

**Board Meeting
New Mexico Chapter of the American Planning Association
Friday, January 4, 2008, 9:00 am
Marron and Associates Office, Los Ranchos de Albuquerque**

Attendees:

The following NMAPA members attended the NMAPA Board meeting on January 4, 2008:

Name	NMAPA Position	Telephone Number	E-mail Address
Christopher Hyer	President	(505) 924-3927	cyer@cabq.gov
Dan Pava	Immediate Past President	(505) 577-2319	dpava@lanl.gov
Jessica Frost	Vice President	(505) 476-2155	jessica.frost@state.nm.us
Greg White	Treasurer	(505) 827-0775	greg.white@state.nm.us
Eric Johnson	Secretary	(505) 898-8848	eric@marroninc.com
Wayne Grinnell	Member-at-Large		grinnellw@csaengineers.com
Yasmeen Najmi	Professional Development Officer	(505) 247-0234	yasmeen@mrgcd.us
Victoria Hirschberg	Student Representative	(505) 803-7373	victoria413@yahoo.com
Joel Wooldridge	Immediate Past Vice President (non-voting)	(505) 266-6258	joelandduffy@hotmail.com

Agenda

- I. Approval of Meeting Minutes of December 7th, 2007
- II. Introductions – all
- III. Budget – all
- IV. Board Members Duties – all
- V. LPAC – Lora Lucero
- VI. Planner’s Day at Roundhouse – all
- VII. List Serve Discussion – Christopher Hyer and Dan Pava
- VIII. Website – all
- IX. Newsletter – Christopher Hyer
- X. AICP Exam Scholarship – Yasmeen Najmi
- XI. CM Credits – General – Yasmeen Najmi: Purchase of Materials – all, and Locations for Chapter Meetings – all
- XII. New Business
- XIII. Adjournment

Discussion Items

The meeting was called to order at 9:14 am.

Board Positions

The NMAPA Board agreed to Paul Huckabee’s resignation as Treasurer. Greg White accepted the position as treasurer. Wayne Grinnell accepted the member-at-large position. Yasmeen Najmi accepted the professional development officer position. Victoria Hirschberg accepted the student representative position. The board has eight members, all of which are voting positions.

December 7, 2008 Minutes

The minutes from the December 7, 2008 meeting were circulated by e-mail and revised. Wayne Grinnell moved to accept the minutes, and Dan Pava seconded the motion. The minutes were adopted by unanimous vote.

2008 NMAPA Budget

2007 NMAPA Conference

From the fall NMAPA conference, NMAPA collected an additional \$2,400 since last board meeting. Faculty lounge use and food expenses are still outstanding. The conference sponsors helped a lot with the conference. Conference registration was difficult through the APA national web site. Next time, we need to review registration costs. Professor David Henkel will get back to Christopher Hyer on outstanding expenses.

2007 Budget Status

NMAPA currently has \$32,459.15 in the account. Christopher Hyer suggested using some funds for the Certification Maintenance (CM) training. The chapter could spend money on APA CD training programs. Jessica Frost suggested that other organizations could take turns buying CD's and hosting events. CM sponsors will have to provide a sign-in sheet and keep it 3 years. CM training meetings could be held around the state.

Preliminary 2008 Budget

Chris Hyer prepared and circulated a preliminary budget based on previous budgets. The preliminary budget was discussed. Projected income is from chapter rebates, a CPC grant, conference income, awards ceremony nominations, and possibly a CM Credit program. The board reviewed the budget and took votes on each line item after deliberating.

2008 Budget – Student Conference Support

Support of student to attend the 2008 National APA Conference was discussed as budget item. There is a NMAPA student chapter and a planner network at the University of New Mexico (UNM). Ten or 12 students went to the 2007 National APA Conference in Philadelphia. After board discussion, Dan Pava moved to increase the current student stipend to \$1000 total with two conditions: (1) a 1:1 match from UNM; and (2) NMAPA receives a report from student representative on how money was spent. Greg White seconded the motion. The board unanimously approved the motion.

