

Ozark Mountain Section – MO APA

Meeting Minutes



February 25, 2019

110 Park Central
Square, Springfield

Present: Ronda Burnett, Dr Krista Evans, Joel Binkley, Megan Clark, Sydney Allen, Brendan Greisemer

Absent: Alana Owen, Erica Scott

1. Call to order
RB called meeting to order at 1:03pm
2. Roll call and Introductions
RB initiated introductions of all members new and existing.
3. Approval of minutes
RB pointed out error in including Sydney Allen as absent in previous minutes. Corrected minutes motioned for approval by JB, MC 2nd, all voted in favor.
4. Treasurers report
MC summarized 2019 budget and discussed ending balances compared to other sections.
5. New business
 - a. Banking Discussion
RB proposed switching section bank account from Great Southern to Bank of America to be consistent with State Chapter banking practices, and having Megan Clark as Section Treasurer and Ronda Burnett as Section President as signers on the account. Motion by MC, second by KE, all voted in favor of switching banks.
 - b. Bylaw Review
RB reviewed the updated bylaws approved in December 2018 and highlighted member duties, board responsibilities, student representative, attendance requirements for board members, office terms, minutes and record keeping, among other topics.
BG led discussion of establishing section PDO as a permanent position on the executive committee. RB suggested revising bylaws once annually to include this and other potential changes. Bylaws to be reviewed again at the end of 2019 for a vote at the business meeting in December.
Action item: KE to reach out to current student representative to verify interest in continuing in her section board position.

Action item: JB to send copies of 2018 board minutes to MC for inclusion on the section website

c. APA-MO Board of Directors Retreat Update

RB summarized Directors Retreat and efforts to promote chapter/section consistency, as well as state chapter work plan. Outlined new subcommittees including Diversity and Inclusion committee, and highlighted upcoming events. MC briefed board on Planners Day in Jefferson City on March 6th and efforts underway to meet with state legislators.

d. MAPS Donation Request for National Conference

MC shared that \$1000 has been budgeted for 2019 to aid MAPS in attending National Planning Conference in San Francisco. Board discussed deliverables for students taking advantage of donation which would include requirement to pre-select conference sessions to attend, and to submit a brief summary report on main topics learned while at the conference. All members were in agreement to engage MAPS president to inform her that \$1000 was available from OMS.

Action item: RB to contact MAPS president and outline available funds and requirements of students receiving said funds.

e. Summer Internships

RB highlighted efforts of the State chapter board in student engagement, and led discussion of summer internship opportunities for students in the section. MC proposed a speed networking event for students and planning professionals, and BG raised legal issues of unpaid internships that restrict what local governments can do to provide opportunities.

Action item: RB to send email to section members to encourage proactivity in seeking and hiring summer interns

f. Quad State Conference

MC confirmed that 2019 budget included \$500 to send section president to State Planning Conference. RB queried whether that \$500 could alternatively be used to create an additional State Conference scholarship or National Conference scholarship. MC confirmed that, with board approval, the recipient of that \$500 line item could be changed. Board discussed whether the \$500 should go to State Conference scholarship, National Conference Scholarship, or an additional MAPS donation. Ultimately it was agreed that the \$500 would be used for National Conference attendance, and any unclaimed funds would be added to the MAPS donation.

Action item: RB to email section members requesting applications (including hardship letter from employer) for \$500 National Conference scholarship

g. 2019 Board Meetings and Member Events

Board agreed to hold monthly meetings on the 1st Monday following the 1st Tuesday of the month to allow the section president to provide an update from the State Chapter meeting the previous week. Preliminary dates for next board meetings are March 11, April 8, May 13, June 10, July 8, and August 12.

Group discussed networking luncheons and possible topics for the coming year. Dates agreed for luncheons are: April 24, June 26, August 28, and October 30. Topics, speakers, locations, and catering to be confirmed at next meeting of the board.

6. Any other issue or concern

MC reminded board of its responsibility in assisting in planning the 2020 State Planning Conference which will be held in Springfield. MC suggested forming a subcommittee as soon as possible and mentioned that two non-board members have expressed an interest in assisting with the 2020 planning effort.

7. Adjournment

RB adjourned the meeting at 2:13pm

Next meeting of the Board will be March 11, 2019 at 2pm at 110 Park Central Square, Springfield