

**Nevada Chapter
American Planning Association Executive Committee Board Meeting
March 1, 2021**

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 Director
Alfredo Melesio, Jr, Southern Section Assistant Director
Jim Marshall, Southern Section Treasurer
Naomi Lewis, Southern Section Secretary
Fred Steinman, Northern Section Director
Peter Gower, Northern Section Planning Official
Alex Stauza, guest

Absent:

Robert Summerfield, Immediate Past President
Greg Toth, AICP, Newsletter Editor
Michael Harper, Conference Coordinator
Nelson Stone, Southern Section Planning Official
Jeff Borchardt, Northern Section Assistant Director
Aric Jensen, Northern Section Treasurer
Amber Harmon, Northern Section Secretary

Meeting was called to order at 1:03 pm.

A quorum was achieved.

- 1) Approval of the February 1, 2020 NVAPA Executive Committee Meeting Minutes:
Jared motioned to approve minutes as amended. Approved unanimously.
- 2) Consent Agenda:
 - President's report: (submitted by Nathan Goldberg).
 - *Western Planner follow-up*
 - *Election dates/cycle*

Nathan: Following up on WP, I know we had a volunteer to take on that liaison role. I heard back from WP again last wed, confirming that we had further progress - I said yes, we have a volunteer (Margo Wheeler). Going forward, I put those two people in contact and then they can take it from there.

I forwarded an email to a number of folks who take care of these things, its that time for elections, our deadline has already passed. I'm assuming if we reach out shortly, we can still join them, but I'm not sure we need it as a small Chapter, that said, in case we do want

assistance (?) Still not sure if that's possible given the deadline has passed. Second thought related to this is that we need to get that process started. Looking for our seasoned APA veterans to chime in and help us out.

Garrett: Does National charge to provide assistance with these elections?

Nathan: Its not clear in their email. I didn't think we needed their assistance, plus that gives us more flexibility with timeline - can do it over the summer for changes in the fall. Just putting it out there that that is coming up. More to come.

- Chapter Newsletter (no report submitted).

Nathan: Greg has sent out a call for articles. Anyone interested, please submit. I still need to do my President's write-up.

- Treasurer's report (submitted by Jared Tasko).
 - *Updated check register attached. The only change from last month is that I renewed the Secretary of State information for our officers. It was a \$50 expense.*
- Secretary's report: (submitted by Ellie Reeder):
 - *Current Chapter roster attached.*
- Professional Development Officer's report submitted by Marco Velotta).
 - *Continued updates on the 2021 Legislative session*
 - *CM credits for two February/March events*
- Planning Official Development Officer Report (no report - position vacant).
- Northern Section Report (Events, Treasurer's Report) (submitted by Frederick Steinmann).
 - *The NVAPA Northern Section continues to focus on developing and delivering a series of outreach and engagement efforts. In partnership with the College of Business at the University of Nevada, Reno, the Northern Section wrapped up its "In The Black" speaker series on Tuesday, February 23, 2021 with a special roundtable discussion. Over 50 people attended the February 23, 2021 roundtable discussion and over 300 people attended the various individual sessions (four between November 2020 and January 2021). Almost half of these attendees were non-NVAPA members, helping expand the visibility of the Chapter to a wider demographic. Aric Jensen and Frederick Steinmann toured the National Bowling Stadium and the Reno Ballroom as possible sites for the 2021 NVAPA Annual Conference that is tentatively planned for October 11, 2021 and October 12, 2021. More details regarding the Annual Conference will follow over the next couple of months. The Northern Section is also hosting a Trivia Night scheduled for March 11, 2021. Peter Gower continues to develop fact sheets for the Chapter, the first batch of which have been posted to the Chapter's website as part of the "Knowledge Center". Other outreach and engagement efforts for the spring and summer are currently being planned.*

Fred: Mike Harper and myself got in touch with Susan Fittinghoff (Alex Fittinghoff's widow) regarding the small scholarship fund. Its pretty narrow in its availability - just Geography students at UNR. We've discussed making it available to students in a wider span of study areas. I'm setting up a time to meet with Susan discuss the fund - overall Susan was very supportive of the idea. More info to come.

