



KC APA Board Meeting

Monday
August 20, 2012
4:30 PM

Development Initiatives Office
140 Walnut, Suite 203
River Market
Kansas City, MO 64105

Meeting Minutes

Present:

Jim Potter
Ryan McKay
Shannon Jaax
Joe Rexwinkle
Kathy Kem
Diane Binkley
Amanda Debrot
Doug Hermes
Tod Hueser-ASLA
Steven Lackey-Program Committee

Absent:

None

1. Todd was present primarily to open a line of dialog from ASLA. He was interested in doing more joint activities, to work together for economic reasons. Shannon asked what the best way was to communicate with their board. Tod suggested via email. They also have a monthly newsletter and usually meet on the 2nd Wednesday for their board meetings. Their newsletter goes out on the 20th and they meet at the AIA KC office at 5:30 pm. Their projects try to focus on Healthy, safety, and welfare. They will be working with us on Design Week this year. Last year they did the Memorial Design at the WWI Museum. They will have new officers in October. We will send our package to Tod to also send for ASLA CM credits.
2. Approval of June Minutes. Jim Potter made a motion to approve the minutes and Joe Rexwinkle seconded the motion. Approved unanimously.
3. Committee Activities
 - a. Programs:

- i. August: Brick industry event this Friday. Has been approved for 1.5 CM credits. Lunches will be covered by the Brick industry. So far have 10 people that have RSVP'd.
 - ii. Next event after the Bi-State conference is the Annual Event.
 - b. Bi-State Conference.
 - i. Have \$1,650 in hand and \$7150 in commitments. This does not necessarily reflect what has been paid. May have another \$3000 to \$4000 in commitments. The deadline for sponsorships is September 1st.
 - ii. The programming committee met last week. Have received over 60 session proposals. Notices were sent out today for those that were accepted/rejected.
 - iii. Still have last minute details to figure out such as organizing students, food, finalizing events, etc. Registration will be \$199, late registration is \$249. The conference committee is paid for. Still to be determined if the rest of the board conference registration will be paid for.
 - iv. Everything is submitted and out for review for the awards.
 - v. Need to confirm with the Mayors for their attendance. Diane will take care of this.
 - vi. We didn't receive sufficient submittals for Ethics/Law (need two of each). Doug will organize an Ethics session similar to the one he prepared for the Section.
 - c. Communications Committee
 - i. Newsletter should go out closer to the beginning of September to include Bi-State conference information.
 - ii. Registration information needs to go live from National with a link from our page to National.
 - iii. Kathy will send all old minutes to Amanda for posting on the website.
 - iv. Next newsletter to include the following information:
 - 1. Target-Conference Registration.
 - 2. Special email for the 18th or 19th for the Conference.
 - 3. Election Information.
 - 4. Joe will ask one of the interns that they hired if they would write an article for the newsletter about their experience with the fair. Possible for the September issue.
 - 5. Amanda will double check on the firm highlights to see if we have done them this year.
 - 6. Shannon will contact BNIM for an article.
 - d. Public Education/Outreach-No report.
 - e. Legislative-No Report
- 4. Other Business.
 - a. BMP Manual-S/Jaax/R. McKay/D. Hermes
 - i. Have a room for 15 people for Friday night and Saturday morning. Ryan is budgeting \$150 for food (may be too low). Looking at 6 rooms for hotel for Friday night for those that may need to spend the night.
 - ii. Shannon will try to the \$4000 breakdown that was sent to APA and how it broken down. It is possible that the chapters are supposed to pay for the food.

- iii. Identify if we are going to commit to those rooms. Shannon, Doug and Ryan will talk and determine if we can move forward by the end of the week.
- b. KU Event. They want us to get the event out to the membership. Scheduled for the 8th and 9th of November.
- c. Design Week. AIA has reached out again. Gunnar Hand has organized a contest that he did with rail/transit. He sits on the RTA board and thought that maybe everyone would work on the same program. Graphic designers will work on it, as well as planners. KCAPA must commit to participate by the 31st as well as at what level. Can be at the Principal partner level, which has a 70% budget liability, or a contributing level which has a 30% budget liability. Financial contribution is also required up front. Estimate \$20,000 to put the event on. The 3rd level is the community level which requires no money up front. This is what we have done in the past. AIA, AIGA are the only ones that have signed on as Principal partners. Five or six have signed on as contributing. Shannon will get clarification if it has to be a board member that participates.
- d. Elections. The first notice will need to go out by the end of September. If currently on the board and want to serve as President Elect, please email Shannon. If no one comes forward, will need to reach outside the board.

5. Action Item Review-No Report

Adjourned at 5:57

Next Meeting: Monday, September 17th, 2012 at 4:30 p.m.

Respectfully Submitted,



Kathy Kem
Secretary