



APA-Missouri
Ozark Mountain Section
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Executive Committee
Meeting Minutes

Date and time: November 18, 2019 from 1:30-2:30 PM

Location: 110 Park Central Square, Springfield, Missouri

Executive Committee present:

President: Ronda Burnett

Vice-President: Dr. Krista Evans

Treasurer: Megan Clark

Member-at-Large: Sydney Allen

Immediate Past-President: Alana Owen

Meeting guests in attendance:

PDO: Brendan Griesemer

MAPS Treasurer: Tyler Wilson

The quorum for an official meeting of the Executive Committee shall be a majority of its members. Our quorum is currently four people.

I. Call to order

II. Roll call

III. Approval of October minutes: motion by MC, second by SA. All voted in favor.

IV. Treasurer's report – MC

No major changes in our account. Still no news from the OCITE event.

V. Guest discussion with Tyler Wilson, Treasurer of MAPS **(5.1)**

When Tyler assumed the role of Treasurer in August, MAPS had around \$3,200 in their bank account. Revenue is received primarily from two organizations: OMS and the Student Organization Funding Allocation Council (SOFAC) at MSU. SOFAC's funding standards for direct payments and reimbursements are attached to these meeting minutes. Recently, MAPS students have used funding from OMS to cover lodging expenses while attending conferences and funding from SOFAC to cover conference registration fees (up to \$350 per student per event). Students are required to go to SOFAC's office on campus to register for conferences on their computers so that they can verify the legitimacy of the event and pay the fee at the time of registration.

VI. Updates

a. APA-MO Board of Directors monthly conference call – RB **(1.1)**

The deadline to nominate a Great Place of Missouri is December 7, 2019. Revenue from the Quad-State Conference totaled \$3,500 per state chapter in addition to recouping the \$5,000 in seed money that was contributed. The Oklahoma Chapter requested that the other three chapters donate \$1,500 each to fund a program that would educate students in the Tulsa area about planning. Our chapter board decided to decline the request for two reasons: it was outside the scope of the conference contract; and the board did not feel that funding a program outside of our state would be appropriate. The St. Louis Section hosted many events in

October including a planning symposium, an awards ceremony, and a couple happy hour networking opportunities. They are planning a spring workshop in March and are also looking forward to planning the 2021 Chapter conference. They are exploring the idea of a multi-state conference with Illinois, Kentucky, and Tennessee.

b. 2020 APA-MO conference planning committee – RB **(3.2)**

Date is set, and venues are under contract for both the conference venue and our Thursday evening reception. The theme of “People, Places, Plans” has been selected and the decision to not offer printed program books has been made. The committee is looking into phone apps to create a digital program.

c. Finalize logistics for the annual member meeting on December 4th at the Great Escape Beer Works – 4022 S. Lone Pine Avenue, Springfield **(3.1)**

MC announced that the catering has been ordered and the venue will process our drink tickets. There is a \$100 minimum we must meet. RB and MC have purchased a total of three door prizes for the event. RB will send out an agenda with the following assignments for meeting announcements:

- i. APA National and Missouri Chapter news – Jason Ray
- ii. Section budget report including donations and scholarships, promotion of the 2020 Planners’ Day at the Missouri Capital – MC
- iii. Results of the member survey and bylaws vote and announcement of nominations due in May for the OMS Board – JB
- iv. PDO announcements including AICP scholarships – BG
- v. Recap of 2019 OMS events (luncheons, summer social, OCITE) and announcement of the 2020 event schedule, including the Chapter conference in Springfield – RB
- vi. Internship duties and experiences – students

d. OMS Executive Committee – RB

i. Composition

1. If passed in the upcoming bylaws vote, we will add a PDO to the Executive Committee (this will increase our quorum to 5)

ii. Attendance and voluntary resignations

The only member of the Executive Committee who is not on track to attend a minimum of 50 percent of our meetings, as required by our bylaws, is our Student Representative who did not attend a single meeting since being appointed to the Board. He has been notified that we will accept his voluntary resignation effective December 31, 2019. KE has nominated an MSU student for RB to consider as our next appointed Student Representative. If appointed, she will begin her term on January 1, 2020.