- Southern Section Report (Events, Treasurer's Report) (submitted by Garrett TerBerg).
 - *A Southern Section Officers Conference Call was held on February 25th to continue to chart the course for 2021 and beyond. Items discussed included the following:*
 1. *Director's Vision/Discussion for 2021; Opportunities for partnering with other organizations for events, et al.;*
 - Activities;*
 - Outreach;*
 - Next steps*
 - *The first Section Activity is the March 2nd Comprehensive Master Plan Process/ Zoning Issues Zoom Session, along with another initially planned in June 2021 for the NV Legislative Session Summary.*

Garrett: We had a good discussion on Thursday about where we are headed as a Section. Tomorrow we start our first activity. I'm excited and we are looking forward to it.

Nathan: I noticed that registration for the 2021 National Conference is now open for those interested.

Jim: I wasn't able to attend the Thursday meeting with Garrett. Regarding the virtual luncheon, I know we're not charging for it, but is there any desire to ask for donations?

Garrett: Great point. I will mention it at the beginning of our session tomorrow and we'll see what we get.

- 3) Committee Updates:
- Communications Committee

Garrett: Alex Strauser is now our Social Media Coordinator.

Alex: Hi, I'm excited to join. I was previously sec secretary at another Chapter. Right now, we're in transition with the hand-off of the Chapter's FB page and I'm looking at starting a LinkedIn page in the near future.

Lorenzo: If anybody here has anything that they would like to have posted on the social media pages, please let Alex know. He will be looking to us for content and updates.

Alex: I can be reached at alexander.strawser@gmail.com or DM'd through FB or LI.

Jim: Alex is a very skilled photographer, as well. Hoping we can get some quality shots of our events as they happen in the future.

Naomi: Are we considering a Twitter account, as well?

Alex: We had this conversation when Garrett and Lorenzo and I met, I feel like Twitter is more for real-time events, and might not be the right venue for this type of organization.

Jim: If there was a way we could do Twitter, that people might be interested in following, it might be appropriate?

Jared: One of our most popular things we have done is job openings, so a reminder to send those to Lorenzo and Alex and we can put them out through social media pages.

Nathan: Thank you everybody for your contributions and time you're putting in to this.

- Conference Committee
- Nominating Committee
- Membership Committee

4) Discussion and Possible Action:

a) (Standing Item): 2021 Legislative Session

Marco: So far things are pretty slow, given the pandemic, but there's been no major movement. But I continue to watch bills as they come out. I will definitely provide any updates as we get closer to legislative deadlines. Lorenzo and I have discussed, I want to be mindful of our respective employers, but whether or not this or any future session, we get into providing any information to LCD with respect to testimony. I think there have been some bills that hit closer to home on certain issues, so I wanted to see if that's something we wanted to be involved with. If not that's fine, but wanted to gage interest.

Naomi: I think that's a great idea.

Lorenzo: I agree, Marco and I discussed this since the session started. I was not as involved before, with regard to how APA relates to the legislature. Because many times, planners are mindful of things that we cannot participate in when its a policy-making situation. APA could offer a discussion platform for non-partisan professional ethic for making recommendations to policy-makers.

Marco: Being 501C3, it's a fine line that has to be collectively decided on as to what we do or don't want to do at all by the entire Board. APA lobbies at a national level, but that might be appropriate at a national level, but for local issues, not necessarily so. Providing testimony perhaps? Again, where do we draw that line?

Garrett: I was involved in the AZ chapter, and they did have a person who did that at the legislature, so maybe we can find someone at our level to do that work.

Nathan: Finding a way to navigate the waters for what is appropriate may be worth looking into.

Peter: Do we have any sort of policy or advocacy policy on this topic?

Marco: Yes, our Code of Ethics (AICP).

Peter: Having served on another board, we approached this issue. There is value in providing information. That board did put together a brief statement for the board to review. That might be something to consider.

Nathan: Sounds like we have some direction on that moving forward. We'll have to wait and see where that goes.

Garrett: Maybe I can get with Marco and see if we can come up with some stuff?

Nathan: Ok, thank you.

b) PODO follow-up from February meeting: Clarify role and expectations to fill the vacant position

Nathan: Any movement on that? Hearing none, let me take the lead on that one and will run that down for next month so we can get that checked off our list.

c) Procedure and payment options for Chapter-Only membership follow-up from February meeting.

