



KC-APA Board Meeting Minutes
 Wednesday, January 13, 2010

1. Board Members Present:

1. Brian Pitts – President
2. Shannon Jaax – Vice President
3. Joe Rexwinkle – Treasurer
4. Jim Hubbell – Professional Development Committee Co-Chair
5. Doug Hermes – MO Section Rep
6. Diane Binckley – Member-at-Large
7. Sean Ackerson – Past President

2. Board Members Absent:

1. Greg Czaplewski – KS Section Rep
2. Kathy Kem – Secretary
3. Amanda DeBrot – UMKC Student Rep
4. Jim Potter - Professional Development Committee Co-Chair
5. Samantha Sink – KU Student Rep
6. Sara Copeland – KS APA President

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

3. Treasurer’s Report

Joe Rexwinkle, Treasurer reported that in December there were \$530 in deposits from the November 19, 2009 KCAPA Luncheon and that there were debits of \$19.95 for Survey Monkey reimbursements (Shannon Jaax), \$483.48 for catering of the November 19, 2009 luncheon, \$46.92 for soda reimbursements for the November 19, 2009 luncheon (Brian Pitts), and \$12 monthly maintenance fee from Bank of America. The ending balance of the account was \$902.09.

4. MO & KS APA Reimbursements

Brian Pitts and Joe Rexwinkle have been going through past budgets, invoices, and membership rosters to identify the amount of money owed to the KCAPA from KS APA and MO APA for past member rebate reimbursements. Joe Rexwinkle provided the following report to the Board:

Kansas Chapter

The Section last received a reimbursement from the Kansas Chapter in March of 2008 for 2007 dues.* We have not received reimbursement from Kansas for 2008 or 2009 dues.

Year	Budgeted	Roster	Invoiced	Received	Difference
2005 Dues	unknown	unknown	unknown	n/a	unknown
2006 Dues	\$1,905	unknown	unknown	\$1,905 (2/07)	\$0
2007 Dues	\$920	184 (per invoice)	\$920 (11/1/07)	\$920 (3/08)*	\$0
2008 Dues	\$955	191 (3/1/08)	Not invoiced yet		(\$955)
2009 Dues	\$950	190 (9/1/09)	Not invoiced yet		(\$950)
Total Owed to Section from KS APA					\$1,905



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Missouri Chapter

The Section last received a reimbursement from the Missouri Chapter in March of 2008 for 2007 dues and there remains dispute regarding the amount owed to the Section that year. The Section had invoiced the Chapter \$1,390, however the Chapter reimbursed the Section only \$880, a difference of \$510. It is my understanding that this dispute arose from the Missouri Chapter's interpretation of the definition of a "full paying dues member" in their bylaws. The Chapter interpreted this definition as excluding student members, planning commissioners, retired professionals, etc. The Section disagreed with this interpretation at the time. The Board may wish to resume resolution of this dispute and attempt to collect the additional \$510 owed to the Section.

The Section has not received reimbursement from Missouri for 2008 or 2009 dues.

Year	Budgeted	Roster	Invoiced	Received	Difference
2006 Dues	\$1,145	unknown	unknown	\$1,145 (10/06)	\$0
2007 Dues	\$1,390	278 (per invoice)	\$1,390 (11/1/07)	\$880 (3/08)	(\$510)
2008 Dues	\$1,345	269 (3/1/08)	Not invoiced yet		(\$1,345)
2009 Dues	\$1,230	246 (9/1/09)	Not invoiced yet		(\$1,230)
Total Owed to Section from MO APA					\$3,085

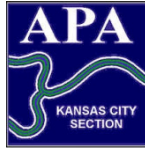
In my opinion, based upon the assumptions provided in the tables above, **the Section is owed a combined total of \$4,990 from both Chapters** including past due reimbursements and 2009 dues. If the Board discussion results in any change to these assumptions, the amount owed to the Section may increase or decrease accordingly.

Joe has placed an order for copies of all checks deposited into the Section's bank account between January 1, 2006 and December 31, 2008. These copies should be received shortly and will be used to confirm if any additional reimbursements have been deposited. Once this information is received, the Board will be contacted if it results in any change to the assumed total owed to the Section.

Joe recommends that the Board obtain roster counts from 2006, 2007 and 2008 in order to verify the number of members in each respective year.

Following receipt of the roster counts and the deposit transaction information – which should confirm our assumptions, we may proceed with invoicing each Chapter the amount the Section is owed.

