



KC APA Board Minutes

Wednesday
July 8, 2010
4:00 PM

Tower Tavern
31st/Oak
Kansas City, MO 64108

Meeting Minutes

Attendees:

Shannon Jaax
Sara Copeland
Joe Rexwinkle
Jim Hubbel
Amanda DeBrot

Jim Potter
Kathy Kem
Diane Binckley
Doug Hermes
Sean Ackerson

1. Approval of Minutes - May & June

Motion to approve. Approved unanimously.

2. Treasurer's Report - Joe Rexwinkle

Anticipate \$1100 at the end of the year which will include anticipated proceeds from chapter.

If use the 'full members' criteria in calculating the rebate amount from Missouri, amount would reduce from \$2000 to \$660. Suggest a strategic planning session with both chapters. The state is considering increasing the dues and then the increase can be passed onto the section. Considered affiliate dues for non-APA members. Joe will invoice for all members, as was done in the past.

Have received \$2350 in sponsorships so far.

3. Committee Activities

- a. Professional Development - Diane Binckley/ Jim Potter
The June event has been submitted for CM credit. Jim will send out an update. Only about seven people attended, but they really enjoyed it.

Jim suggested sending out an annual report for all programs that have had CM credit.

Sara plans to submit the August/September event (The “New” Historic Preservation” for CM credit.

b. Programs & Socials – Jim Hubbell

The program committee met last Monday. They have sent out a tentative program schedule. (Can someone send me an email copy of this list for the minutes? I wrote all over mine. Thanks).

It was suggested that this year more emphasis should be placed on the side side in order to facilitate networking

Diane and Shannon met with ASLA to discuss joint events. Should also reach out to APWA and to students. Perhaps an annual event to welcome students in late September or early October each year.

Shannon reported that we will not have to pay for the Galloway Series this year. They will be retooling their program for next year.

Diane is working on the 2011 plan.

c. Communications – Kathy Kem

- Summer newsletter is underway.
- Listserve update.
- Constant Contact cancellation was discussed, but until we have another method in place we will need to keep this.
- Calendar of events has been posted on the website by Amanda.
- Talked about a method to do document sharing among board members. The new website should have the capability to do FTP (file transfer protocol). Amanda will do a tutorial for board members.
- Amanda gave an update on the mailing list and website options. A motion was made by Diane and seconded by Doug to set up an independently hosted website and mailing list service. Passed unanimously. Joe will coordinate with Amanda for the payment

It was suggested that a by-laws amendment be made to include a permanent member status for the maintenance of the website.

- Amanda also discussed online bill pay by members. PayPal is available for free. Also can set up on the website with a link to the pay site.

d. Legislative – Doug Hermes and Greg Czaplewski

e. Public Education/Outreach – Joe Rexwinkle

Shannon gave an update of the June Habitat event. There was not a huge turnout. Joe will work on other volunteer opportunities for the future.

4. Bylaws Update

Greg gave a by-laws update. To date he hasn't received a whole lot of feedback from the board through 'wave'. We need to finalize the by-laws in order to be able to get it out to the membership in a timely manner. Discussed having a special meeting just to discuss by-laws. Shannon will ask Jim Potter if he will host this meeting.

5. Other Activities

- a. CPC Grant Application Feedback-Shannon. (?)
- b. Pro bono program-Shannon/Jim H (?)
- c. Planning month activities-Diane is spearheading these events. Joe will assist her from the public education perspective.
- d. Great Places Nomination. This is still a few months out.
- e. Sponsorship Assessment/Planning. The budget is currently in good shape. Should send thank you notes to sponsors. Need a lead for contacting sponsors to see what they need and are looking for. Need to contact them before their budgets are approved.

Sean has volunteer to set up the sponsorship program for the coming year. He will try to have a draft by the meeting on the 28th. He will highlight the new website, the tentative programs to be offered, include thank you's for this year and what we have done so far. He suggest that we call versus email the contacts.

- 6. Design Alliance.** Ten groups were represented. We would like to formalize our commitment with them by 1-having a representative at each meeting, 2-being a part of their programs, and 3-promoting the alliance.

Amanda will represent the section, backing up Shannon who will be the primary contact.

- a. Agreement – Shannon
- b. Design Week – Shannon/Diane

Amanda shared that the "Design Week" meeting need two representatives as well as Diane or Shannon. They meet quarterly. Kathy and Joe are alternate representatives as needed.

- c. Film Series – Jim will continue to the representative for this. There are three schedule in September, on 9/2, 9/16 and 9/29. They are asking for a \$50 commitment from the section. Will discuss more at next meeting. Series is held at the Tivoli theatres.

- 7. Member Involvement.** We need to continue to reach out.

- 8. 4A Collaborative Update** – Jim H. There was no meeting last month

- 9. Other Business.**

- 10. Adjourned** approximately 6:00 p.m.

Special meeting on July 28th to discuss by-laws.

Next Regular Meeting Wednesday, August 11, 2010 at 4:00 p.m.