Balboa Ave, Suite 200

ATTENDEES:

Dan Wery, AICP	Section Director
Brooke Peterson, AICP	Past Section Director
Elisa Marrone, AICP	Treasurer
Alex Hempton, AICP	Membership
Greg Konar, AICP	
Eric Lardy	Webmaster
Nancy Graham, AICP	Professional Development – Workshops
Asha Bleier, LEED AP	Newsletter Editor
Lisa Lind	Secretary (via phone)
Jane Clough-Riquelme	APA Inclusionary Membership
Mario Osorio	Young Planners Group
Renée Yarmy	Legislative Chair
Olivia Hancock	Student Representative – SDSU

BOARD MEMBERS ABSENT:

Stan Donn, AICP	Professional Development – AICP
Patrick Jelsema, AICP	Programs Chair
Josh Schiffer, AICP	Programs Co-Chair
Dana Spaccarotella	Awards Chair
Kim Bush	Marketing Director
Vacant	Academic Liaison/Mentoring Programs

I. REGULAR BUSINESS

- i. Increase membership, participation, and member services & value*
- ii. Increase advocacy, collaborations & SDAPA profile*
- iii. Adopt fiscal policy*

A. Past Section Director (Brooke Peterson) – No report this month.

Discussion Items:

- SDAPA Elections for Section Director and Treasurer: Brooke formed a committee with Lance Shulte, Betsy McCullough, and Carey Fernandez to discuss the desired criteria and possible candidates and narrowed it down to candidates they wanted to invite to run. Historically, we have not used set or formal criteria but the work that the committee has done may be helpful in future years. Discussed the types of issues that might be coming up in the next few years and particular expertise that might benefit the position/chapter. Brooke presented a list to the Board and listed candidates who were interested and had the time to commit. Gary Halpert and Steven Haase will be on the ballot. Betsy McCullough is considering running. Elisa will run for Treasurer unless someone else has an interest, but we anticipate that the upcoming Section Director would be more involved with forecasting and future programming/budgeting. We will hold an online election and Brooke needs to work with Greg or Eric to help facilitate. The Board discussed the timeline for the voting process. Brooke will send the board a vote via email.
- Orchids and Onions is coming up on October 27th at Horton Plaza with a ceremony in Balboa Theater. There were several planning-related items submitted.

Motions: none

Action Items:

- Alex to ask if members get a discount for our sponsorship.

B. Director's Report (Dan Wery)

Discussion Items:

- Annual SDAPA Board Retreat is usually held in November and includes dinner. We will set goals and identify issues and opportunities for 2012.
- CCAPA Board meeting notes:
 - Old Globe Tickets can be used for raffle at the holiday party. They were donated and are good for Jan 15-Feb 5, 2012.
 - Chapter & Section Web Design bids coming and we are looking for any shared efforts with other sections and possible cost savings.
 - The Membership Assistance Program exists to get reduced or waived member dues for people who have lost their jobs. Alex can send something to members who have recently dropped off.
 - California Planning Foundation (CPF) workshops are coming to San Diego County in May with a focus on Sustainability & Great Neighborhoods. We need to be thinking about possible locations, such as Little Italy, Barrio Logan, North Park.
 - Thinking about each section producing a BMP manual. San Diego could include AICP training and mentorship program.
 - A new position has been recommended for Section Historian. This person would keep track of plans of historic value. We need to define the role but possible candidates could include: Mike Stepner, Brian Mooney, and/or Betsy McCullough.
 - Nominate Planning Landmarks - Nolan plans, Temporary Paradise, Toward Permanent Paradise, MSCP, 1st Growth Management Plan
 - It would be good to include the Section/Chapter Activity Report on Website so that we can communicate with members about the activities and programs that we are holding.
 - We sponsored the C3 50th anniversary last week at the Friends level. They are open to additional cross-promotion, discounts for members, etc. This needs to be discussed by both boards.
 - Dan discussed the holiday party with the new AEP programs person and will put her in touch with Kim and they plan on the same program as last year at Rock Bottom Brewery. Financially it works for us and usually AEP takes the lead for organizing the event, but any ideas to make a few changes to bring interest to the event are welcome (icebreaker, live band, change up the raffle, etc.). Dan has talked to Mary Lydon and she is interested in a joint event. Asha can help out if we want to switch things up for next year. We still want to do something in the spring with multiple organizations, such as ULI, Big Tent, AEP, WEC, WET, SDAF, C3, Walk SD, etc.
 - For \$150, we can tap into the 2012 APA Planning Webcast Series, open up webinars to our members (and APA members outside of California) that offers AICP training. We are encouraged to also provide a program to the series. It could be a taping of an upcoming program.
 - The SmartGrowth conference is coming up in February, but it is not apparent that they included the local perspective and initiatives. Several proposals for the conference were not accepted.
 - Dan presented an idea for the San Diego Foundation's Vision Plan to do a possible luncheon in early November with other organization and agencies, but we would need to look closely at this. There is some feedback that this process has not been inclusive of other planning efforts, including recent updates to General Plans in our region. If we wanted to participate in a program, Cary Lowe would be an excellent panel member.
 - Two people have contacted Dan about being the UCSD liaison and will circulate the names.

