American Planning Association, Minnesota Chapter Agenda  
Regular Board Meeting  
Friday, October 9 | 10:00 a.m. – 12:00 p.m. Online Zoom Meeting

Join Zoom Meeting  
https://us02web.zoom.us/j/245601629  
Meeting ID: 245 601 629  
One tap mobile  
+13126266799,245601629# US (Chicago)  
+1646588656,245601629# US (New York)  

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 301 715 8592 US (Germantown)  
+1 346 248 7799 US (Houston)  
Meeting ID: 245 601 629

<table>
<thead>
<tr>
<th>Time</th>
<th>Item Description</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00</td>
<td>Call to Order</td>
<td>Gladhill</td>
</tr>
<tr>
<td>10:05</td>
<td>Roll Call</td>
<td>Andrusko</td>
</tr>
<tr>
<td>10:05</td>
<td>Consent Agenda</td>
<td>Andrusko</td>
</tr>
<tr>
<td></td>
<td>A. Minutes from July Board Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Treasurer’s Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Orion Contract Agreement</td>
<td></td>
</tr>
<tr>
<td>10:10</td>
<td>President’s Report</td>
<td>Gladhill</td>
</tr>
<tr>
<td></td>
<td>• Receive Update on YPG Chair Recruitment and set Special Meeting for Final Selection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Committee Chair recruitment</td>
<td></td>
</tr>
<tr>
<td>10:25</td>
<td>Executive Director Search and Search Firm Update</td>
<td>Exec Committee</td>
</tr>
<tr>
<td>10:45</td>
<td>Southwest District Activities Update</td>
<td>Bersaw</td>
</tr>
<tr>
<td>11:05</td>
<td>Diversity and Equity Committee</td>
<td>Imihy and Weiss</td>
</tr>
<tr>
<td>11:25</td>
<td>Women in Planning</td>
<td>Jerome and Hoffman</td>
</tr>
<tr>
<td>11:35</td>
<td>Professional Development Officers Report</td>
<td>Durbin, Kansier, Thompson</td>
</tr>
<tr>
<td>11:45</td>
<td>Conference Planning Committee Update</td>
<td>Henderson</td>
</tr>
<tr>
<td></td>
<td>Adjourn</td>
<td>All</td>
</tr>
</tbody>
</table>
**Name:**
Jason Zimmerman

<table>
<thead>
<tr>
<th>Committee:</th>
<th>Action Requested?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Committee</td>
<td>Yes, Action Requested</td>
</tr>
</tbody>
</table>

**Background (attach additional sheets for tables, images, etc.):**
Attached is the Treasurer’s Report for the Chapter finances through September 30, 2020.

Since the last update on July 15, the Chapter has spent $2,583.10 – mostly for 2019 taxes and 2020 Upper Midwest Conference setup. The Chapter has taken in $12,988.62 with the majority of that coming from APA National for quarterly dues and a distribution related to conference registration.

As of September 30, the Chapter has a healthy balance of $198,791.56.

As Treasurer, I am asking the Board to approve this financial report.

**Requested Action:**
Motion to: Approve the Treasurer’s Report

**Attachments/Enclosures?**
Name: Angie Bersaw

Committee: District Director

Action Requested?: No, Informational Only

Background (attach additional sheets for tables, images, etc.):
I have been wanting to do more with the Southwest District for awhile now and, through recent interest of a new planner in this area, have a few ideas. I am sharing these with the Board to determine if any concerns exist before moving forward.

