



KC APA Board Meeting @KansasCityAPA

Monday
January 26, 2015
4:30 PM

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

Present:

Jim Potter
Corey Fischer
Victor Burks
Stephen Lachky
Amanda Anderson
Shawn Strate
Vanessa Spartan
Joe Rexwinkle
Diane Binckley
Ashley Winchell

Meeting Agenda

- 1. Approval of Minutes** – November and December. November minutes were approved unanimously. The December meeting was an informal happy hour and no minutes were taken. Shawn will provide a short summary for KCAPA's records.
- 2. Treasurer's Report** – J.Rexwinkle. Jim distributed the January report and noted that we are starting to receive sponsor money and there are several checks to cash. There are also two sponsorship payments on PayPal. We also have received the rebates from both state chapters. A question for the Kansas chapter is since there was an increase in dues, could more be contributed to the Kansas City section? Victor has talked to chapter representatives and this is unlikely because the chapter had been operating at a deficit and the increase was to cover costs. KCAPA will make a formal request to the chapter. Victor will discuss at the next state chapter meeting on Friday. Joe said that we probably should not ask for more money from one chapter than the other. Diane suggested waiting a year or two to ask for an increase so that the state chapters can plan for it.

A budget was not adopted at the Annual Meeting in December, and this still needs to be done. A budget needs to be posted for comment from the membership, which has been done via email in the past. Then the Board can vote to adopt. Joe will put a budget together next week, distribute to the Board, then it can be circulated to the membership by email, and the Board can vote on at the February meeting.

- 3. Committee Activities**
 - a. Programs/Professional Development Committee – S. Lachky

- January Event: The Community Engagement program is this Friday at HNTB, the cost is \$20 and includes a boxed lunch. There are 13 RSVPs, and more can be expected to attend from HNTB. KU students have asked if there is a student rate. The Board decided to offer a student rate of \$10; this would cover the cost of a \$7-8 lunch. Amanda will add this option on PayPal and will send the number of RSVPs to Stephen on Wednesday. Diane will bring the cash box so people can pay at door.
 - Annual Planning Celebration at Boulevard, February 5: Stephen distributed a schedule for Board members helping at the event. All were comfortable with the schedule. Payments have been made to Teocali for catering, for the same amount of food as last year. Glasses with the KCAPA logo will also be provided, and will not include sponsors. Jim said that there should be a slideshow like last year with sponsor logos and pictures from events. Two people will be needed at the front desk for registration. Another email reminder needs to be sent out.
 - 2015 Program schedule: Stephen distributed 2015 schedule of events. Future events include an event on LGBT issues, speed networking, and food trucks. There are a number of other ideas that are also being pursued.
 - Symposium: Stephen distributed a list of potential speakers for the symposium. After some discussion, it was decided to not have a symposium in 2015. This is because Design Week and the Quad State Conference will be major events that will take a lot of time and effort, as well as limiting options for speakers at a symposium.
 - Design Week is the last week of March. Based on meetings with the Center for Architecture and Design, KCAPA is to coordinate with a speaker. There has been some confusion on CAD meetings and Design Week events.
- b. Communications Committee – A. Anderson/S. Strate
- Newsletter status – Next deadline January 28th: The newsletter should include new Board members, and pictures are needed for new members by the end of the week. Stephen will provide information on upcoming webinars. Try to get the newsletter out by the end of the week, due to the Boulevard event.
 - Cloud storage of board information: This was discussed in early 2014 but a format was not decided on. The lack of cloud storage has not proven to be an issue, so will not be pursued at this time.
 - Social Media: Postings continue to be made on Facebook, and Twitter is increasingly being utilized as well. We need to sync these together so that postings match and don't need to be done twice. Shawn will look into this.
- c. Development Committee – J. Potter
- Sponsorship for 2015 request: Jim distributed an updated sponsor list and stated that we are doing well so far, with 14 sponsors and \$5,850 paid. Others have committed but not paid yet. If there are others to add, this needs to be done very soon. Board members will reach out to other firms in the coming week. Jim will send out sponsor packets out for everyone to send out. Some sponsors will carry over to the Four State Conference, as some already expressed interest.
- d. Public Outreach/Education Committee
- Public Official Training – A. Winchell / D. Binckley: Stephen stated that MARC pays \$1,000 per year to be an AICP CM provider, but could they partner with KCAPA so that they do not have to pay for this? The extra \$1,000 could be used for a larger sponsorship or to offset CM commitment to them for webinars. As