2008 Budget – Public Information Outreach

Public information outreach was discussed as a budget item. This money has been used previously for events such as Planner's Day, lobbying, attending other conferences such as the New Mexico League of Zoning Officials (NMLZO), and promoting NMAPA. Greg White said we need to be much more active reaching out and promoting planning. There are many associations and communities to reach out to such as the Municipal League. Joel Wooldridge suggested that this would be an interim budget, and the item could be revisited. Dan Pava discussed that this would be an interim budget. Jessica recommended having a work program attached to a budget on the web site so members are aware of what is going on.

Yasmeen Najmi asked if we have any outreach materials such as NMAPA positions. Christopher Hyer responded that there have not been a lot of materials. LPAC is working on TIDD. Joel Wooldridge has written a few papers. Mary Day and Dan Pava wrote a few articles. Jessica Frost and Yasmeen Najmi recommended developing a brochure and promote Planners Day and explain what planners do. Dan Pava made a motion for \$1000 to be used for public information outreach, and Greg White seconded the motion. Yasmeen Najmi suggested increasing the amount to \$5000 in order to pay someone to professionally develop a brochure. Victoria Hirschberg said she has time to prepare a brochure. Greg White suggested using this year to develop a program on what NMAPA could accomplish next year. Christopher Hyer mentioned that the land office used public service announcements. Yasmeen Najmi suggested at a basic level NMAPA should have a brochure. Jessica Frost and Joel Wooldridge suggested leaving this item at an interim amount, then possibly increasing the amount when the budget is revisited. The board unanimously approved \$1000 for public information.

2008 Budget - Website

Chris mentioned Skip VanWyk is web master at \$800 per year. He has server in the house and charges NMAPA 8 hours per year for website maintenance. Board discussed need for changes. Website does not have all current events. Need to appoint someone to manage web site. Skip is interested in presenting the web site to the Board. Yasmeen asked if web site could be improved. Mary Day updated the web site. Chris thinks web site needs to be updated. Dan mentioned that it needs to reflect APA branding guidance – part of it is appearance. Someone needs to regularly look at web site, review, and remove old material. There was interest in establishing a blog. Greg moved to increase budgeted amount to \$1500 and Dan seconded the motion. Joel mentioned that it may be time to look for a service that does updates. Board unanimously approved \$1500 for interim amount for web site.

2008 Budget – Board Meetings

On board monthly meetings, Jessica Frost recommended quarterly meetings elsewhere at various locations throughout the state. Chris states that board members normally cover their travel expenses to the Board meetings. The members discussed combining board meetings with other events such as a luncheon and CM course. Greg White suggested adding a line item for quarterly travel budget. Equity is an issue for individuals traveling from distant locations such as Las Cruces. Greg White moved that the amount of \$600 be added to the budget for board meetings, and Jessica Frost seconded the motion. The board unanimously approved the motion. For purposes of discussion Greg White moved that \$2500 be added to the budget for quarterly statewide travel for board meetings, and Yasmeen Najmi seconded the motion. Dan Pava mentioned that our total budget should be around \$20,000 because that is approximately the NMAPA annual income. Jessica Frost suggested that we could solicit local sponsors to limit costs. Chris Hyer mentioned this could be coupled with outreach. Yasmeen Najmi said board meetings could be connected with luncheon, but travel needs to be supported. Joel Wooldridge suggested joining meetings with other parts of chapter development program. Wayne Grinnell recommended having meeting with a 2-hour CM program, possibly with funding assistance from a sponsor. Jessica Frost wanted to look at carpooling to board meetings. Dan Pava mentioned that the board has run deficits in the past and needs to be fiscally prudent. We need to have a 10% surplus, but we also need to be a more active chapter. The carryover is the result of frugal spending and windfalls such as employers covering the costs of conference and meeting attendance in previous years. It is not a surplus, but does give a jump-start into a new revitalized NMAPA. We need to acknowledge the cost to send the NMAPA president to the National Conference and the chapter presidents meetings. Chris Hyer requested an amendment to the motion for \$1500 for travel, and Dan seconded the amendment. Greg White amended the motion. The board unanimously approved the \$1500 amendment for the board budget, and the board approved the \$1500 amount for board travel.

2008 Budget – NMAPA Mixers

Board discussed NMAPA mixers. Eric Johnson questioned if mixers are needed. Jessica Frost motioned to delete NMAPA mixer line item, and Eric Johnson seconded the motion. The board unanimously approved the motion.

