

**Nevada Chapter  
American Planning Association Executive Committee Board Meeting  
April 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  
Lisa Corrado, Southern Section Director  
Jim Marshall, Southern Section Treasurer  
Anna Marie Smith, Southern Section Secretary  
Fred Steinman, Northern Section Director  
Jeff Borchardt, Northern Section Assistant Director  
Amber Harmon, Northern Section Secretary

**Absent:**

Robert Summerfield, Immediate Past President  
Greg Toth, AICP, Newsletter Editor  
Julie Hunter, Planning Official Development Officer  
Michael Harper, Conference Coordinator  
Garrett Terberg, Southern Section Assistant Director  
Nelson Stone, Southern Section Planning Official  
Aric Jensen, Northern Section Treasurer  
Peter Gower, Northern Section Planning Official

Meeting was called to order at 1:02pm.

A quorum was achieved.

- 1) Approval of the April 6, 2020 NVAPA Executive Committee Meeting Minutes: Anna motioned to approve the minutes. Approved unanimously.
- 2) Consent Agenda:
  - President's report: (no report submitted).

Nathan:

- Chapter Newsletter (no report submitted).
- Treasurer's report (submitted by Jared Tasko):
  - *Updated Register attached (I deleted what we would have paid for Lorenzo's hotel accommodations since he was able to get a refund due to the cancelled APA conference in Houston. We also paid \$21.17 to GoDaddy in March to renew our current website domain name for another year).*

Jared:

- Secretary's report: (submitted by Ellie Reeder):
  - *No new information to report.*
  
- Professional Development Officer's report (submitted by Marco Velotta).
  - *I have provided an update to the Chapter on professional development opportunities, CM/AICP, FAICP in the wake of the COVID-19 crisis (attached below)*
  - *I have reached out individually to all members on the CM grace period list*
  - *I have requested the section secretaries and directors to assist in the preparation of a pilot virtual distance education CM session that we will broadcast to Nevada Chapter membership. Would like to discuss further but that would be a good way for Chapter members to get CM*
  - *Several members have asked about the May Exam – info was provided and will be forwarded as more is determined by APA/Prometric*
  - *I have one additional scholarship request. Should the Board approve/concur, I recommend the distribution of chapter scholarship funds (provided I am in receipt of application prior to Board Meeting)*
  - *Additional resources to be distributed include:*
    - 1) *Aforementioned APA Learn: <https://www.planning.org/apalearn/>*
    - 2) *Planetizen: some free, some paid webinars - <https://courses.planetizen.com/>*

Marco: We've had an additional scholarship request (out of the normal cycle), but given the circumstances, the person who submitted is now in a financial hardship and asked if an exception could be made (?). She is scheduled to take the May exam. Marco asked the group if we would agree to distribute scholarship funds to this person? Nathan asked if the item should be added to May's agenda? Marco said yes. Fred asked if this scholarship was already approved? Marco answered no. Jared suggested we add it to the consent agenda and vote today. Nathan confirmed this was ok with him as long as it affords the bylaws. Fred added that we need a motion to amend the agenda, then add as a discussion item.

Jared motioned to amend the agenda to hear item #2 subcategory B, bullet point 5, separately from the consent agenda. Jeff seconded the motion. Approved unanimously. Agenda amended to reflect as such.

- Planning Official Development Officer report (no report submitted).
  
- Northern Section Report (Events, Treasurer's Report) (submitted by Fred Steinmann).
  - *On Friday, March 27, 2020, the Northern Section officers met by phone to discuss the Section's response to the current Coronavirus Pandemic. We agreed to indefinitely postpone all in-person Section activities and meetings including scheduled monthly brown bags, the Spring Mixer for the Northern Section, and a Jane's Walk event that the Northern Section had been planning until such time that in-person meetings can be held safely. In-lieu of in-person meetings, we discussed possible alternatives including virtual brown bags and discussed possible topics including a presentation from RTC regarding the 2050 Regional Transportation Plan, a presentation from the Nevada Small Business Development Center regarding SBA's response to the Coronavirus Pandemic, and a presentation from UNR and USC faculty regarding resiliency planning. We also discussed the possibility of organizing an online roundtable series with Chapter members to discuss resiliency planning and how individual agencies and organizations are currently dealing with the crisis.*

- Southern Section Report (Events, Treasurer's Report) (no report submitted).

Lisa: We have questions about the conference and any guidance the Board might have? Should we cancel? Postpone? Pause and hope to regroup planning this summer? UNLV's attention is definitely elsewhere right now, might be inopportune time to be seeking keynote speakers, sponsorship, etc. Jared suggested transferring the conference to an online event. He has seen this being done in other states. Lisa agreed this could definitely be an option - asked if we should poll the members? How much would we charge (considering this is a main source of revenue for the Chapter)? Marco suggested we discuss this more in depth before we make any decisions, perhaps in the next week, and then share with the Board at the regular May meeting. Nathan and Lisa agreed. Nathan added that there may be guidance coming from the National President's Council's emergency meeting on the 24th that could help with this decision, so it would make sense to wait. Jim added that recession concerns could have a significant impact on the amount of support we receive. Lisa agreed, and mentioned that a virtual conference could be an option but could have less interest with regard to sponsorship, etc. Will get more info to the Board soon.

3) Committee Updates:

- Communications Committee (no report submitted).

Lorenzo: As an update, I have been updating the new website. The official launch/email blast did not go out due to recent circumstances. He has been updating the webinar section and putting news out regarding the census and Covid information, educational opportunities that could be used in the current Covid situation. Is trying to follow National news and is always looking for any additional sources for relevant information. Nathan asked that anyone with any resources to share send them to Lorenzo.

- Conference Committee (see discussion above).

4) Discussion & Possible Action (none submitted).

Item added (see PDO discussion/vote above): Marco: We have an additional scholarship request, and we will be voting to provide this scholarship. Ann Marie Lane (City of Reno) has submitted a scholarship request. She submitted an early bird application in February, scheduled to take the exam in May, has been working on practice exams to get up to speed. She has demonstrated hardship and meets other criteria in the application. Marco recommended providing Anna with the scholarship to cover her exam costs. Jared added that we have plenty in our budget to provide this scholarship and motioned that the Board does provide the scholarship. Lorenzo seconded that motion. Approved unanimously.

Other business:

- None

Meeting adjourned at 1:23pm.

Next meeting Monday, May 4, 2020 at 1:00pm.