



## APA California Chapter Northern Minutes of the September 4, 2009 Board Meeting

Meeting Location: ABAG offices – Oakland, CA

### 1. Call to Order and Introductions

*Board meeting called to order at 6:30 pm.*

Board Members Present – Juan Borrelli, Don Bradley, Miroo Desai, Darcy Kremin, Hanson Hom, Emy Mendoza, Mika Miyasato, Brenna Moorhead, Christina Ratcliffe, Tania Sheyner, Caroline Teng, Eileen Whitty, Hing Wong, Stephen Avis, David Ralston, Elizabeth Caraker, Margaret Kavanaugh-Lynch, Naphtali Knox, Colette Meunier, Surachita Bose, Meryka Blumer, Kenya Wheeler

Guests: Suzanne Drolet, Anne Fritzler

### 2. July Meeting Minutes Review & Approval

*Motion by Naphtali Knox to approve the July 1, 2009 meeting minutes, seconded by Don Bradley, passed unanimously.*

### 3. Holiday Party Update

The Holiday Party Committee selected Restaurant LuLu's in San Francisco as the venue for this year's Holiday Party. The Committee decided to hold the Holiday Party on Thursday instead of Friday due to previous comments received. The cost of event is estimated at \$6,000, which includes an assortment of finger foods and appetizers along with one alcoholic/non-alcoholic drink per person for up to 100 guests. Dessert is not included in the pricing, and the Board discussed the possibilities to either replace a menu item with a dessert item or for Board members to bring chocolates similar to the 2006 party.

The Board discussed the pricing options for the tickets. Last year, ticket prices were \$35 per person, \$45 for non-APA members and \$15 for students. The ticket prices each year reflect a 50% subsidy by the Section. Due to the economy and many unemployed planners, the Board discussed the options to include discounted rates for students and those unemployed. It was noted that in the past there were few non-member attendees at the event, so having a separate non-member rate was not as important.

*Motion by Don Bradley to price the Holiday Party ticket at \$15 for students and unemployed and \$30 for everyone else, seconded by Colette Meunier, passed unanimously.*

#### **4. 2010 Retreat**

The Board discussed having the 2010 Board Retreat on January 23rd, which is the third Saturday of the month. The retreat will likely take place at a location in the North Bay.

#### **5. Elections**

The Treasurer's position is open for election this year. Jeff Baker is interested in seeking re-election. The Board would like to invite other candidates to run for the position. Darcy discussed the possibility of working with Lucy Armentrout to create an E-ballot that would make it easier for the membership to participate in the elections. The Board reached consensus on an October 15<sup>th</sup> deadline for the nomination packets. All ballots must be received by midnight on November 30<sup>th</sup>.

#### **6. Board Reports**

Starting with this meeting, all individual board reports are to be submitted in writing prior to the Board meeting. Board members may discuss their report only to report on previous action items, to discuss new business, or to present proposals.

##### **Director - Darcy Kremin**

Darcy reviewed general information about the upcoming State Conference at Squaw Creek at Lake Tahoe. The Board discussed the AICP quiz and encouraged those Board members attending the Conference to take part in the quiz.

##### **Director Elect - Hanson Hom**

Hanson Hom discussed creating a template for board reports that all board members will follow. The Board discussed the importance of establishing deadlines for board report submittals. Short and succinct reports focusing on important highlights are strongly encouraged.

##### **Administrative Director - Allen Tai**

Requested University Liaison at UC Berkeley to do student outreach for the SACRPH Conference.

##### **Treasurer - Jeff Baker**

Jeff wanted to clarify that \$800 in the 2009 Diversity budget that was actually incurred in 2008, but is reflected in this year's budget because it was not charged until 2009. It was noted that the Diversity budget will be exhausted this year, and the Board noted that receipts for future events should be submitted within the same year.

##### **AICP Director - Don Bradley**

Don introduced the upcoming AICP preparation workshops for the upcoming Fall exam. The pass rate of Northern Section workshops has been about 90 percent.

##### **Awards Directors - Eileen Whitty & Andrea Ouse**

Currently starting the preparations for next year's Awards Banquet. Awards Directors will distribute information at the Holiday Party and seek volunteers to assist in Awards event planning.

Eileen Whitty requested the Board's approval for a \$250 sponsorship for an upcoming event on SB 375 that is hosted by the League of Women Voters. The session will discuss the SB 375 implementation process and address reducing greenhouse gas emissions in air quality, transportation, housing, and land use. Cost is \$25 with a light breakfast and bag lunch or \$15 without lunch. Speakers for the event will include Mary D. Nichols, CARB; Julia Lave Johnston, Governor's Office; Jeremy Madsen, Greenbelt Alliance, and others.

