

**Nevada Chapter  
American Planning Association Executive Committee Board Meeting  
May 4, 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  
Garrett Terberg, Southern Section Assistant Director  
Anna Marie Smith, Southern Section Secretary  
Fred Steinnman, Northern Section Director  
Jeff Borchardt, Northern Section Assistant Director  
Aric Jensen, Northern Section Treasurer  
Amber Harmon, Northern Section Secretary  
Maria, 2020 Conference Committee

**Absent:**

Robert Summerfield, Immediate Past President  
Greg Toth, AICP, Newsletter Editor  
Julie Hunter, Planning Official Development Officer  
Michael Harper, Conference Coordinator  
Jim Marshall, Southern Section Treasurer  
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 April 6, 2020 NVAPA Executive Committee Meeting Minutes: Jared motioned to approve the minutes. Approved unanimously.
- 2) Consent Agenda:
  - President's report: (Submitted by Nathan Goldberg).  
*- Provide a recap of the Chapter Presidents Council Business Meeting*

Nathan: Normally this would have taken place at the National Conference, so we held one virtually this year instead. 43 of 47 chapters were present, so there was good representation. The virtual format made it take a little longer, but most was discussion of what everyone was seeing. Expecting a general 20% reduction in funding and membership due to the impacts of the Covid-19 crisis. National APA also gets most of their revenue from the annual conference. Many chapters considering a virtual conference. I was surprised at how robust the NV conference is for such a small chapter, I was seeing that many states do only a one-day conference. There is a level of concern at the chapter-level regarding people liking the virtual

conference more than an in-person conference (no travel expenses, etc.). Sort of a mixed bag of people concerned about that. There was a hefty discussion on new AICP requirements. Will be interesting to see how that comes to fruition. APA is canceling all travel for 2020 calendar year. Chapter presidents are currently getting together on Zoom once per week.

- Chapter Newsletter (no report submitted).

Nathan: Greg is working on that - I just submitted. If anyone has anything, please send to Greg.

- Treasurer's report (submitted by Jared Tasko):
  - *Updated Register attached (So far, we've paid for five (5) NPC20@Home registrations totaling \$675.).*

Jared: I think Marco's suggestion for Chapter funds use for conference registration was successful.

Garrett: Had listened to some of the sessions and thought they were great. Suggested a virtual conference could be one component of the annual conference going forward, but overall felt the virtual conference was great.

Maria added that she completely agreed with Garrett's comments.

Nathan said the National conference had well over 5,000 attendees, so was successful, despite bugs and glitches on the first day.

- Secretary's report: (submitted by Ellie Reeder):
  - *No new information to report.*
- Professional Development Officer's report (submitted by Marco Velotta).
  - *Advised applicants on the status of the May 2020 exam being postponed to over the summer*
  - *Informed those with credit deficiencies of extended timelines for completing CM requirements*
  - *Requested the Board pay for NPC viewing to observe/report lessons learned for conducting a virtual conference*
- Planning Official Development Officer report (no report submitted).
- Northern Section Report (Events, Treasurer's Report) (submitted by Fred Steinmann).
  - *The Northern Section officers met on Friday, April 24, 2020 as part of our regular monthly meeting. The Northern Section officers agreed to host an online Educational Luncheon, via Zoom, on Wednesday, May 13, 2020. This APA Educational Luncheon will feature a presentation from the RTC of Washoe County regarding the 2050 Regional Transportation Plan. The meeting will start at 12pm and end at 1pm and will consist of a 40 minute presentation followed by 20 minutes of question and answer. This APA Educational Luncheon will be recorded and the recorded luncheon will be posted as new content on the NVAPA website. Future online/virtual APA Educational Luncheons will be developed based on the results of this first one. During the April 24, 2020 Northern Section officers meeting, we also discussed moving forward on developing a 'roundtable'*

*regarding how individuals and organizations within the Chapter are adjusting to and dealing with the impacts of COVID-19. As part of this process, we are developing a survey that can be sent to Chapter members in order to identify a number of areas relating to adjusting to the 'new normal' of COVID-19. A possible live 'roundtable' will be developed and scheduled as part of this initiative and we also discussed the possibility of developing a white paper/technical report that could be published and possibly developing a session for the NVAPA 2020 Fall Conference based on the results of this initiative.*

Fred: Nothing to add, except for our first online brown bag is happening on May 13, conducted by Zoom. Please respond to the membership survey that went out this morning.

