



Orange Section

Board Meeting – November 18, 2016
ICF, 1 Ada Pkwy, Suite 100, Irvine
8:00 AM – 10:00 AM

Minutes

Attendees:

X Amy Stonich	X Lindsay Horn-Ortega
X Dana Privitt	X Alesia Hsiao
X Surabhi Barbhaya	Jennifer Lilley
X Starla Barker	X Maria Manalili
X Leila Carver	X Martin Mares-Perez
X Nick Chen	X Sanjoy Mazumdar
X Belinda Deines	X Ariel Pepper
X Tim Erney	Yuritzzy Randle
X Matt Foulkes	X Bill Rodrigues
Gustavo Gonzalez	X Stephanie Roxas
Michelle Halligan	X Charles Smith
Ashley Hefner	Amy Vazquez

i. 8:00: Call to Order

ii. Business Items

- A. September 2016 Meeting Minutes: Amy motioned to approve the minutes from the September meeting. Bill seconded. All approved.
- B. 2016 California Conference Recap: The State Conference in Pasadena was a big success, with about 1,900 attendees. The Orange Section was well-represented.
- C. APA Election Update: Matt reported that there is increased activity associated with this year's election, with multiple candidates interested in various elected and appointed positions.
- D. January Board Retreat: The 2017 Board Retreat was scheduled for Saturday, January 7, time TBD at Kimley-Horn. Other location options are available if needed. Discussion will include a review of 2016, and planning priorities for 2017. Charles will distribute a budget template for input prior to the Retreat.
- E. Comprehensive Bylaws Amendment Review: Amy reiterated the importance of all Board members reviewing the draft Bylaws. There will be a final review conducted at the January Board Retreat, and the draft will be posted on the APA Orange Section website for 30 days.

The Bylaws are planned to be sent to the California Chapter in January, followed by adoption in February 2017.

- F. Year-End Summary / Annual Report: Dana described the history of the annual report and its content. A 1-2 page narrative is sufficient. Amy advised that she will draft the summary, with input from various Board members regarding their area of focus.
- G. 2016 Holiday Mixer: Matt confirmed that the mixer is scheduled for Thursday, December 1, from 6-9:00pm, at ChocXO in Irvine. Catering will be provided by Peppino's. AEP has the lead on planning this year's event, and is contributing \$500 towards the raffle grand prize. APA is contributing \$750 for a variety of gifts, to be purchased by Amy and Matt. An extra raffle ticket will be given to each attendee who contributes an unwrapped toy to the toy drive (similar to the 2015 holiday mixer). AEP will man the registration table. Starla plans to order plaques to be awarded to new members of AICP.
- H. 2017 APA Board Meeting Schedule: Amy will draft a meeting schedule for review at the January Board Retreat. Meetings will continue to be held on the third Friday of each month, with various location options (ICF, Kimley-Horn, Stantec, other).
- I. 2017 Budget Preparation: Charles will distribute a budget template for Board member input prior to the Retreat.

iii. Discussion Items/Reports

Elected Positions

- 1. Section Director (Amy S)

See Business Items above.

- 2. Past Director (Dana)

No updates this month.

- 3. Vice Director for Administration & Finance (Charles)

The Citibank CD was not renewed, and the funds have been transferred to our account at Chase. Dana plans to close the remaining Citibank checking account by 12/31/16.

Charles has been moving \$1,000/month from our PayPal account to the Chase checking account. He will continue to manage this so that the PayPal account typically has a balance of less than \$2,000.

- 4. Vice Director for Professional Development (Belinda)

Belinda reported that 17 APA CA conference stipends were awarded last month. She will solicit a few quotes from selected students summarizing their attendance and appreciation.

The 2017 Mentorship Program applications are planned to be launched next month.

5. Vice Director for Programs (Stephanie)

The November Historical Symposium in Anaheim was a huge success, with about 40 attendees. On a related note, Dana proposed that the Board make a \$250 donation to the CSU Northridge State Historic Archives. Stephanie seconded the motion, and the Board approved. Starla suggested that the Board consider increasing the cost of the Symposium ticket price by \$5 in the future to cover such a cost. This will be considered and discussed prior to next year's event.

Similarly, the November lunch program regarding sea level rise and adaption planning was very well attended, with about 50 attendees.

The January 2017 lunch program has been scheduled at Turtle Rock Community Park, with a presentation by the California Sign Association.

Stephanie advised that she would like to establish a Programs Committee in order to help disperse the workload. Dana noted that the Section Bylaws describe such a Committee, with the involvement of selected Board members.

6. Vice Director for Public Information (Lindsay)

Lindsay noted that Board members can post events directly to the website. She requested that she be notified within 24 hours of such posting, so she can approve.

7. Vice Director for Membership (Matt)

APA/AEP Holiday Mixer: See above Item ii G.

8. Vice Director for AICP Certification (Starla)

No updates this month.

Appointed Positions

9. Academic Liaison (Sanjoy)

No updates this month.

10. Legislative Liaison (Ashley / Bill)

The legislative update program will be scheduled in early-2017, since programming through the remainder of 2016 is full. Approximately 11 bills are being tracked.

Additional legislative information is being planned for posting to the OCAPA website.

11. Awards Chair (Amy V / Ashley)

No updates this month.

12. Web Master (Lindsay)

Election reminders are continuing to be posted to the Section website.

13. Student Representative (Ariel)

No updates this month.

14. Diversity Chair (Alesia)

No updates this month.

15. Social Media (Maria)

Maria Manalili is assuming responsibility for this appointed position from Michelle Halligan.

16. Historian (Gus)

No updates this month. See above for a summary of the Historical Symposium.

17. Community and Agency Outreach (Leila)

Leila is interested in developing a program to promote planning careers at high school events in 2017.

18. Gold Tournament / Bob Goldin Scholarships (Tim)

No updates this month.

19. Young Planners Group (Nick)

See above notes under Professional Development.

Adjourn

Next Meeting: The 2017 Board Retreat is scheduled for Saturday, January 7time is tentatively 10 AM – 2:00 PM, at Kimley-Horn.