

**Nevada Chapter  
American Planning Association Executive Committee Board Meeting  
December 7, 2020**

**Meeting Minutes**

**Attendees:**

Nathan Goldberg, AICP, Chapter President  
Lorenzo Mastino, Chapter Vice President  
Jared Tasko, AICP, LEED Green Associate, Chapter Treasurer  
Marco Velotta, AICP, LEED Green Associate, Professional Development Officer  
Ellie Reeder, Chapter Secretary  
Garrett Terberg, Southern Section Assistant Director  
Jim Marshall, Southern Section Treasurer  
Lisa Corrado, Southern Section Director  
Anna Marie Smith, Southern Section Secretary  
Amber Harmon, Northern Section Secretary  
Aric Jensen, Northern Section Treasurer

**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 Steinman, Northern Section Director  
Jeff Borchardt, Northern Section Assistant Director  
Peter Gower, Northern Section Planning Official

Meeting was called to order at 1:03 pm.

A quorum was achieved.

- 1) Approval of the November 2, 2020 NVAPA Executive Committee Meeting Minutes:  
Anna motioned to approve minutes as amended. Approved unanimously.
- 2) Consent Agenda:
  - President's report: (submitted by Nathan Goldberg).  
- *Draft Chapter Member Survey (draft attached)*

Nathan: Looking for feedback regarding the attached survey.

Jared: Are you going to provide some context with regard to what we've been doing (for question one)?

Nathan: Yes, we can provide some detail for that. I'm trying to keep it as concise as possible.

Marco: My suggestion would be to write a quick narrative at the beginning and maybe that's where you can put it?

Nathan: Yes, I'll do that. Fred gave me the general outline and I tweaked it to fit the Strategic Plan and some of the other things we've been doing. I'll send that back out to everyone to review. Goal would be to get this out toward end of the calendar year.

Lisa: I think this might be my last meeting. So I just wanted to let you know.

Nathan: Well we certainly appreciate all that you have done. Thank you.

Lisa: I'm happy to help with any on-boarding with the beginning of the year.

- Chapter Newsletter (no report submitted).
- Treasurer's report (no report submitted).

Jared: We've had one Chapter-Only renewal so far. I'll keep updating as we receive those.

- Secretary's report: (submitted by Ellie Reeder):
  - *Reminders for annual renewals of Chapter-Only memberships went out to existing members (by e-mail) on November 13, 2020.*
  - *Updated APA roster attached.*
- Professional Development Officer's report (submitted by Marco Velotta).
  - *Will be sending AICP scholarship information to members*
  - *We need better communication with APA National on the Nevada membership directory – I haven't been receiving regular updates despite previous assurances, and I've gotten a few emails from people that have moved on, as well as "dead" accounts for people who no longer have an active email address. In the same light, we also need to do the same sort of update for our Chapter-only members.*
  - *APA has provided an update on the AICP exams and the new flexible process that I will also share. The 2021 schedule is as follows:*
    - 1) *Application Window Opens: 1/5/2021*
    - 2) *Application Deadline if submitting essays: 1/19/2021*
    - 3) *Final Application Deadline: 4/2/2021*
    - 4) *Exam*
      - *Registration Opens: 1/5/2021*
      - *Registration & Transfer Deadline: 4/30/2021*
      - *Test Window: 5/3/2021 – 5/17/2021*

Marco: Regarding membership updates/rosters, I haven't been getting them from APA, and the number of accounts that are not active grows every quarter. Our list of Chapter-only numbers, as well. I know Jared handled that in the past.

Nathan: I think we just got an updated Chapter Membership roster. I'll take a look at that.

- Planning Official Development Officer Report (no report submitted).
- Northern Section Report (Events, Treasurer's Report) (submitted by Fred Steinmann).
  - *The Northern Section continues to deliver a number of new outreach and engagement efforts. With the College of Business at the University of Nevada, Reno, the Northern Section has hosted two online educational luncheon sessions as part of a new "In The Black" speaker series, one held on November 10, 2020 (featuring Ken Evans, President of the Urban Chamber of Commerce in Las Vegas, NV) and one held on November 24,*

2020 (featuring Shaundell Newsome with Sumnu Marketing). Additional sessions in this series are scheduled for December, January and February. Peter Gower also continues to head-up a new fact sheet series and, so far, 20 fact sheets are at some stage of development. This 'first round' of fact sheets will likely be published by the end of December 2020/beginning of January 2021 and posted on the Chapter's website once completed. Preliminary conversations regarding the 2021 Annual Conference of the NVAPA are also underway.

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

3) Committee Updates:

- Communications Committee

Garrett: Ellie will send out an email blast to the membership to help us get someone into the Social Media position.

Lorenzo: Regarding that, I also sent you the draft for the role and responsibilities. I was waiting for some feedback, but I can send it over to the Board to review, as well?

Garrett: Yeah, that'd be great, before we send the blast, to take a look at it.

Nathan: There's a Chapter Presidents' Meeting next week discussing 2021 conferences. Since, starting next week, many states are starting to get vaccine doses. That said, with our conference being in the Fall, we can probably look forward to doing something in-person. There is discussion at the President's level, regarding what guidelines will be for state conferences. The National Conference was leaning toward a virtual conference, but could change with news of vaccine.

Nathan: Unrelated: When are the elections due?

