



KC-APA Board Meeting Minutes
Wednesday, September 9, 2009

1. Board Members Present:

1. Shannon Jaax – Vice President
2. Greg Czaplewski – KS Section Rep
3. Joe Rexwinkle – Treasurer
4. Brian Pitts – President
5. Jim Hubbell – Professional Development Committee Co-Chair
6. Jim Potter - Professional Development Committee Co-Chair

2. Board Members Absent:

1. Doug Hermes – MO Section Rep
2. Diane Binckley – Member-at-Large
3. Kathy Kem – Secretary

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

The bank account at Bank of America was transferred from the past Board to the current Board on August 26, 2009. The Board members listed as signers on the checking account are Brian Pitts, President and Joe Rexwinkle, Treasurer. A payment to MARC in the amount of \$995 was also discussed and a decision to pay the outstanding invoice was approved. The State Chapters (KS and MO) have not paid the KCAPA its rebates due for at least one year. Joe and Brian will coordinate with the State Chapters to obtain the necessary funds.

4. Survey / Survey Questions

Shannon Jaax had prepared a sample of survey questions for distribution via Survey Monkey. The Board reviewed the questions and agreed to send Shannon the necessary comments back to Shannon by September 18, 2009. It is Shannon's intent to send the survey out to the membership before the October 14, 2009 Board meeting.

5. Committees

The listed committees were revised to more accurately reflect the needs of the KCAPA. In addition to committee name reassignment, each Board member was assigned to a specific committee. They are as follows:

- Professional Development – Diane Binckley and Jim Potter
- Programs & Socials – Brian Pitts and Jim Hubbell
- Communications – Kathy Kem
- Website – Shannon Jaax
- Legislative – Doug Hermes and Greg Czaplewski
- Public Education – Joe Rexwinkle

6. October Luncheon

Brian Pitts and Kathy Kem will contact the City of Lee's Summit to begin organizing the first/next KCAPA luncheon on October 26, 2009.

7. Bylaws

The Board discussed the likely need for an update to the KCAPA Bylaws. Brian Pitts will route a copy of the existing Bylaws to each Board member for review.

8. Distribution List

The September roster was emailed to Brian Pitts by Jim Hubbell. Jim Hubbell notified the MO State Chapter to begin sending the monthly roster to Kathy Kem. It was also discussed that emails to the membership should be



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sent via a professional email account server such as iContact or Constant Contact. Brian Pitts will research the benefits and the costs of each of the aforementioned email account servers.

9. Board Contact List

Contact information on each Board member has been sent to Brian Pitts and a contact sheet with Board member names, addresses, emails, phone numbers, etc was compiled and will be sent out to each Board member for future reference. In addition to the contact sheet, MS Outlook v-cards on each Board member will be distributed to the Board.

10. AICP Prep Session

The AICP Prep Session at the upcoming MO Annual Conference was discussed and Jim Hubbell notified that the Board that the session was canceled to lack of interest. Traditionally, the Professional Development Committee Chair from each Section participates in hosting the session.

11. Other Business

The upcoming Annual Meeting was discussed briefly. No decisions were made as to its planning. Jim Hubbell gave the Board an update on his involvement in the 4A Collaborative and requested that the topic be included in future KCAPA Agendas. The Board also discussed the need to reach out to MO State, UMKC, K State, and KU to solicit interests from students to be on the KCAPA Board as student representatives. Shannon Jaax will contact MO State and K State, Brian Pitts will contact UMKC, and Joe Rexwinkle will contact KU.

12. Adjourn

The next KCAPA Board meeting was scheduled for Wednesday, October 14, 2009 at 4PM in the offices of Development Initiatives. The meeting was adjourned at 5:15 PM.

Minutes Prepared by:

Brian Pitts, President-KC APA