2008 Budget – Awards Ceremony

The board discussed the awards ceremony budget item. Chris Hyer noted that this is the payment of awards. Mark Rivera (Angel Fire) prepares the awards. Typically we give out six awards in conjunction with the NMAPA annual conference. Jessica Frost moved to increase the awards budget to \$300, and Wayne Grinnell seconded the motion. The board unanimously approved the motion.

2008 Budget - Newsletter

The board discussed the newsletter. NMAPA has had a paid newsletter editor in the past with mixed results. Eric Johnson asked if a newsletter is needed. Yasmeen Najmi suggested expanding the newsletter. Victoria Hirschberg suggested sending out a quarterly newsletter and sending it to agencies, such as local planning departments. Wayne Grinnell mentioned it is important to consider how we receive information – sometime e-mails are quickly deleted. A conference brochure is critical and that accompanies the fall newsletter, so a newsletter at some level is probably needed. Yasmeen Najmi moved to keep the newsletter budget item at \$1000, and Wayne seconded the motion. The board unanimously approved the motion. The by-laws obligate NMAPA to provide a newsletter to members, but it can be provided on-line. Chris Hyer has person in his office, Maggie Gould, who would like to be newsletter editor. Chris Hyer has the NMAPA laptop, which can be provided to the next newsletter editor. Dan Pava suggested that we have communications person to deal with newsletter, web site, etc. This should be a future discussion. Yasmeen Najmi said it is important to have a communication policy. The board discussed the question “Who is the point person?” The web site may generate calls and questions, as well as doing more outreach. Communications will be discussed in a future meeting. Chris Hyer will ask Maggie Gould to create a quarterly newsletter. If you know of any newsletter material, send it to Chris Hyer until Maggie Gould is established as the newsletter editor; then material should be sent directly to her. Jessica Frost mentioned that it would be good to have abstracts from the NMAPA conference. Victoria Hirschberg would like to help with newsletter.

2008 Budget – NMAPA Annual Conference

The board discussed the annual conference. Chris Hyer moved to budget \$7000 for conference to start the discussion. Yasmeen Najmi mentioned that we had all local people as presenters at the conference. She would like to have flexibility to bring someone in from outside the area. Joel Wooldridge mentioned that for a past Four Corners conference, Neal Pierce was brought in at a cost of \$5500, and the conference still made money. Chris Hyer recommended having a sponsor to pay for costs of a speaker. Dan Pava affirmed that sponsors are the way to go. The \$7000 budget amount is good seed money. A sponsor should cover speaker cost. Eric seconded the motion for \$7000 for the NMAPA conference. The board unanimously approved the motion.

2008 Budget – AICP Exam Preparation

The board discussed AICP exam preparation costs. In the past, this has been a lump sum paid to Michael Waiczis for AICP exam preparation training. Greg White moved that \$1000 be included in the budget for AICP exam preparation, and Dan Pava seconded the motion. The board unanimously approved the motion.

2008 Budget – AICP Certification Maintenance

AICP certification maintenance was discussed. The budget includes the \$95 APA provider fee and costs for materials. Greg moved for a \$1500 amount for AICP certification maintenance and associated costs, and Jessica Frost seconded the motion. The board unanimously approved the motion.

2008 Budget – Western Planners

Western Planner's relation to NMAPA was discussed. Brad Stebleton is the NMAPA liaison to Western Planner and will be attending its winter board meeting. He is supposed to write an article on the meeting for the NMAPA. Wayne Grinnell moved for a \$500 amount for Western Planner, and Greg White seconded the motion. Jessica requested that Brad Stebleton prepare a report in the newsletter on the winter Western Planner board meeting. The board will need to discuss Western Planner representation further. The board unanimously approved the motion.

2008 Budget – CPC Grant

Chapter Presidents Council (CPC) Grant for commissioner training is a grant and not an item requiring NMAPA funding. Chris Hyer, Dan Pava, and Yasmeeen Najmi need to discuss this grant. It has been years since NMAPA sponsored a commissioner training event. NMLZO already conducts a training event according to Joel Wooldridge, and they are open to joining with NMAPA. Wayne moved to accept the \$1000 amount for CPC, and Greg White seconded the motion. The board unanimously approved the motion.

