



## **KC APA Board Meeting**

Monday  
July 30, 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

#### **Absent:**

Amanda DeBrot  
Doug Hermes  
Jim Hubbell

- A. Approval of June Minutes – Jim Potter made a motion to approve the minutes and Joe Rexwinkle seconded the motion. Approved.
- B. Treasurer’s Report – J. Rexwinkle. We made \$644 on the June Law event. Joe will look into starting an interest bearing account at the bank.
- C. Committee Activities
  - August: Brick industry is going to present in Blue Springs. This is a free event. CM credits likely will be approved. They will be providing the food, so there is no cost to KCAPA. They have a couple of programs that they could provide. They are also interested in being a sponsor. May also present at bi-state conference. August 24<sup>th</sup> is the tentative date at lunch time.
  - Annual event is slated for late November early December. The Rostierrie also has a neat event space. Jim Hubbell will look into this possibility.
  - Bi-State Conference.
    - Budget. Registration will be through National at a cost of \$500, which is only a couple hundred more than originally planned.

- Sponsorships are at \$2950 which does not include several that will likely sponsor. Target amount is \$3600. Jim will send this spreadsheet to us.
  - MARC at Bronze
  - St Louis University at Silver
  - Cultivate KC
  - Ollsson
- September 1 is the deadline for obtaining sponsors. Everyone needs to work on this list.
- Looking at 10 bronze sponsors or perhaps unlimited amount. After sponsors have reserved their exhibit space, then will make these 'extras' available to exhibitors only. Joe will ask Amanda to try to fix registration so cannot complete registration without paying also.
- Committee is meeting on Wed to review 50+ proposals.
- Marketing-will send another one with trivia to work towards the i-pad give away.
- Talked to visitors bureau, and also what to put into the bags. Zona Rosa may also give out coupons.

D. Communications Committee – A. DeBrot/K. Kem

Newsletter status – Items include: Go out closer to beginning of August.

- August 24<sup>th</sup> Save the Date
- Upcoming elections-Advertising vacant positions
- Conference Blurb-repeat of the trivia
- Awards for Kansas/Missouri Chapters-Due August
- Aaron & Joe gave Amanda website updates. Those have been completed.
- Joe will ask one of the interns that they hired would write an article for the newsletter about their experience with the fair. Possibly in September issue.

E. Development Committee-N/A

F. Legislative-N/A

G. Other Business

- BMP Manual – S. Jaax/R. McKay/D. Hermes
  - 13 Of 16 people have strong interest in Kansas City.
  - 2 Neutral
  - 1 No interest
  - 5 people willing on Fri or Saturday
  - 5 only on Friday

Is it important enough to reimburse people for Friday night hotel. Missouri board does not have money right now.

Ryan will put together a revised budget that will reflect hotel rooms for out of towners. Originally was only supposed to be Kansas and Missouri boards and KCAPA and not other sections. Also need a location to hold this. Joe will check on the availability of a room, hopefully at no charge.

- KU has an upcoming event with Alex Schwartz on Nove 8 to Lawrence, Nove 9 to KC. Wrote Housing Policy in the US. Kirk McClure will work with the chapter to secure CM credits.

- Internship Fair – S. Jaax sent out an email to all the participants to take a survey to get an idea to see how many internships it resulted in and ideas for next year. Shannon will check with them on cost, and then what they would be willing to sponsor.
- Design Week-we had previously decided not to do this for this year. What about next year? Young planner at BNIM may be interested in doing this for the section.
- Internship Fair. 28 total students participated, 12 employers, 22 responses on the survey. Results of survey was that it should have been longer (extend an hour). Parking was a bit of an issue for the students. 70% were satisfied with the roving booth format. Some complained that the employers lines were too long. Suggest a 10-15 min time limit to each student. Was suggested to them, but not necessarily taken. Noise level high, room maybe a bit small. Several students got multiple offers. Asked to host again. Had at least ½ say they would do it again. None of the universities confirmed the number of students coming. If knew in advance, then could stagger the times for attendance and reduce the wait time.
- Elections by the end of September we need to have everything out to folks.

Kathy to check on previous emails from last time to resend.

President Elect  
Mo Chapter Rep  
KS Chapter Rep

- **Action Item Review**

\$30 Luncheon can register online. Joe will forward this info on.

Two free tickets per award winner regardless of individual or organization.

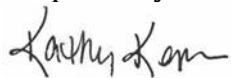
Annual retreat to happen after elections.

Adjourn at 5:29

Jim won't be here next month, but we can meet here.

**Next Meeting: Monday, August 20, 2012 at 4:30PM**

Respectfully Submitted



Kathy Kem  
KC-APA Board Secretary