Motions: none

Action Items:

- Dan to circulate dates the first week of December for a board retreat.
- Dan and Alex to coordinate sending out information about the Membership Assistance Program.
- Dan to put Kim and AEP in touch for organization of holiday party.

- Dan to circulate information on the APA planning series.
- Dan to follow up with Cary Lowe about the San Diego Foundation's Vision Plan.
- Dan to circulate the two promising candidates for the UCSD student position.

C. Professional Development Officer Report – Workshops (Nancy Graham)

Discussion Items:

- Greg has heard that additional costs related to Jan Gehl's visit are being covered. There is federal money involved which would not allow us to charge for the event. This will likely drive up the costs of the venue if more people are able to attend. Gehl would come and give a presentation in the evening about his work and the next day would include a workshop on active design/complete streets in accordance with the Healthy Communities Grant. We would need to pursue an opportunity to have a separate talk that we can charge for (donation or set price) and select an appropriate venue. Jan has asked for a \$2500 stipend. We are involved through the Complete Streets Task Force and need to identify the role of other organizations like ULI. APA would be responsible. May want to coordinate with the SmartGrowth conference which is the same month.
- Nancy put together an outline for a January workshop which will help those seeking AICP credit. We need to make sure that there is enough support to plan two back to back workshops.
- We were approved for partial AICP credit for the panel discussion, but not the film We provided additional documentation and we are appealing for additional credit.

Motions: none

Action Items:

- Greg to put together a program that is driven by APA but co-sponsored with Walk San Diego and the New School.
- Greg and Nancy to meet with Michael Stepner and someone from Walk San Diego to discuss the program, venue, budget, etc.

D. Membership Report (Alex Hempton)

Discussion items:

- We were approved for partial AICP credit for the panel discussion, but not the film We provided additional documentation and we are appealing for additional credit.
- To date, 65 people RSVP'd for the film. There was a problem with some students joining as members and Alex has followed up with the national office to use the correct rates.
- Across the board, membership has dropped on average 25 percent.
- UCSD presentations went really well.

Motions: none

Action Items: none

E. Young Planners' Group Report (Mario Osorio)

Discussion items:

- Mentorship Pilot Program is wrapping up. Need to set schedule in advance for what mentors are signing up for. Other feedback has been incorporated into the revised mentorship program. They are up to 25 participants and still need a few new mentors to form three groups to rollout in early November.
- UCSD went really well and we will be doing a similar event at SDSU.
- For community service, we need to plug into groups already doing events.
- Kim is still leading International Subcommittee, and there is a new flyer. It needs some renewed direction with a focus on what can really be accomplished, given that people are involved in multiple roles.

Motions: none

Action Items:

- Mario, Kim, Renee, and Jane to meet and refine the subcommittee.

F. Student Representative (Olivia Hancock)

Discussion items:

- Sherry Ryan and Diana Richardson have been receptive to having APA talk at her classes for 10-15 minutes: October 12th at 4pm and 7pm or October 17th at 5pm. Olivia has been working with the UCSD powerpoint and got volunteers for the above dates.