*Motion by Don Bradley to approve a \$250 sponsorship and advertising for the SB 375 event with a condition requiring APA members discounted registration, seconded by Margaret Kavanaugh-Lynch, approved unanimously.*

### **CPF Liaison - Hing Wong**

Hing discussed annual CPF auction at the State conference, and noted that donations are hard to come by in current economic conditions. Hing and Juan both acknowledged Eileen's work in earning a large donation from the Sir Francis Drake Hotel, host of this year's Awards Banquet.

Hing also discussed the APA Planners Training Service events occurring in November. These two-day training sessions are worth 14 CM credits, and two workshops are equivalent to 28 CM credits, which is nearly enough to satisfy the CM credit requirement for a two-year period.

### **Ethics Director - Colette Meunier**

Colette is working with Surachita Bose to setup an Ethics Workshop in late October or early November. Location should be finalized by mid-September. The Board discussed requiring a \$15 registration fee for the Ethics Workshop.

*Action Item: Darcy to provide Surachita the Northern section's 501(c)6 documentation.*

### **Legislative Director - Bryan Wenter**

Bryan is currently setting a legal issues workshop and is currently arranging a panel of three speakers for the event. The cost of the event will be \$15/person similar to the Ethics Workshop.

### **Newsletter Editor - Naphtali Knox**

Naphtali noted that there was growing outside interest on *Northern News* from readers outside of the Northern Section. He also reviewed the download statistics and noted there were an average of several thousand downloads of the newsletter a month.

### **Planning Commissioner - Margaret Kavanaugh-Lynch**

Margaret found a wealth of Planning Commissioner training at Oregon APA and wanted to bring some of the training over. She solicited the Board for ideas of training topics that would be helpful for Planning Commissioners practicing in California. The Board discussed soliciting ideas for Planning Commissioner training from the membership via *Northern News*.

### **Planning Diversity Directors - Brenna Moorhead, Miroo Desai**

Miroo provided a status update of the mentoring program and noted that she has found potential mentors and speakers, but is facing challenges in finding high schools willing to participate. Kenya Wheeler suggested following leads at universities that have established partner high schools.

**Professional Development Directors – Tania Sheyner, Christina Ratcliffe**

Tania offered to prepare CM application for Board members with qualifying events. Currently she and Christina are working on a “Resume Doctor” social event to connect seasoned planners with new planners seeking to refine their resume skills. The event will take place on October 23<sup>rd</sup> at the Pacific Coast Brewery in Oakland. The Board discussed the importance of job seeking skills and agreed that similar events are extremely useful to the membership.

**University Liaison – Emy Mendoza**

Emy is currently working with SJSU students on getting the word out about the CPF Student Awards.

**East Bay RAC – David Ralston, Joanna Jansen**

Working on a brown bag event to discuss the City of Berkeley Climate Action Plan, to be held September 21<sup>st</sup> or 22<sup>nd</sup>. Also looking at partnering with East Bay Regional Parks District and Peralta Colleges on the regional resiliency and climate change and how these issues tie in with park planning.

**Peninsula RAC Chair – Surachita Bose**

Surachita recapped the successful RAC event that occurred in August, which had an attendance of over 30 planners. Surachita also established a Facebook page for the Northern Section. The Board discussed Facebook as a possible tool to do outreach for future events.

**Redwood RAC Chair – Stephen Avis**

Stephen is looking to discuss how to introduce new urbanist ideas to rural communities via a series of workshops planned for October. The event is a partnership with the County Health Department and links the discussion back to healthy communities and the General Plan Update. Stephen will be talking to Environmental Studies and Planning students at Humboldt State University about what planners do after they graduate.

**San Francisco RAC Chair – Kenya Wheeler**

Kenya is working with Brenna Moorhead on a Joint Diversity-SF RAC event that consists of a 3-hour program on climate change and disadvantaged communities tentatively scheduled for November 9<sup>th</sup>. Kenya is currently looking for a venue to host the event and deciding on the pricing for the event. Kenya proposed allocating \$500 from the Diversity budget and \$500 from the SF RAC budget to cover costs for the event.

*Motion by Kenya Wheeler to allocate \$500 from the Diversity budget and \$500 from the SF RAC budget to cover costs for the joint Diversity-SF RAC event, seconded by Surachita Bose, approved unanimously.*

**South Bay RAC – Katja Irvin**

Katja requested Board sponsorship of \$200 for a joint event with AEP on SB 375 on November 19<sup>th</sup> in San Jose. Juan Borrelli requested clarification on whether AEP or APA will need to setup Paypal online registration.

*Motion by Darcy Kremin to allocate \$200 from the South Bay RAC budget for the Joint APA-AEP event on SB 375, seconded by Hanson Hom, approved unanimously.*

**7. Adjournment**

The meeting was adjourned at 8:50 p.m.

Next meeting on Wednesday, November 4<sup>th</sup>. Location to be determined.

**Summary of New Action Items:**

1. Darcy to provide Surachita the Northern section's 501(c)6 documentation.