2008 Budget – CPC Meetings

Chris Hyer, as a chapter president, is supposed to attend the spring and fall APA CPC meetings as a presidential requirement. The next CPC meeting will be held in Las Vegas in the spring in conjunction with the National Conference. The fall CPC meeting will probably be held in Chicago or Washington. A proxy can attend if the president can't go. Wayne Grinnell moved for the \$3,500 amount in the budget for CPC meetings, and Greg White seconded the motion. The board unanimously approved the motion.

2008 Budget – Planners Lunches

Planners lunches were discussed. The money should go to a speaker or room rental, but not food cost. Yasmeeen Najmi mentioned that it would be nice to have some flexibility. Dan Pava asked if this line item is appropriate in this place. Yasmeeen Najmi felt a cushion is needed because some places have room rental. Wayne Grinnell moved to retain \$400 budget. Greg White recommended moving the budget item to Priority 2. Wayne Grinnell moved to accept \$400 under membership involvement for Priority 2. Jessica Frost seconded the motion. The board unanimously approved the motion.

2008 Budget – Legislative Education

Legislative education was discussed. This budget item includes Planners Day, LPAC, lobbying expenses, and peer-to-peer expenses. Dan Pava mentioned that the “peer-to-peer grant” was a specific grant and should not be in the budget. We don’t receive this grant on an annual basis. Wayne Grinnell moved to remove peer-to-peer expenses from the budget, and Greg White seconded the motion. The board unanimously approved the motion. Planners Day in Santa Fe was discussed. Costs include distribution of information to legislature. At the legislature, NMAPA typically passes out packets, stands in the rotunda (meet and greet), and gives legislators pens with a planning message. Chris Hyer has a bag of lapel pins. NMAPA is looking at providing a balanced TIDD information paper this year. NMAPA has not set a Planners Day. Dan Pava mentioned that it is important to have our information distributed in packets. The Board discussed not doing a Planners Day this year, as it is a short session, but still trying to develop a brochure and other information for this year’s session. Greg White moved to combine Planners Day and lobbying expenses for a \$1,250 budget amount, and Wayne Grinnell seconded the motion. NMAPA may need to have someone new coordinating LPAC since Lora has resigned as chair. Dan is also registered this year again as a lobbyist for NMAPA. Jessica Frost suggested one combined item for legislative expenses. Dan Pava mentioned that a \$1500 amount would include Planners Day, LPAC, and lobbyist expense. Greg White recommended adding an additional \$250 for lobbying. Greg White moved for a \$2000 amount as a line item to cover combined legislative education and policy development, and Jessica seconded the motion. The board unanimously approved the motion.

2008 Budget – Miscellaneous Administration and Officer Election Expenses

Jessica Frost made a motion to move miscellaneous administration and officer election expenses to Priority 3 at \$500. Greg White seconded the motion. After further discussion, Jessica Frost amended her motion to delete officer election expenses, and Greg White seconded the motion. The board unanimously approved the motion.

2008 Budget - Total

The total annual budget approved by the board was \$24,300. Some budget items will be revisited by the board during the year.

Greg White will report back on investment options to assure a continuing surplus and perhaps an endowment by next meeting based on motion by Wayne Grinnell and seconded by Dan Pava. The board unanimously approved the motion.

Chapter Development Program

Joel Wooldridge mentioned that NMAPA will need to modify chapter development program headings in conjunction with a new budget. Dan Pava would put a chunk of carry over into a permanent reserve.

Chris Hyer said we could charge a nominal amount for the certification maintenance (CM) program to help support it. Jessica Frost cautioned against this and suggested that NMAPA provide access to CM courses as a NMAPA member benefit.

Yasmeen Najmi led in with a discussion on the AICP exam and CM credits. New Mexico has one scholarship for one person to take AICP exam. No nominations or requests have been received, but Yasmeen has received one letter. NMAPA membership is not aware of opportunity, and Yasmeen Najmi would like to send out e-mail message on this. A nomination is due to National APA by January 22.

Yasmeen Najmi will send out a notification to APA members on nominations. There will not be time for board review and Yasmeen, as the PDO has the authority to select the scholarship recipient. Jessica offered to help Yasmeen with this selection, if Yasmeen needs assistance. One selection criterion is financial need and hardship.