Motions: none

Action Items:

- Alex will provide the box of membership flyers.
- Olivia to do a sign in sheet for Alex to follow up with an email.

G. Website Report (Greg Konar)

Discussion Items:

- The website redesign committee met with web designer Ty Smith and felt that Ty was capable of meeting our requirements. Ty is ready to begin the design phase as soon as we approve the contract. Ty has added several items to his scope which would add \$2,080 to the original estimate of \$5,500 but committee has not met to discuss the additional items and cost. Board discussed providing additional funding this project, especially in light of our discussion about revamping the newsletter. We don't want to miss an opportunity to design the website around the newsletter to drive traffic to our website. There may also be opportunities to streamline events/programs registration. We have money in the bank that could be used to support our membership, such as the website project. We pride ourselves on the amount of content on our website. It will be an adjustment for people when we reorganize our site but we are working to make it intuitive and easy to use. This is the time for us to consider big picture items and direction for the redesign. We still need a centerpiece for the website and we may be able to use newsletter content, membership updates, etc. We need to present a new concept/feature to the designer. However, for us to move forward with the designer, we need to provide a down payment.

Motions: To approve up to a maximum of \$10,000 for the website redesign, sign a contract for web design services, and authorize \$3,500 as an initial down payment. (AH/MO: 9-0 Passed)

Action Items:

- Committee to provide contract to Dan for review.

H. Newsletter Report (Asha Saunders)

Discussion items:

- Asha has been doing research and talking to other sections. Most tend to hire someone to do the formatting and any effort to incorporate the website and newsletter would allow us to focus on content.

Motions: none

Action Items: none

I. Legislative Report (Renée Yarmy)

Discussion items: (from email)

- Renee proposed Wednesday, November 9th for the Planner's Night Out in early November. The board discussed possible venues, including Wine Steals in Cardiff, Third Corner in Encinitas, and The Union in Encinitas. A venue that charges a room rental would not work with our budget. Third Corner was the preference because it is closest to the Coaster.

Motions: none

Action Items: none

J. Secretary's Report (Lisa Lind)

Discussion Items:

- CCAPA board list needs to be updated.

Motions: To approve September minutes (GK/NG: 8-0 Passed)

Action Items:

- Circulate board list to update contact information

K. Diversity/Inclusionary Report (Jane Clough-Riquelme)

Discussion items: (from email)

- Periscope Project – SDAPA supported the expo of Periscope Project which was an urban lab this summer focused on high schoolers. Students from Monarch, Preuss, and San Diego High participated in a two one week labs. The first was ‘Drawing the City’ and the second was focused on ‘Urban Gardens and Recycling’. We committed \$100 to the cost of the Expo receptions. I am requesting a check for \$100 for Periscope Project.
- BEEP- We continued teaching at Language Academy with the 6th grade cohort. Jane and Haida de la Rosa will be teaching the recycled model building lesson for next three weeks. We have volunteer teachers lined up for the first 14-week session, but need volunteers for the second and third cycles. The Language Academy program is three cycles of 14 weeks, first with 6th grade, followed by 7th grade, and 8th grade. The course is once a week on Thursday mornings at 11:30am.
- Lessons at Correia Middle School in Point Loma have begun. They have volunteers lined up through January. Their program is continuous through the year. Volunteers introduce the lesson on Mondays and then the teachers follow up.
- BEEP San Diego is seeking 501c3 status so that we can begin looking for grants/donations to support this MAJOR effort.
- If you're interested in volunteering or working on a lesson plan, please contact Wendy L. Tinsley Becker, AICP, Coordinator BEEP San Diego / www.beepsandiego.org / <http://www.beepsandiego.org> / Phone 619.302.0425

Motions: none

Action Items: none

- L. Treasurer’s Report (Elisa Marrone) – No report this month.
- M. Programs – Reports & Updates (Patrick Jelsema/Josh Schiffer) – No report this month.
- N. Marketing Report (Kim Bush) – No report this month.
- O. Student Representative (Olivia Hancock) – No report this month.
- P. Professional Development Officer Report – AICP (Stan Donn) – No report this month.
- Q. Awards Chair Report (Dana Spaccarotella) – No report this month.
- R. Academic Liaison (*Vacant*) – No report this month.

