



KC APA Board Meeting

Monday
April 21, 2014
4:30 PM

KCAIA Office
1801 McGee, Suite 100
Kansas City, MO 64108

Attendees:

Diane Binckley
Ryan McKay
Amanda Anderson
Shawn Strate
Vanessa Spartan
Doug Hermes
Jim Potter
Kathy Kem

Absent:

Shannon Jaax

Meeting Minutes

- **Approval of Minutes** – March: Approved unanimously.
- **Treasurer's Report** – K. Kem: Kathy provided the monthly report and noted that we are still lacking three sponsor payments. Kathy has rebilled those organizations; Jim will assist.
- **Committee Activities**
 - Programs/Professional Development Committee – S. Lachky
 - Symposium: Initially scheduled on the same day as MARC Regional Assembly. After some discussion, it was decided to looking at other dates, and we will need to check with Carol Coletta, the speaker. Location will be 18th & Vine in the infield of the Negro Leagues Baseball Museum, which can seat 100 with tables. Plan for presentation and Q&A around 4:00, due to concern about attendance if later in the evening. Participants will also get to tour the museum. A "Save the Date" has already been sent out but can be revised. Costs will be hotel and airfare; no speaking fee. A bartender will need to be hired as well. The room can be set up with round tables with space for a podium and to serve drinks and food. Normal rental is \$750 and includes everything.
 - Internship Fair recap – S Jaax: Most students in attendance were from KU or UMKC, but a good mix of students. Many expressed a desire for more paid internships.

- May Event: Joe has been coordinating a streetcar walking tour and has KCMO staff and others lined up to provide the tour. Date, time and location need to be confirmed. The tour will only include part of the route.
- Communications Committee – A. Anderson/S. Strate
 - Newsletter status – Next deadline April 28th: Steven has provided information about the Eco Abet event in June. Eco Abet is a charrette and fundraiser for a community organization linking planning, architectural services, and professional development. There are job listings, one from Hutchinson. There may also be two more from KCMO. May event and symposium info will need to be included. For Legislative report, there may not be much to report in Kansas by the deadline; will provide for next newsletter. The Board discussed timeline issues with the newsletter and if there needs to be a change in frequency or process. People like the constant communication of monthly newsletter, so we should not reduce frequency. Currently a lot of time is spent coordinating and finding out where content is, and often comes together at the last minute. There may need to be more of a hard deadline for APA material. The goal is to complete by the first day of the month.
- Development Committee – J. Potter
 - Sponsorship for 2014: One sponsor has a new logo; Jim will provide this to Amanda. Doug mentioned that it would be good for KCAPA to have banner similar to the AIA banner. This could be displayed at AIA and taken to events as well. Jim will follow up.
- Public Outreach/Education Committee
 - Public Official Training – D. Hermes / D. Binckley: Doug updated the board. A survey of planning directors in the region produced useful results and has led to creating plans for the training. Doug provided a draft budget for Board review. Six events are proposed: three in the fall and three in the spring, with 30 attendees per workshop. The next step is to convene a working group of directors who said they would like to participate. Doug proposed that the Board consider providing support of \$1,100, or not to exceed \$2,000. There is room in the budget, but want to explore in more detail and look at ways to reduce cost through sponsors or assistance from sections or from MARC. A webinar should be considered to reach larger area; MARC could help with this and with a meeting space. The idea is to create a template for continued use and development that could be used by state chapters, other MPOs, and others. If the chapters see the benefit, they may contribute start-up costs. The Board agreed to pursue the training with the proposed framework, but need to find out more about the costs and the partnership with MARC and the state chapters.
- Legislative Committee- D. Hermes/R. McKay: Updates will be provided in the newsletter.

- **Other Business**

- Mind Mixer Survey – S. Jaax: Shannon sent out another reminder; some Board members have participated.
- Membership trends – D. Binckley: Shawn provided data to the Board on section and state membership trends dating back to the start of 2013. Section Membership has generally been stable at just under 400. There appears to be a slight drop at the beginning of each year, but recovers throughout the year. The Board will review the data in more detail and will advise if more information is needed.
- Annual contract for office space – J Potter: Jim has discussed the newsletter, contract, and other topics with AIA. AIA is taking over Design Week administrative functions and there will be more opportunities for coordination with APA. Need someone on the Board that is the point of contact, and planning the event is a year-long process. In general, there needs to be more interaction with other groups in the Design Center. Regular meetings between members of each group should be considered, as well as more coordinated scheduling that includes all groups. The contract still needs to be executed. It includes four events plus board meetings. Another day may need to be added; a banner could also be added. There is a good relationship between the organizations and the space is a good location. All organizations need to be more proactive about pushing information to members of other organizations if the event may appeal to their members.
- UMKC AUPD – Funds for Summer Camp, Scholarship, Volunteers discussion/decision: Vanessa distributed updated scholarship application with changes made based on Board feedback. It was determined that it is easier to write the check to student directly, otherwise there is a one percent fee if through the college. A few additional minor edits were suggested. The application includes budget information because need is a consideration. A committee of 3-5 people will review the applications in May or June, including faculty and KCAPA Board. Set a mid-March release date for next year and future years. Notify recipients in July, send check in August, and announce in fall. There was discussion of how KCAPA can be assured that the student goes to school, and if the check should go through the university because of this. It was ultimately decided that the check will go to the student in order to simplify the process.
- Bi-State Conference – S. Jaax: no update.
- APA Missouri Chapter Advocacy Committee – S Jaax: Dustin Smith willing to be contact with state chapter.

Adjourn

Next Meeting: Monday, May 19th at 4:30PM

Respectfully submitted,



Shawn Strate
KC-APA Secretary