We would like to do the following:

- Schedule a virtual networking event this fall. We’ll likely use my Zoom platform for 1-2 hours of get to know you type conversation. I don’t anticipate any costs since this will be virtual.
- Conduct a brief survey to Southwest District members to gather some baseline information. The questions below are examples of the type of information that could be asked. They are not exact survey questions but give you a sense for what I’d like to know. This could be something that is repeatable (and maybe should be?) in other districts.
  - What types of activities could SW District of APA MN offer in which you would likely participate?
    - Networking opportunities (e.g. Happy hours, luncheons/breakfasts?)
    - Mentoring opportunities (e.g. working with newer planners or college students?)
    - Knowledge-sharing opportunities (e.g. local workshops, mobile tours?)
    - Educational opportunities (e.g. AICP exam prep, local AICP CM opportunities, other?)
  - What type of planner are you? Private sector? Public sector? Current planner, Long-range Planner, Land-use planner, environmental planner, transportation planner, etc.
  - Involvement level in APA MN in general?
  - What is a barrier to your participation in APA MN events and activities?
  - In what types of APA MN events and activities do you regularly participate?
  - Are there activities that you would be more likely to attend if they were held closer to you?
  - Preference on meeting options: in-person/virtually?
    - If virtual – preference on platform?
    - If in-person: how far are you willing to drive?
  - Educational topics you want to hear more about?
  - Places where mobile tours might make sense?
  - What types of mentoring activities are of interest?
**Requested Action:**
Motion to:

**Attachments/Enclosures?**
The Diversity and Equity committee has been advancing efforts on a number of fronts:

1. **Webinar Series**
   - The first webinar held October 1st was co-hosted by Emily Goellner and Sean Walther. Over 100 people attended. The topic was “Removing Racial Covenants.” An attendee shared the racist history of the term “brown bag” and recommended we change the name of our series. We will be changing the name of the Diversity and Equity series to “Lunch and Learn” and recommend APA-MN use similar nomenclature moving forward. Future topics include:
     - November: Livability, Transportation, and Race
     - December: Tribal Sovereignty & Planning
     - January: Community Engagement, COVID, and Communities of Color
     - February: Equitable Development and How to Use the Equity Scorecards
     - Spring: exploring the possibility of a deep dive seminar

2. **Racism as Public Health and Economic Crisis**
   - The team is working to partner with the Minnesota Public Health Association (MPHA) on an October roll-out of a joint statement declaring racism as a public health crisis. MPHA expects to approve its resolution in mid-October.

3. **Built Environment Professional Organizations DEI Exchange**
   - Our committee is working to connect with other professional organizations. Initial communication indicates an interest in creating an exchange.

4. **Committee meetings**
   - We are working to schedule regular committee meetings to keep momentum and to advance short- and long-term goals.

5. **Fall Conference**
   - Diversity & Equity are involved with two fall conference sessions. The first, a D&E networking happy hour, will be held Monday evening and co-hosted with the Wisconsin chapter’s DEI committee. A conference session co-hosted with Women in Planning, “Confronting Your Internal Bias,” will be held Tuesday afternoon.

**Requested Action:**
Motion to:
AGENDA ITEM
APA Minnesota Board of Directors Meeting
DATE: 10/9/2020

<table>
<thead>
<tr>
<th>Name:</th>
<th>Women in Planning - Beginner Yoga with 612 Jungle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee:</td>
<td>MN APA Women in Planning</td>
</tr>
<tr>
<td>Action Requested?:</td>
<td>none</td>
</tr>
</tbody>
</table>

**Background (attach additional sheets for tables, images, etc.):**
Women in Planning will be hosting a video (Zoom) “hip hop yoga class” on Saturday, October 17, at 9:30am. It will be a great way to start your Saturday. It will be led by 612 Jungle, a women of color-owned yoga studio in Minneapolis. This will be a beginner class, so all experience levels will be welcome!

**Requested Action:**
Motion to: none

**Attachments/Enclosures?**
none
AGENDA ITEM
APA Minnesota Board of Directors Meeting
DATE: 10/9/2020

Name:
Jane Kansier, Mike Thompson, Elise Durbin

Committee:
Professional Development

Action Requested?
No, Informational Only

Background (attach additional sheets for tables, images, etc.):

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Notes/Number Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/11 Brown Bag- Lessons from the Greater Minnesota Regional Parks and Trails Commission (1 CM)</td>
<td>Virtual</td>
<td>30</td>
</tr>
<tr>
<td>10/1 Brown Bag-Removing Racial Covenants (1 CM)</td>
<td>Virtual</td>
<td></td>
</tr>
</tbody>
</table>

**Just a reminder—if you are planning an event that is looking for CM credits, please contact the PDOs as soon as possible to start the CM credit application process.