long as APA is lead, the thinking is that MARC should not need to pay. This will need to be checked with the state chapters as well as the St. Louis section. A flyer should be created that promotes KCAPA, events, and membership information. Amanda will work on this.

- e. Legislative Committee- A. Winchell/V. Burks: There was nothing to report for Missouri. In Kansas, Vic has reached out to KS state representatives to see if there can be a more direct connection between the state chapter and the Kansas City section regarding Kansas legislative issues.

4. Other Business

- KC-APA/AIA Management Contract 2015 – J.Potter: It is time to renew the contract, for an annual fee of \$2,200. The contract includes managing the email list and newsletter. AIA has added an insurance and indemnity clause for all organizations associated with the CAD, which would require KCAPA to get insurance at an estimated cost of \$500-\$1,000. This would be for in case something happens at an event at the CAD. The Board discussed whether the Missouri chapter could include the Kansas City section as another insured. Ashley will check on this with the Missouri chapter.
- KC-APA Board Meeting Time Discussion: It was decided to keep the meetings at 4:30 on Mondays unless this becomes a problem in the future. The February meeting will need to be moved due to President’s Day.
- Center for Architecture & Design – V. Spartan: Vanessa is attending the meeting tomorrow, and also met with them last week to talk about membership categories. AIA is an organization that anyone can join, like APA, while other organizations are restricted to professionals in the field. There is concern that some organizations could lose membership as a result.
- Quad State Conference 2015 – D. Binckley/J.Potter: The first kickoff meeting was January 15th. All state chapters—Arkansas, Kansas, Missouri, and Oklahoma—have signed the contract. The Westin Crown Center has been chosen as the hotel, and the dates are October 21-23, 2015. Attendance was estimated at 400. The hotel is fine with any catering option. Stephen is leading the Social Events group and is looking at events in Union Station, Crown Center, and Downtown. Computers and projectors for sessions could be expensive; options need to be explored. At the last conference, a piecemeal approach was used as members brought their own projectors. There will be four “tracks,” including for planning commissioners. Candy Chang has been selected as they keynote speaker. Another idea is to have a mayor’s panel talk about planning in their communities. Each state chapter will also have business meetings, awards, etc. For marketing, the event logo is close to being finalized, and will hopefully be done before the newsletter. A mobile application is also in the works. There are also some ideas for tours around region. Shannon Jaax is coordinating student volunteers. Diane noted that the Arkansas and Oklahoma chapters have been great to work with so far. The Board and other members should let Diane know if they want to be on a committee.
- UMKC/KC-APA scholarship selection committee – V.Spartan: Vanessa has made edits to last year’s application, updating the requirements section. Also, the timeline has been pushed up and it is now due in March, Vanessa has already sent this to the department. There are two \$500 scholarships, one for a Junior and one for a Senior. Shawn will help with the selection process this year. The scholarship recipients could be included on the slides at the Boulevard event.

- UMKC Speed Networking, March 2, 2015, 3:00: The date and time are set. This is an opportunity for students to learn interviewing skills, prep for internships, etc. Looking for professionals to help with this, and information should be included in the newsletter.
- MARC Continuing Education – S. Lachky: MARC is trying to develop these events into a curriculum that could be offered off-site, such as at a planning commission meeting. The St. Louis section does something similar to this. This would be similar to public official training, but want to make sure people aren't getting confused.

5. The meeting as adjourned at 5:43 p.m.

Next Meeting: Monday, February 23rd at 4:30PM: Moved due to holiday.

Respectfully submitted,



Shawn Strate, AICP
KC-APA Secretary