1. How should we calculate the student rep’s participation?
Calendar year or school year? 50% of six meetings or 12? Count the summer months since they have the option of calling in?

- e. Discuss 2020 Subcommittee assignments **(3.2)**
 - i. Internships and Scholarships – KE
 - ii. Webinar opportunities – JB and AO
 - iii. Summer social and holiday party – SA and KE
 - iv. OCITE / OMS technical conference
MC offered to continue as our liaison with OCITE
 - v. Nominating committee (great places, FAICP, etc.)
RB thought that BG would be a good fit for this role
- f. Logistics for 2020 events **(3.2)**
 - i. January (TBA) – Missouri Chapter Board Retreat
 - ii. February 19th – OMS member CM luncheon on the Census from 11:30-1:00pm at the Forward SGF Building, 351 N. Boonville Avenue, Springfield
 - iii. March 4th – Planners’ Day at the Missouri Capital
 - iv. April 25-28th – National Planning Conference in Houston, TX
 - v. May 6th – OMS member CM luncheon on CAFOs from 11:30-1:00pm at the Boathouse on Lake Springfield
 - vi. June (TBA) – OMS summer social
 - vii. July (TBA) – CM webinar?
 - viii. August 5th – OMS member luncheon with presentations from summer interns from 11:30-1:00pm at the MDC regional office, 2630 N. Mayfair, Springfield
 - ix. September (TBA) – CM webinar?
 - x. October 7-9th – APA Missouri Chapter conference at the Oasis Hotel & Convention Center, 2546 N. Glenstone Avenue, Springfield
 - xi. November (TBA) – CM webinar?
 - xii. December 2nd – OMS annual member meeting and holiday party (location TBA)

VII. New Business

- a. OMS donations and scholarships structure **(5.1)**
MC asked if we should keep the Fred and Diane May Scholarship Fund donation in our budget. The Board agreed that we should keep a scholarship donation line item but not designate any specific fund in our budget. This will give the board flexibility in deciding which scholarship fund to support in future years.

The Board discussed whether we should modify our process of donating money to MAPS. The intent of our donations is to provide financial support to members of MAPS who attend the APA Missouri Chapter conference and/or the NPC. Currently, we donate a flat \$500 to MAPS for the state chapter conference and \$1,000 for the national conference. We ask recipients of our funds to submit a tentative schedule of sessions before the conference and a short report afterwards as a way to hold them accountable for the proper use of our funds. While the Board agreed that we can probably make some improvements to our current system, no new procedure or policy was adopted during the meeting. The

issue will be discussed again at our December meeting.

b. 2020 OMS Executive Committee meeting schedule

- i. Student representative's class schedule
- ii. Hold in conjunction with member events?
- iii. Board appreciation component in January/December?

RB announced that as it turns out, the money that was seemingly budgeted for a Board appreciation expense is actually used to pay for our annual member meeting and holiday party. To reduce confusion in the future, MC will add line items and explanatory notes to our Section budget. We can look at incorporating a Board appreciation component, such as a working lunch, into our 2020 budget.

VIII. Open discussion – None

IX. Adjournment

Next meeting of the Board will be Monday, Dec. 9th at 2:00pm at 110 Park Central Square, Springfield

Content for Annual Report

Events held during previous month:

Committee activity:

- Bylaws committee: The committee met on October 17, 2019. They proposed updates to our bylaws and emailed them to Section members, who have one month to review and vote on them. If approved, they will go into effect on January 1, 2020.
- 2020 Conference Planning Committee: The Executive Committee met on October 29, 2019. The Social Subcommittee toured a potential venue for the Thursday evening reception on November 8, 2019 and recommended it to the Executive Committee who approved the selection. It is now under contract as is entertainment for the Wednesday evening welcome reception that will be held at the conference center.