Brian has contacted Natasha Longpine, MO APA President to discuss the process for requesting member rebate reimbursements and to discuss the dispute between the Chapter and the Section in interpreting what constitutes a "full paying dues member." Natasha had not returned the call as of the Board meeting. Brian has also contacted the KS APA President, Sara Copeland and a meeting has been scheduled for January 28, 2010. The KS APA has requested a written request outlining report of activities (both past and proposed), a membership roster, the amount being requested, the justification for the request, and a copy of the KCAPA bylaws. Doug Hermes also volunteered to speak to Natasha on our behalf.



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5. Approval of Minutes

There was a motion made by Diane and seconded by Shannon to approve the September, 2009, October, 2009, November, 2009, and December, 2009 KCAPA Board meeting minutes as drafted by Brian Pitts. Brian will sign the minutes, scan each document and email to Shannon to be placed on the website.

6. Survey / Survey Results

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

7. Committees

The following was reported on the various committees:

- Professional Development – Diane Binckley and Jim Potter (Jim will follow-up with Ada Hood on the status of the CM Credits for our November 19, 2009 luncheon)
- Programs & Socials – Brian Pitts and Jim Hubbell (Upcoming events include the Annual Meeting and March Luncheon)
- Communications – Kathy Kem (none)
- Website – Shannon Jaax (Amanda DeBrot has volunteered to help Shannon with updating the website and has created a KCAPA Facebook page)
- Legislative – Doug Hermes and Greg Czaplewski (Both KS and MO have upcoming Board meetings)
- Public Education – Joe Rexwinkle (none)

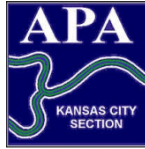
8. Annual KCAPA Event (02-25-10)

Brian Pitts is taking the lead on getting the Annual Event organized and advertised. Dian Binckley created a flyer and presented it to the Board for review and approval. A couple of minor revisions needed to be made, such as the inclusion of the KCAPA logo and text revisions to the title. The inclusion of “Complimentary Boulevard Beer and Food included with admission” is to be added to the bottom of the flyer. The event will be held at Boulevard Brewery in the Muehlebach Suite on February 25, 2010 from 5 PM to 8 PM. Brian will call Boulevard Brewery to reserve the room. In addition to complimentary beer, the KCAPA Board will purchase food from Costco with a budget of approximately \$200. Brian will draft a preliminary, comprehensive budget for the event. The Event is being billed as a fundraiser for the KCAPA and a \$10 admission/donation will be charged to all members and guests who attend. In addition to the admission fee, the Board is going to solicit sponsors from member organizations. Sean Ackerson will provide the Board (via Diane) with a draft Sponsorship Packet to send out to prospective sponsors. Sean will also provide the Board with a list of past conference sponsors and the amount of their respective sponsorship levels. Each Board member will send the sponsorship packet to at least 5 companies/individuals in an attempt to secure sponsors for the Annual Event. A \$100 sponsor will receive a logo on the sign at the entrance, a \$250 sponsor will receive a larger logo on the sign at the entrance, as well as, their logo on the back of a Boulevard pint glass, a \$500 sponsor will receive the largest logo on the sign at the front entrance, their logo on the pint glass, as well as, the opportunity to have a display table/booth advertising their services inside the Muehlebach Suite. All sponsors will be advertised on small table tents on tables in the Muehlebach Suite. Shannon will coordinate sponsor requests to ensure that sponsors aren't hit up by more than one Board member. The event will be advertised via the January Newsletter, Facebook, Three (3) Constant Contact blasts, and by individual Board member emails.

9. January Newsletter

It has been suggested that the Board use the Constant Contact account to generate a monthly newsletter. The newsletter would go out within the first week of each month and would include advertisements for the upcoming luncheons, annual meeting, jobs in the KC Metro, member spotlight, guest writer articles, CM Credit opportunities, and any other information deemed relevant by the Board. It is the Board's desire to create the first Newsletter for the month of February and will include the following:

- Annual KCAPA Event
- Design Week and Design Challenge
- APA Audio Conferences at BRR



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- Design Week and KCAPA Annual Event sponsorship opportunities
- Monthly article (subject TBD) by guest writer (TBD)
- Member highlight (photo, employer, job duties, misc questions as derived by the Board)
- Status of November Luncheon CM Credits
- Advertise KCAPA website and Facebook page
- Call for entries/announcements for February Newsletter

Kathy Kem has volunteered to spear head the creation of the first newsletter. Brian will forward Kathy all the relevant Constant Contact login information to begin the drafting the newsletter.

