



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.

