

**Nevada Chapter  
American Planning Association Executive Committee Board Meeting  
September 14, 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  
Jim Marshall, Southern Section Treasurer  
Anna Marie Smith, Southern Section Secretary  
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  
Nelson Stone, Southern Section Planning Official  
Fred Steinnman, Northern Section Director  
Aric Jensen, Northern Section Treasurer  
Peter Gower, Northern Section Planning Official

Meeting was called to order at 1:03pm.

A quorum was achieved.

- 1) Approval of the August 3, 2020 NVAPA Executive Committee Meeting Minutes: Jeff motioned to approve the minutes as amended. Garrett seconded the motion. Approved unanimously.

Garrett: We need to correct the line in Marco's PDO report to read: "We've had a few members who took the test and passed."

- 2) Consent Agenda:
  - President's report: (no report submitted).

Nothing from National lately, so nothing to report down this time around. Got the newsletter, I know Greg had sent that out not too long ago.

- Chapter Newsletter (no report submitted).
- Treasurer's report (submitted by Jared Tasko):

*- Updated check register attached, which includes \$3,242.38 from the Northern Section for the Chapter's portion of the conference proceeds from last year.*

- Secretary's report: (submitted by Ellie Reeder):
  - *Updated APA roster attached.*
- Professional Development Officer's report (submitted by Marco Velotta).
  - *Logged virtual distance education CM credits – Northern section events have been made available*
  - *Logging APA Nevada Chapter conference for distance CM credits*
- Planning Official Development Officer report (submitted by Julie Hunter).
  - *Nothing new to report.*
- Northern Section Report (Events, Treasurer's Report) (submitted by Fred Steinmann).
  - *Since May 2020, the Northern Section has hosted seven separate online educational brownbags with a final online educational session being held back on August 19, 2020. This August 19, 2020 featured a special 'roundtable discussion' regarding the impacts of COVID-19 on Nevada and on the planning profession. Eight separate panelists from across Nevada participated and approximately 50 people participated in the discussion including Idaho APA and Utah APA members. The Northern Section will postpone any future online educational luncheons until after the state conference. Northern Section representatives are currently working with representatives from the College of Business at the University of Nevada, Reno and from the Reno-Sparks Chamber of Commerce to develop a series of online educational luncheons focused on social justice and racial inequalities in response to the ongoing national discussion and debate regarding social justice and racial inequalities. This series is expected to start in late October 2020. As a further note, the Northern Section has had to skip its usual spring and summer mixers due to ongoing COVID-19 social distancing protocols but the Northern Section officers will reassess in the fall to see if a fall or winter/holiday mixer can be developed and safely held. The next Northern Section officer meeting is scheduled for Friday, September 11, 2020.*
- Southern Section Report (Events, Treasurer's Report) (no report submitted).

3) Committee Updates:

- Communications Committee (no report submitted).

Garrett: I don't have anything at the moment.

- Conference Committee (no report submitted).

Lisa: We have sent out registration info and have a fairly solid draft of the schedule. That's about it.

We've got six people registered so far. People have a tendency to wait until the last minute. We have about ten confirmed sessions and possibly more.

Garrett: I'd like to put out a challenge: I'd like to challenge the Board members to register now too, so we can get those numbers up.

Anna: The one concern that I have if that we did say is that we are recording the sessions. In the past, we have just posted them to our channel. This might be delaying some registrations as well.

Marco: For now, you have to be in attendance and watching to claim credits. We can make that change if we want to do that, but we definitely need to make it clear one way or the other.

Lisa: Can we add it later?

Marco: No. Has to be before the event occurs. Unless what your'e saying is, we don't say that it's available for credit after the fact, and just make that announcement later.

Lisa: It could be for distance education.

Marco: I don't think that's how it displays in MyAPA, so people could figure it out.

Anna: I'm ok with just asking people to attend live, so we can actually track attendees.

Lisa: I think so, people think 'oh I can miss it and just watch it later'

Nathan: It should only be available later if they pay for it.

Lisa: I would want to charge them the same amount.

Nathan: I know the Public Transportation Commission and the APA National did something similar.

Garrett: I have a call into Mike Welch to see how we can do that, but he hasn't gotten back to me yet.