10. Design Week

Brian has been participating in and on the upcoming Design Week Planning Committee (DWPC). The schedule of events for the week of February 1st through the 5th was passed out to the Board, as was the sponsorship information. The DWPC has designated Tuesday, February 2, 2010 as the “Planning” Day and is bringing in Peter Park, Director of Planning and Community Development for the City and County of Denver, CO as a guest lecturer. The luncheon lecture will be held at Pierson Auditorium, UMKC from 11:30 AM to 1:00 PM and will include a lunch. The Committee has requested the KCAPA help raise funds totaling \$1,500 to pay for the provided lunch. The Board had concerns of being able to raise that kind of money over the next 2 weeks and thought that it may conflict with their own sponsorship solicitations for the Annual Meeting. Brian offered to go back to the Committee to express these concerns and to see if there were other options. The Committee has also requested 7 names of planners in Kansas City that would be interested in participating in the Monday afternoon/night Design Challenge. The Board agreed to send on the names of Brian Pitts, Diane Binkley, Sam Sink, Karen Clawson, Mike Frisch, and Jacob Wagoner. Brian will contact these individuals and solicit their interest. Jim Hubbell will contact Karen Clawson. The opportunity to obtain CM Credits for this lecture was also discussed and Brian volunteered Jim Potter to contact Ada Hood.

11. Status of formal response to GTI’s request for funding

Brian will draft a formal letter to John Staples, MARC, Government Training Institute outlining the Board’s inability at this time to provide any funding for MARC’s role as a CM Credit provider.

12. 4A Collaborative Update

Jim Hubbell gave the Board an update on his involvement in the 4A Collaborative and indicated that new members were sought to begin attending. Jim volunteered to write an upcoming article in the new KCAPA Monthly Newsletter to inform the KCAPA members of the Collaborative and to solicit new members.

13. Habitat for Humanity Volunteer Opportunities

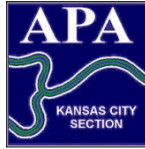
Shannon Jaax proposed that the Board start offering community volunteer opportunities and suggested that the KCAPA choose a date to volunteer for Habitat for Humanity. The date suggested was Saturday, June 19, 2010. It was also discussed that the May Newsletter include a guest writer from Habitat for Humanity and that the volunteer opportunity be advertised in conjunction with the guest writer’s article. Shannon will contact Habitat for Humanity to secure the date and to get more information.

14. MO APA Chapter CM Credit Sponsorship Policy

Jim Hubbell received correspondence from Ada Hood regarding MO APA’s desire to adopt CM Credit Registration Guidelines. Jim presented the guidelines recently adopted by the Pennsylvania Chapter and will contact Ada to inform her of the KCAPA’s support of similar guidelines, provided that the KCAPA continue to not be charged for MO APA’s registration of KCAPA events that qualify for CM Credits.

15. KU Galloway Urban Planning Lecture Series

Brian Pitts met with Kirk McClure, Ph. D., Professor at the University of Kansas School of Architecture and Urban Planning and Molly Paugh, Development Director at the University of Kansas School of Architecture and Urban Planning to discuss the upcoming Galloway Urban Planning Lecture Series. The first lecture is



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scheduled for April 27th and will feature Michael Arad, designer of the winning design for the World Trade Center Memorial. Professor McClure and Mrs. Paugh requested that the KCAPA help sponsor the series. The Board was very supportive of this request and wants to contribute \$1,000 as a sponsor. Brian will notify Professor McClure and inform him of the Board's support and will contribute financially once the KCAPA accounts warrant such a debit.

16. Section Dues / Advanced Membership

Brian suggested that this item be added to every agenda until the task has been complete. The KCAPA Board proposes charging \$25 annually per member for Section dues, on top of the \$5 received annually from the MO APA and KS APA. The additional funds will help the KCAPA develop a new website and support funding requests, such as the KU Galloway Urban Planning Lecture Series. Sean Ackerson suggested that we set a deadline of February 25, 2010, the date of the Annual Meeting/Event to roll out the proposed Section dues to members. The Section dues would be strictly voluntary, but would offer members discounts and access to the new website. Sean is going to reconnect with the St. Louis Chapter to request all that they have on the creation of Section dues (including their bylaws) and to open the door for Brian Pitts and Shannon Jaax to review their documents and ask questions if necessary.

17. March Luncheon

Jim Hubbell will contact Sara Copeland to discuss possible luncheon topics for the month of March. Jim will help coordinate, with Sara, the organization and advertisement of the March luncheon.

18. Other Business

Diane Binckley announced that her firm, Ochsner Hare & Hare, LLC had been in business for 100 years and that they were hosting a celebration at the Liberty Memorial later this year. Special guests are to include Bruce Knight, FAICP, President of the American Planning Association. The Board thought that there might be an opportunity to visit with Bruce on his visit to Kansas City. Diane will continue to keep the Board updated on the event's planning.

19. Adjourn

The next KCAPA Board meeting was scheduled for Wednesday, February 10, 2010 at 4PM in the offices of Development Initiatives. The meeting was adjourned at approximately 6:00 PM.

Minutes Prepared by:

Brian Pitts, President-KC APA