

**Nevada Chapter
American Planning Association Executive Committee Board Meeting
January 6, 2020**

Meeting Minutes

Attendees:

Nathan Goldberg, AICP, Chapter President
Lorenzo Mastino, Chapter Vice President
Jared Tasko, AICP, LEED Green Associate, Chapter Treasurer
Ellie Reeder, Chapter Secretary
Marco Velotta, AICP, LEED Green Associate, Professional Development Officer
Julie Hunter, Planning Official Development Officer
Jim Marshall, Southern Section Treasurer
Anna Marie Smith, Southern Section Secretary
Fred Steinman, Northern Section Director
Jeff Borchardt, Northern Section Assistant Director
Aric Jensen, Northern Section Treasurer
Amber Harmon, Northern Section Secretary

Absent:

Robert Summerfield, Immediate Past President
Greg Toth, AICP, Newsletter Editor
Michael Harper, Conference Coordinator
Lisa Corrado, Southern Section Director
Garrett Terberg, Southern Section Assistant Director
Nelson Stone, Southern Section Planning Official
Peter Gower, Northern Section Planning Official

Meeting was called to order at 1:05pm.

A quorum was achieved.

- 1) Approval of the December 2, 2019 NVAPA Executive Committee Meeting Minutes: Jeff motioned to approve the minutes. Approved unanimously.
- 2) Consent Agenda:
 - President's report: (submitted by Nathan Goldberg).
 - *I am working with APA National on getting information/packet for new Chapter Presidents (it is mostly electronic but my login doesn't work yet - I assume because it isn't officially my term.*
 - Nathan confirmed that his login now works on the website now, but the information packet yet has not been uploaded.
 - Greg sent out the newsletter an hour or so ago.
 - Chapter Newsletter (submitted by Greg Toth).
 - *The Winter 2019/2020 issue should go out this (Monday) morning. I received 4 articles as of Jan. 2nd, and any additional submissions after this date will go in, as well.*

- Treasurer's report (see Item 4 for related discussion/action items):
 - Secretary's report: (submitted by Ellie Reeder):
 - *Welcome to our new/returning State Chapter and Section members! Contact information for new officers is included for future reference.*
 1. *Chapter President – Nathan Goldberg (returning, new position)*
 2. *Chapter Vice-President - Lorenzo Mastino,
lmastino@lasvegasnevada.gov*
 3. *Chapter Secretary - Ellie Reeder (returning)*
 4. *Chapter Treasurer - Jared Tasko (returning)*
 5. *Northern Section Director -Frederick Steinmann
fred@unr.edu*
 6. *Northern Section Assistant Director - Jeff Borchardt (returning)*
 7. *Northern Section Secretary - Amber Harmon (returning)*
 8. *Northern Section Treasurer - Aric Jensen
aricj.msdd@gmail.com*
 - *Updated Chapter and Division Lists attached.*
 - Professional Development Officer's report (submitted by Marco Velotta).
 - *Provided final reminders for anyone that was in need of CM credit before the cycle ended 12.31.19. Will assist any members now in the CM grace period now through 5.29.20 (CM logs automatically do this).*
 - *The CM Provider application was submitted. It was approved on 1.2.20 and the 2020 unlimited registration was purchased for the next cycle (\$1254).*
 - *Scholarship announcements for the May cycle distributed. Applications due on 1.31.20; will have an item to make a selection at the February meeting, and notify APA and recipients by 2.14.20.*
 - Planning Official Development Officer report (submitted by Julie Hunter).
 - *No new information to report.*
 - Northern Section Report (Events,Treasurer's Report) (submitted by Fred Steinmann).
 - *No new information to report. May update at time of meeting.*
- Fred confirmed, nothing additional to add at time of meeting.
- Southern Section Report (Events, Treasurer's Report) (submitted by Nathan Goldberg on behalf of Lisa Corrado).
 - *The Southern Section will be re-starting regular board meetings at the end of the month.*
 - *I have a tour of UNLV facilities planned in January for next year's conference (dates are slated for October 6th and 7th to allow for a 2-day program instead of 3).*
 - *We are planning to partner with UNLV again but this time School of Architecture and will be working on recruiting a conference committee in late January/ February.*

Nathan had one additional item sent to him by Lisa. She will be forming a conference committee for this year's state conference. If you are interested in being a part of this or know of anyone who would be, well be looking for people to join the committee in the next few weeks.

Nathan moved to approve the consent agenda. Approved.