Aric not present. Pushed to next month.

d) Social Media Coordinator position follow-up from February meeting.

e) Discussion on NV APA mentorship program (submitted by Lorenzo Mastino).

Lorenzo: I just wanted to let everyone know, I got an email from CA chapter, they were doing research on mentorship or programs that a neighboring state had going on, and wanted to see if there could be a partnership to see if there could be a cross-state mentorship program? Is there any activity here, or any interest in creating some? We do have a page on our website, but not much info on what's going on there. I will remove that page unless we have something happening.

Marco: That is a way to earn CM credits if that is of interest to anyone.

Lorenzo: Are you suggesting we keep the page up with contact info for anyone interested?

Marco: I think that makes sense.

Lorenzo: Ok, I can put my contact there for now.

f) AICP Exam Scholarships (submitted by Marco Velotta).

- I rec'd two applications for our semi-annual exam scholarship from the following:

- 1. Heather Manzo, Reno – requested an extension, as she was not able to take the exam in November 2020 – Reduced rate, per below.*
- 2. Alex Strawser, Las Vegas – *Exam fee only**

Each have indicated their desire for AICP certification and have demonstrated their need for a fee reduction. I recommend they be awarded the reduced rate of \$145 (combined \$70 application and \$75 exam fee) for the May exam cycle, to be paid out from 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: Heather has requested to continue her exam to May and Alex as well. I would recommend both of them for receipt of the scholarship.

Garrett motioned to approve. **Unanimously approved. Motion passed.**

g) Diversity Scholarship application and policy (submitted by Marco Velotta).

- As mentioned on last call, please find attached new criteria and an application in line with the APA Diversity Scholarship for Board consideration, including increasing the scholarship to cover fees of \$210 for both AICP and AICP Candidates (combined fee of \$70 application + \$140 review). Corresponding changes for messaging and on the website would include:

The American Planning Association is committed to providing opportunities for all to achieve excellence in planning by fostering equity, diversity, and inclusion in the organization and in the planning profession. In support of this, the APA Nevada Chapter provides AICP Diversity scholarships to prospective AICP and AICP Candidates to offset exam fee and applications costs in an effort to make the planning profession more diverse and accessible to those with financial need and for members of any of the following groups: race/ethnicity, gender, age, sexuality, ability, educational attainment, spiritual or cultural beliefs, tribal affiliation, nationality, immigration status, and veteran status.

I am also of the opinion that the Chapter continue to offer the general financial needs-based scholarship; however, I don't think a new or separate application or process is needed for that other than what's proposed.

Finally, I submit the following minor changes to the Scholarship Policy that reflect the dropping of the AICP ASC program and AICP Candidate process:

Scholarship Funding and Use

NEVADA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION POLICY ON FUNDING SCHOLARSHIPS AND DISBURSING FUNDS FROM THE SCHOLARSHIP ACCOUNT AND OTHER SCHOLARSHIP FUNDS

Adopted: August 19, 2015; Amended **December 2017**

Introduction

The adoption of this policy is intended to provide guidance on the funding of the scholarship savings account established by the Nevada Chapter, American Planning Association (NVAPA) in February 2015 and the use of those and other scholarship funds.

Section 1: FUNDING OF SCHOLARSHIP SAVINGS ACCOUNT

Section 1.1: The scholarship savings account may be primarily funded through the proceeds from the "DeBull" event held annually at the NVAPA's annual conference.

Section 1.2: Rebates from the American Institute of Certified Planners (AICP) shall also be deposited into the scholarship savings account.

Section 1.3: At the election of the Northern and Southern Section executive committee, those funds held by the sections may be deposited into the scholarship savings account.

Section 1.4: Should, at a future date, scholarship funds held by the University of Nevada, Reno and the University of Nevada, Las Vegas be released to the NVAPA, those funds shall be deposited into the scholarship savings account.

Section 2: SEPARATE ACCOUNTING OF DEPOSITED FUNDS

Section 2.1: The NVAPA Treasurer shall create and maintain an accounting of the various sources of funds deposited into the scholarship savings account as those funds are received and deposited.