AICP Exam
The May AICP exam was delayed due to COVID-19, and exam takers were given the option to take the test either in person or online in June or July. In total 9 Minnesota chapter members took the test, with 7 passing the exam. Moving forward test takers will have the option to take the test in person or online.

A fall AICP exam prep session was held on Monday, September 28 via Zoom. Approximately 20 people attended the event, including those from outstate Minnesota.

Requested Action:
Motion to: N/A

Attachments/Enclosures?
**Name:** Russell Habermann and Alec Henderson

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action Requested?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Conference</td>
<td>No, Informational Only</td>
</tr>
</tbody>
</table>

**Background (attach additional sheets for tables, images, etc.):**

**Conference Update**

The APA Upper Midwest Planning Conference runs Monday through Wednesday next week (October 12-14). As of this writing, approximately 100 people from Minnesota have registered, and registration closes at 11:59pm on Thursday, October 8. We hope to have a large rise in registrations in the final days of registration. Those who have registered will receive additional instructions for the conference after registration closes.

Our major expenses for the conference include subscriptions for Whova (conference application), webinar upgrades for Zoom accounts (to host virtual conference sessions), and student member registrations ($25 per student). A future expense is the subscription of a Vimeo account (to host the session recordings after the conference).

Another thing to note is that the APA Minnesota Chapter Awards will be part of a separate event from this conference. More details on this to come in the future from the Awards Committee.

**Requested Action:**

Motion to:

**Attachments/Enclosures?**
Treasurer’s Update
October 9, 2020

Current balances (September 30, 2020):
  Checking - $169,211.97
  Savings - $29,579.59
  Total - $198,791.56

Previous balances (July 15, 2020):
  Checking - $158,807.19
  Savings - $29,578.85
  Total - $188,386.04

Deposits since July 15:
  $0.74    Interest on savings
  $5,260.63 APA (quarterly payment of dues)
  $25.00   Job posting
  $7,702.25 APA (conference distribution)
  $12,988.62 Total deposits

Payments since July 15:
  $25.00    Annual non-profit registration fee
  $950.00   Tax preparation
  $106.00   State tax payment
  $228.00   Federal tax payment
  $215.76   Go Daddy (Office 365)
  $1,000.00 APA (conference hosting set-up fee)
  $58.34    Zoom upgrade (conference)
  $2,583.10 Total payments

Net revenue since July 15:
  $10,405.52
APA Minnesota Chapter Board Minutes
July 17, 2020

Beginning of Meeting

(1:04 PM)

There was a quorum. Those present were:

Erin Perdu
Andrew Andrusko
Raya Esmaeili
Tim Gladhill
Haila Maze
Luke Sims
Angela Torres
Jane Kansier
Luis Estevez
Stephanie Falkers
Jason Zimmerman
Rita Albrecht
Alec Henderson
Angie Bersaw
Eric Weiss
PeggySue Imihy
Michael Palermo
Shannon Engstrom
Joe Janish
Eric Maass
Jed Hanson
Consent Agenda

Treasurer’s Report

Joe made a motion to accept the Consent Agenda as presented. Raya inquired about the dates and seconded the motion to approve the items.

A request was made by Erin to revise the minutes to properly include Erin Perdu on the May 15, 2020 as present.

Motion passed.

Executive Committee Session – Board Communications and Board Norms

The Executive Committee discussed board communications, culture and board norms. The main purpose of the discussion was to improve the level of decorum with respect to all Board Member communications in the future. There were concerns over the type and level of communications from Board Members lately.