NEW BUSINESS / SUGGESTIONS

ADJOURNED at 6:40 P.M.

NEXT MEETING: TBD



BOARD OF DIRECTORS
MEETING MINUTES

DATE: Monday, November 14, 2011
 TIME: 4:30 pm – 6:20 pm
 PLACE: HDR, 8960 Balboa Ave, Suite 200

ATTENDEES:

Dan Wery, AICP	Section Director
Elisa Marrone, AICP	Treasurer
Alex Hempton, AICP	Membership
Greg Konar, AICP	
Eric Lardy	Webmaster
Stan Donn, AICP	Professional Development – AICP
Nancy Graham, AICP	Professional Development – Workshops
Asha Bleier, LEED AP	Newsletter Editor
Lisa Lind	Secretary
Jane Clough-Riquelme	APA Inclusionary Membership
Mario Osorio	Young Planners Group
Renée Yarmy	Legislative Chair
Kim Bush	Marketing Director (via phone)

BOARD MEMBERS ABSENT:

Brooke Peterson, AICP	Past Section Director
Patrick Jelsema, AICP	Programs Chair
Josh Schiffer, AICP	Programs Co-Chair
Dana Spaccarotella	Awards Chair
Olivia Tinney	Student Representative – SDSU
Vacant	Academic Liaison/Mentoring Programs

I. REGULAR BUSINESS

- i. Increase membership, participation, and member services & value*
- ii. Increase advocacy, collaborations & SDAPA profile*
- iii. Adopt fiscal policy*

A. Director's Report (Dan Wery)

Discussion Items:

- The board made plans for our annual SDAPA Board Retreat, scheduled for Dec. 12th from 4:30-8 at HDR. Dan asked everyone to bring goals and a budget. We want to have the president elect at the meeting. Patrick is stepping down from programs and it usually is good to have two people doing programs as co-chair so we may need another person. Dana is also stepping down and we will need a replacement. She was the person who has carried the awards the past few years, largely without a committee. We prefer to identify/recruit people who have been involved in some capacity and are familiar with the commitment and so Dan will reach out to a few people about their interest or a recommendation.
- Quarterly Section Activity Reports for each director for the last quarter (Sept-Dec 2011) are due to Dan Dec. 12.
- Dan reiterated the importance of assembling a Section Best Practices Manual. All sections are doing a draft manual to cover each discipline and address lessons learned and a behind-the-scenes look at what the position entails. Draft sections are due at the retreat.
- SDAPA Elections for Director Elect and Treasurer are underway, with approx. 50 votes to date that are driven, in part, by email blasts.
- 2012 APA Planning Webcast Series is another opportunity for our members.



- The State Chapter continues to have a structural deficit and need to turn it around in 3 to 4 years and we need to have a plan to decrease costs and increase revenues. Our expenses include lobbyists, newsletter, website, conference planner, and our revenues are down due to membership and conference attendance and advertising being down.

Motions: To approve a cost of \$150 to participate in the webcast program (*NG/AB 10-0 Passed*).

Action Items:

- Dan to contact potential board members
- All to prepare goals, budget, quarterly reports, and sections for the Best Practices manual for the retreat.

B. Past Section Director (Brooke Peterson) – No report this month.

C. Treasurer's Report (Elisa Marrone)

Discussion items:

- Elisa reviewed the recent bank statement and the profit and loss statement. As the data is being entered right now, Quickbooks isn't a complete picture of how we spend money (e.g., on an event basis). There is an option to hire someone to do more detailed data entry. Elisa received a quote from someone who provides this service for another chapter. We would like to see a sample report so we can see what we would be getting. Another option would be to have a consultant help set up Quickbooks. Currently, most people are tracking their own event expenses and revenue. The additional reporting would be necessary if people weren't tracking their own events/luncheons since this is not a requirement of the state.