Section 2.1.1: The initial sub-accounts shall be the "DeBull" sub-account and the "AICP Rebate" sub-account.

Section 3: DISBURSEMENT OF FUNDS

Section 3.1: The disbursement of funds from the various sub-accounts shall conform to the following:

Section 3.1.1: "DeBull" Sub-account:

Section 3.1.1.1: Funds from this sub-account may be used for the support of a student who is a resident of the State of Nevada and who is enrolled in a university undergraduate or graduate program planning degree

program; preference will be provided to a student who is enrolled in planning degree program at the University of Nevada, Reno, or the University of Nevada, Las Vegas; or

Section 3.1.1.2: Funds from this sub-account may be used to defray the cost of applying for the AICP Certification Exam of a NVAPA member who has qualified to take the exam.

Section 3.1.2: "AICP Rebate" Sub-account

Section 3.1.2.1: Funds from this sub-account shall only be used to defray the cost of applying for the AICP Certification Exam, *or to participate in the AICP Candidate program, or an AICP Advanced Specialty Certification* of a NVAPA member who has qualified to take the exam.

Section 3.2: The amounts to be disbursed from the following sub-accounts shall conform to the following

Section 3.2.1: "DeBull" Sub-account:

Section 3.2.1.1: An amount of \$> may be provided annually for one or both of the AICP exam cycles to a qualifying student, or students, for a school year commencing no earlier than August of one year and concluding no later than June of the following year (two semesters or three quarters); and/or

Section 3.2.1.2: An amount that does not exceed the maximum cost of applying to take the AICP Certification Exam may be provided to a qualifying member, or members, of the NVAPA.

Section 3.2.2: "AICP Rebate" Sub-account

Section 3.2.2.1: An amount that does not exceed the maximum cost of applying to take the AICP Certification Exam, *or to participate in the AICP Candidate program for, or an AICP Advanced Specialty Certification* any exam cycle may be provided to a qualifying member, *or members,* of the NVAPA.

Section 4: MINIMUM AMOUNT TO BE RETAINED IN SUB-ACCOUNTS

Section 4.1: The following minimum amount of funds shall be retained annually in the following sub-accounts

Section 4.1.1: "DeBull" Sub-account: This sub-account may not have less than twenty-five percent (25%) of the sub-account's amount as of October 1 of each year retained in this sub-account at any time during the fiscal year (October 1-September 30).

EXAMPLE: If the amount of the "DeBull" sub-account on October 1 is \$10,000, at no time during the fiscal year may the amount retained in the sub-account be less than \$2,500.

Section 4.2.1: "AICP Rebate" Sub-account: No minimum amount is required to be retained during the chapter's fiscal year.

Section 5: APPLICATION FOR FUNDS FROM SUB-ACCOUNTS

Section 5.1: Applications for the funds in the following sub-accounts shall be as follows:

Section 5.1.1: "DeBull" Sub-account for student scholarships: The NVAPA President shall appoint a committee of NVAPA members to, initially, develop criteria, a date for applications and an application form for the disbursement of funds to a qualifying student. Annually thereafter, the committee shall review and make recommendations for the disbursement of funds to a qualifying student, or students, in an amount proscribed in Section 3.2.1.1.

Section 5.2.1: "DeBull" and "AICP Rebate" Sub-account for AICP Certification Exam scholarships: The NVAPA Professional Development Officer (PDO) shall, initially, develop criteria and time periods for applications and an application form or forms for the disbursement of funds to qualifying NVAPA members applying for an AICP exam program. Upon receiving applications, the PDO shall

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review each based on the established criteria and make recommendations to the Board for approval for the disbursement of funds to a qualifying NVAPA member, or members. Upon approval by the Board, the PDO will notify the applicant(s) and, if applicable, send their name(s) to APA National.

Marco: After this last year, there was a shift to new criteria, the attached language that you see in the agenda. I request that we include that in the website and start using that in the scholarships we provided. Small update to policy itself...putting the changes out for approval.

Nathan: That sounds great, is there a motion?

Jared: I motion that we support the policy changes as presented by Marco. **Unanimously approved. Motion passed.**

Meeting adjourned at 1:43pm.

Next meeting Monday, April 5, 2021 at 1:00pm.