Raya presented a potential Board Norms guide to improve communications in future discussions. There have been difficult conversations due to current events including the murder of George Floyd and the COVID-19 pandemic. An increase level of professional behavior, norms and communications will create a more understanding environment. The draft norms will be used to make Board and Committee members aware of the goal for a friendly environment and welcoming culture for the organization.

This includes slowing down, being more thoughtful, being inclusive of the entire Board and not moving forward with grudges or personal feeling disagreements. There was a desire to have a higher level of geniality in the Board.

External communications were also a part of the discussion. There have been some recent communications that have been sent that were raised as concerning by both Board members, APA members and external partners.

Joe and PeggySue expressed concern with transparency by using blind carbon copies (BCCs) as part of Board communications.

Erin asked if a process could be created for important issues that arise between meetings. Not everything needs to be emailed out to all members of the board.

Raya said that transparency is not necessarily disrupted by using BCCs and a process for communications could be created and she supported that idea.

Shannon said that communication lists need to be updated and accurate if BCCs are being used and that norms for different workplaces can range in different places.

Jason shared that this seems like the role of the Executive Committee to share the communication responsibility to coordinate with the Board Members and Committees.

Erin responded that she understands the Executive Committee could be the clearinghouse for communications, but that there needs to be a higher level of trust with Committee groups and ex-officio members.
The two board draft documents on Board Norms and External Communications were laid over for discussion at the next meeting in September.

**Executive Director Search Update**

Huelife has withdrawn from working with APA MN due in part to the communications from Board.

The Executive Director Search will start over in the future, and the future Executive Committee members will lead the search moving forward. Tim Gladhill is rolling off the Board and will not be able to help with the search in the future.

There was discussion about ADA accessibility as it pertains to the future search and expectations from the Board. There was a strong desire to be better welcoming and open to employing all persons including persons with disabilities as well as reflecting that information clearly in the internal and external documents, messages and culture. The Board will look to incorporate these conversations in the future search.

Shannon asked that the Executive Director think about creating a process for complaints about the executive director position and ensuring that if there are concerns that they are being heard.

Check-in calls of 30 minutes may be scheduled to help put the next search together in the future as we move forward to ensure the Board is kept involved.

**Diversity and Equity Committee Update and Resolution**

Eric Weiss and PeggySue presented a resolution and recommendations as a response to the murder of Georgy Floyd as well as improvements to the board. There were 8 recommendations included as part of the update to the Board. One of the recommendations included passing a Resolution Declaring Systemic Racism as a Public Health and Economic Crisis and Committing Resources to Addressing by the APA Minnesota Board.

The full series of recommendations included resources, sessions, changes to the bylaws, vote on the Board of APA MN.

PeggySue stated that the Women in Planning Committee also desire to have a voting member of the Board.

Joe asked if anyone knows if the other Committees have voting members on the Board(s) of Directors.

Tim stated that specialty committees do have voting members. It was not unique to APA as an organization.

Eric and PeggySue are also working on a message or article in the APA MN Chapter Newsletter about racism and tools for practice.

Eric said that the Wisconsin Governor, MN House Committee, City of Minneapolis and others have created a Declaration of Racism as a Public Health Crisis. Eric and PeggySue had spoken with the Minnesota Public Health Association and had spoken about them about the potential for hosting information on the APA MN website about the resolution. There have been a number of discussions
about uplifting a Diversity and Equity Exchange with the APA National. Eric said this was recommended as a 9th recommendation by others on the Board.

Shannon said that the University of Minnesota, School of Public Health had added racism as a major health crisis in the curriculum.

Raya thanked the Diversity and Equity Committee for bringing forward the recommendations and discussion on the items. Raya also recommended that the recommendations should be included in the Newsletter for review by the full membership in case they want to do something similar.