Motions: none

Action Items: none

- Elisa to look into Quickbooks consultant options

D. Secretary's Report (Lisa Lind)

Discussion Items: none

Motions: To approve October minutes with a correction on Asha's name (*AH/SD 12-0 Passed*)

Action Items: none

E. Awards Chair Report (Dana Spaccarotella) – No report this month.

F. Young Planners' Group Report (Mario Osorio)

Discussion items:

- Mario provided an update on the YPG activities: Mentorship program is going well. Six teams are being finalized this week with a plan to start in December or January. Program is six months with 3-4 meetings. There is a meeting and mixer planned for this Thursday with a speaker from SANDAG. Mario is trying to identify teaming opportunities for community service activities early and have four well-marketed events. They are also looking to do a survey of membership to identify what the membership would be interested in. Alex would like to do a survey in December and Mario can include his questions in that. YPG is looking at doing a flyer that will get finished this week. The cost to do the design is \$150 for the tri-fold and an additional cost for the International Subcommittee flyer. Alex has a printer recommendation when needed. As of January, the International Subcommittee meetings are being merged with YPG meeting (3rd Thursday of Month) to increase involvement and help with recruitment. They will be doing additional planning for 2012.

Motions: none

Action Items: none

G. Diversity/Inclusionary Report (Jane Clough-Riquelme)

Discussion items: (from email)

- BEEP is continuing and is always in need of volunteers.



- Jane and Asha attended DesignCollab, led by AIA San Diego. They are working on an interactive website for the larger design and educational community, which was a direct result of Big Tent efforts. APA has received an invitation to be a part of the website. One thing that was discussed was a master calendar, combined job postings, volunteer opportunities. We can come in as a collaborator for \$400 a year and this would provide exposure, blog space, and advertising banner. We would designate someone to add calendar items, review filtered items. AIA is going to phase out their website and use the interactive website. There is support for the idea and participation and only a concern about updating multiple calendars/pages.

Motions: none

Action Items: none

H. Student Representative (Olivia Hancock) – No report this month.

I. Website Report (Eric Lardy)

Discussion Items:

- Let Eric know if you have any changes or updates to the website.
- We would like to have an RSS feed for legislative updates and analysis. Ideally we would like something to come from current efforts at state level.

Motions: none

Action Items: none

J. Newsletter Report (Asha Bleier)

Discussion items:

- Asha has a few articles in the works but we may not have a newsletter this season and wait until the new website is up. We just signed a contract and so we should have a newsletter by the end of the year or beginning of January. We may be able to promote Jan Gehl.

Motions: none

Action Items: none

K. Membership Report (Alex Hempton)

Discussion items:

- We were approved for partial AICP credit for the panel discussion, but not the film We provided additional documentation and we are appealing for additional credit.
- To date, 65 people RSVP'd for the film. There was a problem with some students joining as members and Alex has followed up with the national office to use the correct rates.
- Across the board, membership has dropped on average 25 percent.
- UCSD presentations went really well.

Motions: none

Action Items: none

L. Programs – Reports & Updates (Patrick Jelsema/Josh Schiffer) – No report this month.

M. Professional Development Officer Report – AICP (Stan Donn) – No report this month.

Discussion items:

- November exam just finished. We gave 1 scholarship. Stan is working on 2012 training program. Need to find a new location that can host up to 30 people, preferably free, if anyone has good ideas, please send it to Stan. Possible video conferencing.

Motions: none

Action Items: none

N. Professional Development Officer Report – Workshops (Nancy Graham)

Discussion Items:



- Jan Gehl is being planned and we are trying to move as fast as possible. There is a meeting on Friday to discuss making this happen. The outreach workshop may be postponed to accommodate both events in 2012. Greg did find out that we can charge for an event to have Jan Gehl talk and a workshop the next day to focus on Complete Streets and the new street design guidelines. If we had an opportunity, we might like to show the Congested Streets movie prior to Jan Gehl's visit with a panel from the Complete Streets committee.

Motions: none

Action Items: none

O. Legislative Report (Renée Yarmy) – No report this month.

P. Marketing Report (Kim Bush) – No report this month.

Q. Academic Liaison (*Vacant*) – No report this month.

ADJOURNED at 6:20 P.M.

NEXT MEETING: TBD