Date 27 March 2019

TO: Missouri Association of Planning Students

FROM: Tara Benson

Director of the Office of Student Engagement

SOFAC Chair

SUBJECT: SOFAC Funding Request by Missouri Association of Planning Students

Congratulations! The organization has been approved for funding by SOFAC in the amount of **\$2,120.00** for expenses occurring **July 1, 2019 – June 30, 2020**

Any advertising or promotion for a SOFAC funded event must include this statement. **“This event was funded in part by the Student Involvement Fee, and approved by the Student Organization Funding Allocation Council (SOFAC)”.**

The organization must complete this stipulation recommended when approved for funding:

Campus Gardens

- **When:** End of March – Beginning of November
- **What:** The current student garden managers are constantly looking for students eager to be involved with the garden, whether it be through building raised beds, helping during planting, or simply purchasing fresh, locally-grown produce.
- **Contact:** CampusGardens@MissouriState.edu

As a recipient of SOFAC funds, it is **MANDATORY** your organization send either the President or Treasurer to attend **one** of the meetings listed below. During the meeting, representatives will learn how to access the funds allocated to their organization through direct payment and/or reimbursement. The meetings are scheduled for:

- Tuesday, April 9th at 4pm in PSU Room 313
- Wednesday, April 10th at 12:30pm in PSU Room 313
- Wednesday, April 10th at 3pm in Pummill Room 306
- Wednesday, April 10th at 6pm in Pummill Room 306
- Thursday, April 11th at 8am in PSU Room 313
- Thursday, April 11th at 5pm in Pummill Room 306
- Friday, April 12th at 12pm in Glass Hall Room 434
- Monday, April 15th at 12:30pm in PSU Room 313
- Tuesday, April 16th at 11am in PSU Room 313
- Tuesday, April 16th at 5:30pm in Glass Hall Room 434

If you have any questions, please contact the SOFAC Graduate Assistant at 417-836-7646 or at SOFAC@MissouriState.edu.
SOFAC staff office hours are available on the SOFAC website: <http://organizations.missouristate.edu/sofac/>



Student Organization Funding Allocation Council

SOFAC Allowed Expenses

- Equipment Purchases
- Association/Membership Fees
- Transportation Expenses
- Lodging
- Entertainer/Speaker/other contracted fees
- Conference Registration Fees
- Facility Reservation Fees
- DJ Services
- Advertising/Marketing

SOFAC Not Allowed Expenses

- Clothing items/uniforms for personal use
- Decorations or supplies for decorations
- Donations, gifts, awards and scholarships
- Academic paper/presentations at conferences
- Retreats, Recruitment Events, Formals, and Fundraisers
- Association membership dues for individuals
- Food for organizations, events or individuals
- Equipment which would be considered a weapon or used for weaponry purposes
- Advisor expenses and Labor Charges
- Expenses to attend a career fair or interview for employment
- Furniture
- Trip expenses outside of registered events
- Printing outside of Printing Services

SOFAC: Organization Funding Standards

The following Funding Standards shall be utilized by SOFAC when reviewing budget proposals, direct payments, and reimbursement requests by approved student organizations.

- Equipment Purchase
 - maximum of \$1,000 per fiscal year
- Annual Association/Membership Fees
 - Organization Fees only; individual fees shall be paid by individual members
 - Maximum of \$250 per fiscal year
- Transportation
 - Airline Tickets: \$500 per person, per event; maximum of \$3,000 per fiscal year
 - Vehicle Rental (up to 6 passengers): \$60 per day, per vehicle
 - Vehicle Rental (7-11 passengers): \$75 per day, per vehicle
 - Vehicle Rental (12+ passengers): \$100 per day, per vehicle
 - Bus Rental: \$1,500 per event; maximum of \$3,000 per fiscal year
 - Train/Bus: \$100 per person, per event
 - Parking: \$10 per day, per vehicle
 - Taxi/Shuttle: \$75 per event; maximum of \$300 per fiscal year
 - Gas (not allowed for personal vehicles): \$300 per event
 - **Mileage (allowed for personal vehicles): Cents per mile for personal vehicles can be found on the Missouri State Financial Services website**
- Lodging
 - **\$60 per student, per night**
- Speaker fees and honorariums/performers/pageants (contract only)
 - \$500 per request, per performer
- Conference Registration Fees
 - \$350 per student, per event
- Club League/Tournament Fees
 - \$1,000 per league/tournament
- Facility Rental
 - **\$1,000 per event**
- DJ Services
 - \$400 per event; maximum of \$800 per fiscal year
- Advertising
 - \$40 per event; maximum of \$300 per fiscal year