The Board discussed CM credits, including that luncheon with approved speakers are eligible for CM credits. There are advantages to other organizations purchasing CD's and hosting trainings—shares the costs and gets planners together. One problem with having training CDs in the NMAPA library is that you can't always check out CD's, but we may be able to work around that. Jessica Frost suggested doing law and ethics as core courses. Credit is about 1 CM credit per hour. Wayne Grinnell recommended purchasing CD's and on-line training session from APA and schedule training at a central location. NMDOT is showing "Complete Streets" at NMDOT headquarters on 1/30. Yasmeen Najmi will include information on upcoming training such as through NMDOT and City of El Paso. Yasmeen Najmi will talk to Lynn Jorgenson at National APA on stating credits in CD training brochures. The chapter will pay \$95 – it is automatically deducted. Yasmeen will ask Lynn to verify this. Board discussed a Planner Luncheon on January 22 or in February. Consider TIDD as a topic. Jessica Frost suggested we start planning a quarterly meeting somewhere combined with a lunch and a CM course.

Joel recommended appointing a small committee to revise chapter development program, post on web site, bring to next meeting, review budget, and look at board member responsibilities. Otherwise will slide through the year. Jessica Frost suggested that we look at program before next Board meeting and ask membership to review it via the listserv. Chris Hyer will ask the webmaster to repost it. There is also an Excel spreadsheet for each of the categories.

February NMAPA Board Meeting

The next board meeting is scheduled for February 1 from 10:00 am to 1:00 pm at Marron and Associates. We will discuss chapter development program and look at tasks for chapter officers. The board may also need to look at adding additional duties for board members in NMAPA's by-laws. The board may need to check with Skip Van Wyk on billing. The board should give Skip 10 minutes at next meeting to discuss the web site.

LPAC

LPAC chair – Lora Lucero has resigned. Joel Wooldridge is willing to help, but he will be out of the state for this year's session. Dan Pava mentioned that property protection act, takings, signage, and other related issues may come up. A long-term vision may be the establishment of a state planning office. Chris Hyer will ask if Lora Lucero is willing to stay involved. If not, Chris Hyer will send e-mail to LPAC membership asking for an interim LPAC chair through this session and ask LPAC members to monitor legislation. There is money in budget for lobbying activities. We need to set our own legislative agenda for next session and work with LPAC on this agenda. Joel Wooldridge will contact Municipal League and give Dan Pava's number in case something comes up during this year's legislative session.

March NMAPA Event in Las Cruces

Look at next quarterly NMAPA Board meeting with luncheon and CM event in Las Cruces. Dan Pava will contact Ken Hughes to see if his successor will discuss Community Development Block Grants. Jessica Frost could do a safe routes to schools presentation. Invite Las Cruces MPO, SWNM Council of Government (SWNMCOG), and South Central RPO. Yasmeen Najmi will ask what topics people are

interested in. The day would include a board meeting in the morning, a lunch, and an afternoon CM course. The event would be scheduled for a Monday or Tuesday in late March.

Action Items

1. The identification and role of a communications coordinator needs to be discussed at a future board meeting.
2. Chris Hyer will ask Maggie Gould to create a quarterly newsletter. Board members can send newsletter articles to Chris Hyer at first and then eventually directly to Maggie.
3. The board needs to discuss the role of NMAPA in Western Planners. Brad Stebleton should prepare a NMAPA article after the next Western Planners meeting.
4. Chris Hyer, Dan Pava, and Yasmeen Najmi need to discuss the CPC grant and commissioner training.
5. Greg White will report back on investments.
6. Board in coordination with Yasmeen Najmi will continue work on chapter development program and budget. Board members will review previous program and have comments and suggestions for February 1 Board meeting. Chris will send out email requesting feedback and comments from NMAPA members. Jessica will track comments and bring summary to February 1 Board meeting.
7. Board will need to organize board meetings, luncheons, and CM training events around state. Las Cruces is proposed for March.
8. Board will need to review web site, develop options, and make decisions regarding the web site.
9. Board will need to review board member duties.
10. Chris Hyer will send e-mail to LPAC membership asking for an interim LPAC chairman through this session.

The NMAPA board meeting adjourned at 1:00 pm.

Eric Johnson
NMAPA Secretary