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

Lisa: Asked to discuss the Conference at this time - as she had a briefing at 1:30. Had sent out a memo after a conference committee meeting (should we offer a virtual conference? postpone?). The memo recommends canceling the in-person conference and hosting a virtual conference. Proposing to charge \$60/person, would still like to try to use the conference as a revenue opportunity for the Chapter/Section. Wants to focus the conference on the Covid-19 response and recovery (professional and personal levels). Goals will be to allow an affordable way to earn credits and to maintain the brand through these challenging times. Proposed program on specific topics: recovery planning, economic impact, health (connecting public health), emergency preparedness, smart cities, education, virtual engagement, wellness (planner wellness), leadership in a time of crisis, virtual site visit (perhaps somewhere not normally available in an in-person tour), etc. Wanted to do a poll to get a top three, but may hold off. Asked the Board if they are okay with the committee pushing forward, topic ideas, would like to do eight sessions over a two-day period.

Garrett: As far as registration, suggested \$75 still seemed reasonable.

Aric: Suggested \$75 registration fee as well.

Lisa: Is everyone ok with doing an online conference?

Nathan: I cannot think of any reason not to.

Jared: Also good. Any news on collaboration with another chapter?

Nathan: We're not going to follow that direction because I think they are going to be too slow for us, though I will stay in on discussions for any reasonable opportunities.

Lisa: Since our economy is unique, I think it might slow us down and might not be as Nevada-focused to collaborate with another chapter.

Jared agreed.

Nathan suggested that if something comes up a few months down the road, we could still explore collaboration opportunities.

Lisa confirmed they will move forward with a plan for a virtual conference, up the fee to \$75, and the committee will narrow down topic ideas.

3) Committee Updates:

- Communications Committee (submitted by Garrett Terberg).
  - *The committee (attendees: Garrett, Lorenzo, Amber, Anna and Jared) met via ZOOM Mtg/phone on April 23<sup>rd</sup> for an update and plan for the new website.*
  - *It was agreed that the Section Activities would be maintained by the Section Secretaries (Amber and Anna), with Amber supplying Job Announcements for posting as they are submitted. Charging for these announcements is not recommended at this time due to the extreme situation we're in...*
  - *Jared would also lend support and determine when to deactivate the old website.*
  - *Lorenzo would continue to coordinate the team to determine when the new site would be ready for Chapter Member's use.*
  - *Ellie (not at this meeting) agreed at an earlier meeting to send out an email blast to the entire Chapter Membership when the site is "officially open for business!"*
  - *The next committee meeting is planned for May 14<sup>th</sup>.*

Garrett: Getting close to a point where membership can view the new site. Asked if there were any other thoughts?

Lorenzo: Status right now: we did meet not too long ago, to divide up some of the outstanding work for the site. We plan to reconvene in two weeks. At that point, we'll see if it is good to go, and we'll notify the Board. We are working separately at the moment, and will reconvene at next scheduled meeting.

Garrett: Added that we should work to get the word out ASAP about this year's virtual conference via the new site.

- Conference Committee (no report submitted).

4) Discussion & Possible Action (none submitted).

- Conference Awards Program - Coordination with Georgia APA Chapter.

Other business:

- Maria: here to listen to what the Board did or did not like about the National Conference. Was impressed with the logistics more than the content. Some sessions seemed like consultants were selling themselves. Thinks we can come up with better, more specific content for our state conference.

Garrett agreed with Maria's comments.

Maria added that with regard to the concern regarding revenue loss, has a feeling we might be able to reach more people than we normally could, so could actually help/increase revenue. Liked Garrett's idea to do a partially virtual conference. Thinks there could be a lot of opportunity with a virtual conference.

Nathan agreed that the virtual conference could be an optimistically good thing. We can probably expect some aspect of future conferences to be virtual going forward anyway. Perhaps two different registration levels, with streaming/podcast-like features. We could tailor registration based on that.

*Nevada Chapter American Planning Association  
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Monday, May 4, 2020  
Approved on June 1, 2020*

Lorenzo: Thinks a virtual conference has its own value, just as an in-person conference does. We should think about what we can offer virtually that wouldn't normally be available to in-person attendees.

Jared thanked Maria for attending the call.

Meeting adjourned at 1:36pm.

Next meeting Monday, June 1, 2020 at 1:00pm.