Anna: We received 43 ballots - election closed. Results are:  
Southern Section Director: Garrett TerBerg III, AICP  
Southern Section Assistant Director: Alfredo Melesio Jr., AICP  
Southern Section Secretary: Naomi Lewis  
Southern Section Treasurer: Jim Marshall, AICP  
Southern Section Planning Official: Nelson Stone

Congratulations to everyone who's been elected. Do you want me to send out an announcement?

Jared: Jim, we'll need to update our signatures. We still need to do it for the Board members.

Nathan: Why don't we wait until it is 'safe' to do it (at this point).

- Conference Committee (no discussion)
- Nominating Committee (no discussion)

4) Discussion and Possible Action:

- a) (Standing Item): 2021 Legislative Session (submitted by Marco Velotta)  
- I have developed a BDR/Bill list and a general message to share with the members in January before the session begins:  
*The 81st Session of the Nevada Legislature begins in Carson City on February 1st, 2021 and lasts 120 days until adjourning sine die Midnight May 31st, 2021. To date, more than 1,000 bills have been requested.*

*Throughout the session, those bills will be introduced into the Assembly and Senate, debated, and voted on for consideration by Governor Sisolak. A number of these bills affect planning issues and topics or may directly impact a municipality or regional agency.*

*For a listing of planning-oriented bills and bill requests APA Nevada is following for its members, please visit our website for updates. This list will be updated periodically throughout the session, with bill results distributed to the Northern and Southern section for post-Legislative discussions. Here's some additional useful links and information:*

- For general information on the legislative process in Nevada, please see the attached pdf.*
- Nevada Legislature's 81st Session Website*
- NELIS: up-to-date tracking of current bills, BDRS (bill draft requests), and information about bills in committees.*
- Important Dates (Subject to change):*
  - o TBD – Mid January: State of the State*
  - o 2.1.21: Session begins*
  - o 2.8.21: Bill draft requests are due*
  - o 4.9.21: Bills must be passed out of committee (first house); those that don't cannot proceed further, pursuant to Joint Standing Rules, unless declared exempt*
  - o 4.19.21: Bills must be passed out of the first house*
  - o 5.14.21: Bills must be passed out of committee (second house)*
  - o 5.21.21: Bills must be passed out of the second house*
  - o 5.24.21: Budget bills and exempted bills from committees must be introduced*
  - o 5.31.21: Session concludes at midnight*

Marco: So I have a list ready to go of BDRs and bills and a message and general overview of the legislative session. I did this last time around and can do it again. I included just what that was, really just informational, bills that are important to the Planning profession, things important to 278, etc. I have a straightforward template, if there are any questions, please let me know.

b) Draft Budget for Fiscal Year 2021 (submitted by Jared Tasko, carried from November meeting)

- Discussion carried from last month's meeting involved the topic of providing discount/assistance/reimbursement/other incentives to maintain membership.
- This item is up for vote. I updated several items, including the following:
  - i. Audio conference proceeds (removed)
  - ii. Awards applications proceeds (removed)
  - iii. Nevada Leadership Program contribution (removed)
  - iv. PO Box expense (updated to \$200)
  - v. Conference calls expenses (removed)
  - vi. Award expenses (updated from \$100 to \$700)

Jared: Do we want to invest money in member retention? I'm open to suggestions.

Nathan: Does anyone have any thoughts?

Lisa: Was someone assigned to come up with some options?

Nathan: Yes, that's a good idea. When do we need this approved?

Jared: I think it's October 1st. No one from National has asked me about it yet.

Nathan: I see a handful of items removed from the budget. What kind of number are we looking at if we needed to do some retention? Can we call out a number and then decide how we're going to allocate that number in a month or two?

Jared: Yeah, I could add a line item for 'member retention' or something like that?

Nathan: Yes, we should move in that direction.

Anna: Maybe \$2,000? I think we talked about this last month.

Nathan: I'm fine with that. An official motion?

Lorenzo: We discussed having the amount be a fraction of the total membership cost so we could divide it among different people. Also, having the social media position have a full membership or other privilege

Jared: Good points. I can motion and then we can discuss next month. Perhaps add a survey question to help.

Nathan: Yes, I can add a question and push the survey out another month or so.

**Nathan: Motion to add a \$2K line item for membership retention to our budget. Jim seconded the motion. [Unanimously approved. Motion passed]**

Nathan: We'll add to the agenda for next month a discussion item for allocation on how we want to do that.

- c) Planning Webcast Renewal (submitted by Marco Velotta)
  - Recommendation would be to approve the renewal, as it is a benefit for AICP members looking for free credits (see attached).

Marco: Every year, we get an invoice from the Ohio Chapter for the online webinars. We have not been a participant up to this point. They ask that each Chapter submit at least one webinar each year. I think this is an easy way for members to get their credits if they need them.

Nathan: I wonder if it is helpful to ask our membership if they use this stuff, or if there's a way to know who is using it? That would be useful for us to know.

Garrett: It has helped me personally.

Anna: In terms of the sessions being live or not, do they need to be live or can we submit a recording?

Marco: Right now, they have to be live (online). They do have a few sessions reserved for Law and Ethics that are in a different format to allow for distance/remote credit any time they want. I think that's just the rules now. It's usually an hour and a half format, and they do open it up for questions.

Anna: Thank you.

Nathan: If we're required to be live, for those on a 4-10 schedule, it would come out of your personal time. We need a motion for approval.

**Lorenzo moved to approve the Webcast Renewal at \$150/year. Garrett seconded that.  
[Approved unanimously. Motion Passed]**

Meeting adjourned at 1:35pm.

Next meeting Monday, January 4, 2021 at 1:00pm.