Erin stated her support and that she is glad going down the path. She mentioned it might be helpful to resolve within the resolution discussions on the specific urban renewal projects that had negatively impacted black, indigenous and persons of colors.

There was more discussion about other examples of these type of projects and their impact to communities of color as well as other examples statewide. Eric and PeggySue said they support including these as well as others as it is an educational opportunity and may make people uncomfortable and that is okay and part of the intent. That the Board should focus on this as a topic as the whole of the resolution is important.

Raya made a motion to adopt the resolution, which was recommendation number 8, and Erin seconded. The motion passed as written.

The Board then discussed other recommendation items.

Raya discussed item number 4. She stated her support for the item, but made a recommendation to have the position be a democratically elected position.

Eric Maass from EDAM, asked a question about the number of people on the Committee? There might be a timely opportunity to ask for help on the Diversity and Equity Committee. He also asked if other Committees should also have a voting member on the Board of Directors?

PeggySue said there was between 12-25 people of the Committee at any one time. She said that she would follow up with Eric Maass about seeing if the EDAM Board would like to collaborate with the Diversity and Equity Committee as well.

Eric Weiss also stated that there is an opportunity to have an exchange of built environment organizations such as the Urban League Institute Diversity and Equity Committee and the Architecture Institute members to move these conversations forward.

Tim stated that Committee Chairs currently do not have voting rights on the Board but that some other types of Committees at APA do have voting rights.

Michael stated support for having an elected position to ensure the fairness for the member.

Tim stated that the Committees would want to put in the Bylaws voting membership amendment into the Bylaws.

The Bylaws are amended by drafting legislative changes and then put up for voting by the full membership after a 30 day review period.
The Board of Directors could vote to make this change or it could be made through the next election cycle for the Board.

Tim recommended that there be a vote to work on the process to make the changes to the Bylaws which will take time and go through the Bylaw change process.

Raya made a motion to approved recommendations 1-7 and Joe seconded. With recommendation 4 that will be direction to work on revising the Bylaws to reflect this recommendation.

PeggySue said that these are things that the Committee will be working on in the future. They are not necessarily viewing this as requesting approval from the full Board as approval is not needed.

Raya said they she viewed this as an update to the Diversity and Equity work plan and more of a ‘let’s move ahead vote and lets figure the details out’.

The motion was called by Tim.

The motion was passed by the Board.

**Professional Development Officer Report**

Jane updated the Board about events held and planned by the PDOs including Youth in Planning and Engaging the Public in Retail Districts, Supporting Local Planning for Regional Parks and Trails hosted by the Greater Minnesota Parks and Trails Committee.

The PDOs assumed there was still going to be the Annual Conference and so events have not been planned for early fall so as not to conflict.

Raya asked if there was attendance from other states?

Jane said that yes, there was attendance depending on the topic. That events are posted online on the national APA website.

**Fall Conference Update**

Alec gave an update on the Fall Conference. The Conference Committee had reached out to Iowa as they were hosting the Upper Midwest Regional Conference to see if there was an interest in collaborating on the Fall Conference as an online event. There was a shift to Monday, Tuesday, Wednesday to ensure that the event was not held during a teacher’s conference (MEA) block of dates. Having it in the middle of the month allowed for more time to plan for the conference.

Alec also thanked the Program Committees for getting together the draft session lists and format.

Raya asked when do they estimate the registration will be open?

Alec stated they were shooting for registration to open in September so they were working on getting that together with National.

Raya asked if anyone could attend?

Alec confirmed that others will also be able to register for the event.
Tim thanked the Conference Committee for working to create the conference and the two tracks and 25 total sessions.

**Welcome for Dr. Luis Estevez**

The Board of Directors welcomed Dr. Estevez to the Board as Ex-Officio Faculty Liaison. Dr. Estevez spoke about his background as a practitioner and making a real connection to academia and students at Saint Cloud State.

**Organizational Notes**

In future sessions, there may be a different platform for online meetings.

The meeting concluded at 3:04 PM.