Anna: There may not be that many takers, but I think we can make it work.

Lisa: It sounds like we're not advertising that sessions will be recorded, is that right?

Marco: This would be like the Ohio webinar series. You have them posted and go back and watch it, but you cannot claim it for credit. If you're not signed up for it, we'll have the list, and we'll be able to know who does and does not.

Lisa: My next question: What is the best way to advertise to other Chapters?

Anna: I can send an email to whoever their Chapter contacts are.

Jim: Is there a hashtag we could use via Twitter?

Lisa: So advertising is gonna be really important for the Board and Conference. We're gonna need everyone's help to get the word out.

Jim: How many municipalities are reimbursing for people?

Jeff: Reno's having that discussion.

Lisa: We're paying for everyone.

Nathan: I know for myself, I'm the only one on my team that's even a member, so I'm the only one that keeps a budget.

#### 4) Discussion & Possible Action

- (Standing Item): *2021 Legislative Session*

(Unknown): Just so you're aware. I did work with Jeff and we got our respective government agency to get a bill draft request in for electronic plan submittals and signatures. There is a Planning bill that deals with getting signatures signed. It very much details with how we deal with submittals in the age of COVID. Hopefully the bill gets picked up and gets a hearing, but this is something we've been working on.

Lisa: We are still working on the PUD amendment that will probably be sponsored by a Nevada Legislator. A couple wanted to see an actual draft amendment. Just an update on that but we are working on it. Kind of a housekeeping item.

- Submitted by Marco Velotta): I received two applications for our semi-annual exam scholarship from the following:
  - Heather Manzo, Reno
  - Jazmine Harris, Las Vegas

Each have indicated their desire for AICP certification and have demonstrated their need for a fee reduction. I recommend that as a first time applicant that he be awarded the reduced rate of \$145 (combined \$70 applicator and \$75 exam fee) for the May exam cycle, to be paid out from APA National or the Scholarship Account, which I will coordinate with Jared. We've handled these as a recommendation to the Board to approve, pursuant to the bylaws. If approved, I'll notify each.

Marco: As we've done in the previous exam cycles, we have two applicants that qualified. I recommend that the Board provides funds through the Chapter to the applicants.

Garrett: Support for Jazmine.

Jeff: Support for Heather.

Lisa: Is the motion to approve both? What is the voting action?

Marco: Both

Lisa motioned to approve. Jeff seconded. Approved unanimously.

Other business:

- None

Lisa: Are we planning for elections? Is the nominating committee working on that or should one be created to work on that?

Nathan: I think one should be created.

Lisa: I don't know who's responsible.

Marco: It's the secretary.

Lisa: Is the Southern Section gonna get started?

Amber: The worry is that if both sections elect new roles at the same time, people won't know what to do. We created a nominating committee to determine who was staying and what positions would be open.

Garrett: I thought at some point, we discussed a potential training for potential Board Members.

Lisa: At the last Vegas session, Cynthia Bowen did a small session similar to that. If you wanted to do something more technical...We're really busy trying to get the conference to happen, so I'm a little worried about that and then the holidays will happen.

Nathan: Do we want to fit Octobers's meeting in with the Conference? We've always had it as part of the typical agenda.

How would you want to position your meeting, or do you think we should keep it separate?

Nathan: Lets keep it separate. I haven't thought about my talking points yet.

Lisa: Maybe we have a half hour session about leadership opportunities, rapid fire, here's the positions, or a Q&A session with the Board?

Nathan: Something likes that sounds good to me. I know we struggle with participation. I wonder if people don't have a way of knowing what's involved or not involved?

Jeff left the meeting.

Nathan: 30 minutes sounds like plenty to me.

Anna; We don't really have an opportunity for a social mixer, so maybe we fit something at the end of the day?

Lisa: Margo Wheeler is back in town and she was interested int he Southern Director Position I think, so there's one. That would help us do some quick research on who's potentially interested.

Add as a standing Item to the agenda: Nominating Committee

Garrett: I'm willing to help with the Nominating Committee.

Anna: As the secretary, I will volunteer myself to do it as well.

Meeting adjourned at 1:37pm.

Next meeting Monday, October 5, 2020 at 1:00pm.