3) Committee Updates:

- Communications Committee (submitted by Garrett Terberg).
 - *Waiting for response on website status from Erin Schwab.*

Garrett was not present to confirm, but Jeff said he had just recently received pages to review and that it was in the works.

4) Discussion & Possible Action (none submitted).

- (Submitted by Jared Tasko): Updating the new Chapter officers on the Chapter bank accounts.
 - *We'll need a vote, and we'll need the minutes (showing a vote to add the new officers to the bank accounts) to take to the bank. To do list to complete this task includes:*
 1. *hold a vote to add new officers to bank accounts and include names (add Nathan and Ellie to give them authority to access the accounts)*
 2. *Ellie – complete and e-mail minutes*
 3. *Jared – update officers on Nevada Secretary of State*
 4. *Jared – take copy of updated Secretary of State officer list along with meeting minutes indicating vote to add new officers to bank accounts to Nevada State Bank*
 5. *Ellie - take the Secretary of State info and a copy of the same meeting minutes to a Nevada State Bank branch to sign as the Secretary on the accounts.*
 6. *Nathan - take the same documents to a Nevada State Bank branch to add himself to the accounts as President*
 7. *Lorenzo – we can discuss/decide if you want to be added to the accounts as well or not*

Jared noted that the Northern Section will need to do this process as well. He needs a motion to add the new officers to the Chapter bank account. Jared made a motion to add Nathan and Ellie. Approved unanimously.

- *I'll need to update the website with the new officers - Ellie to add all the new officers to the minutes.*
- *Also, as a reminder Sections will need to update their officers on the bank accounts, and the Northern Section will have a new Treasurer.*
- *We're also still waiting on the final disbursement from the State Conference from the Northern Section to the Chapter.*
- *I can amend the list of officers on the NV Secretary of State (Silver Flume) but it costs \$50*
 1. *Our annual renewal of officers will expire in March, and I need to renew then anyway for \$50*
 2. *I can amend the officers now (\$50) and then renew in March (\$50), or I can wait to amend the officers when I renew in March for a single \$50 fee*
 3. *Need a motion by the board to see which direction everyone prefers.*

Nathan brought up that if we decide to wait until March, paying for the National conference could be an issue (?). Jared asked and Nathan confirmed that RTC will not pay for his conference attendance. Jared said he can still pay for the ahead-of-time costs (registration,

hotel, etc.) and any incidentals could of course be reimbursed, so waiting should not interfere with the national conference. Hearing this, Nathan suggested we wait.

Anna made a motion to have Jared wait and renew in March. Approved unanimously.

Other business:

- (Fred): First, my apologies for not getting the check for conference registration fees sent over yet. This was due to an error in the Accounts Payable Dept. Fred confirmed with Jared that the check is coming to him in the next week or so. Jared asked if the check goes to Susan first (?). Fred said he will follow-up with Susan and copy Jared, as well as follow up with Purchasing to make sure it is sent to the right person.
- (Fred): FYI, may become an agenda item for Feb or March, but as a heads-up, the Chapter has a scholarship with the University's Geography Dept. As many of you know, Planning program within the Geography Department has been shuttered for some time. Andy had previously been the contact person, now will be Fred going forward. Fred should receive the annual report shortly and will share that with the Chapter. He suggested making the scholarship more broad to consider other departments, considering that planners certainly do not all come directly from Planning programs. This would require the scholarship namesake's remaining family to approve the change, and the College would have to sign off as well. No actionable item today, this is just a heads-up for future discussion.
- (Fred): Also, a 5-year capital campaign - possibly to consider increasing the scholarship amount. Marco added that The Bob Ginzer scholarship at UNLV is in the same situation. Fred suggested they team up to consider some of these changes and find a way to advocate for the scholarships. Fred will reach out to Marco to discuss and put something together for the Committee to consider - if anyone is interested in helping, let Fred know.
- (Jared): Asked Nathan about the status of a Chapter Work Plan (?). Nathan acknowledged that the Strategic Plan was taken care of and is now in place. The Committee now needs to do a work plan off of that Strategic Plan. Nathan asked that if anyone wanted to step up and handle this - we need a draft in place of what we are going to work on this year. He added that it should be fairly simple process. Please e-mail or text Nathan if interested. Jared asked Nathan to send him the Strategic Plan to post on the Chapter website. Nathan confirmed.

Meeting adjourned at 1:27pm.

Next meeting Monday, February 3, 2020 at 1:00pm.