



IES-APA Meeting Agenda – Annual Section Retreat

When: Friday, January 13, 2017 – 11:00am to 3:00pm

Where: La Casa Ortega (Formerly: Mexicali Bar & Grill)
1690 Spruce St, Riverside, CA 92507

BOD Members: **John Hildebrand**, Christopher Gray, **Christina Bustamonte**, **Paul Clark**, **Aaron Pfannenstiel**, Jim Sullivan, **Melissa Johnson**, Lorena Mejia, Leila Namvar, **Miguel Vazquez**, Julie Rynerson-Rock, **Melissa Garrety**, **Angel Anguiano**, Aaron Garcia, **Jeanie Aguilo**, Elly Antuna, **Andrea Howard**

BOLD = Attended Retreat

1. Call to Order & Roll Call

- a. John Hildebrand

***Started meeting at 11:15, roundtable introductions**

2. Board Positions

- a. Current and Future Positions

***Discussed Board makeup – Tasked Board to look for a new Section Historian and Diversity members. Potential new Board member, Andrea Howard (WRCOG) was in attendance. Pilar Lopez (Terranova Planning), was not in attendance, but expressed interest to be on Board. Tasked both potential new Board members with providing a written statement of intent and short bio for Board review. Board will discuss and vote for new members during February meeting. Andrea would be assisting with Programs and Pilar would assist with the Young Planners Group. The IES-APA bylaws are on the website and specify board positions and duties.**

3. 2017 Program Topics

- a. Awards Program & Historical Symposium
- b. Programs Procedures
- c. Social Media Outreach (LinkedIn, Twitter, Instagram, & Facebook)

***Discussed hosting the 2017 awards program at Riverside Convention Center, unless another location could be found. Miguel suggested that previous award**



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California Chapter
Inland Empire Section



winners could present this year's awards. Miguel suggested we highlight any National award winners on our website. The 2017 Historical Symposium topic will include the Riverside Mission Inn, facilitated by Miguel Vazquez (Temporary Section Historian) and to be presented by Jennifer Lynch (BB&K), who is a docent at Mission Inn. Discussed the proposed workshops/programs for the year. Shifted focus from hosting a workshop every month to focusing efforts on specific topics every other month and boosting attendance (See revised workshop schedule). Planning a joint IES-APA / WRCOG March event, topic Future of Cities. Miguel preparing a potential workshop on Planners4Health in April. Tasked Miguel to take the concept and establish a workshop around the idea. Miguel may create another ArtVULUPS activity, date and time TBD. Tasked Christina to work with Julie to submit workshops for AICP credit. Discussed creating a SOP detailing process from workshop concept to implementation. Suggested the core Board members and Social Media coordinators working on programs, establish a subcommittee for the purpose of a focused effort on the workshops. Discussed creating a new Facebook page now that the old account has been closed. Tasked Melissa to follow up with creating a new Facebook presence.

4. 2017 Budget

- a. Scholarships – Awards / CPF / Conference
- b. IES-APA Swag Items
- c. Website – Constant Contact / Domain / Hosting
- d. Fiscal Reporting
- e. A/V Equipment

***Discussed budget for 2017. Agreed to continue utilizing accounting services for reporting and tax preparation. Budget identifies several line items related to providing direct scholarship funds and funding CPF. Board decided to increase the number of Section scholarship awards, issued during awards program, and to be flexible depending upon number of applications. IES-APA swag items, type and amount to be discussed during next Board meeting. No new A/V equipment needed. All workshops to take place in facilities that have A/V setup available. Will setup the Section's Samsung Tablet for use with a PayPal CC swiper for transactions at workshops. John will amend some miscellaneous budget line items no longer applicable.**

5. Monthly Board Conference Calls

- a. First Thursday, Monthly @ Noon



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Inland Empire Section



- b. Need New Call In Number

***Monthly Board meetings will remain on the first Thursday at noon, each month. John will research new call-in numbers, including FreeConferenceCall.com, and select one for all future meetings.**

6. Website

- a. Board Reports (Monthly Meeting Minutes)
- b. Job Postings / RFPs & RFQs
- c. Newsletter

***Monthly meeting minutes (“Board Reports”), will be prepared and posted on the website on a regular basis. The Section will continue to charge \$25.00 for job postings and make RFPs / RFQs available as a courtesy. Jeanie will send newsletters on a more regular basis, twice per month. Jeanie has created a “Planning Blog” on the Section’s website. John tasked the Board with providing planning/legislative content on a regular basis to supplement the website blog and newsletter. Will work on updating the Board Members page of the website.**

7. Open Discussion

***John will be attending the Chapter Board meeting end of January and report back to Section Board in February. Will discuss implementing the 2017 awards applications during February meeting.**



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California Chapter
Inland Empire Section



2017 IES-APA Workshops Schedule

Workshops:

- **January** – *Dark / No Workshop*
- **February** – *Dark / No Workshop*
- **March** – Future of Cities (Joint WRCOG & IES-APA) (**Date: TBD**)
- **April** – Planners4Health (Miguel Vasquez) (**Date: TBD**)
- **May** – Awards Program (**Date: May 11**)
National APA Conference – New York (**Date: May 6-9**)
- **June** – Social Justice General Plan Element – (OPR & Raimi Associates) (**Date: TBD**)
- **July** – *Dark / No Workshop*
- **August** – Planning Commissioners Training (Baker & 20/20 Network) (**Date: TBD**)
- **September** – Chapter APA Conference – Sacramento (**Date: Sep 23-26**)
- **October** – Mission Inn Historical Symposium (**Date: Oct 6**)
- **November** – *Dark / No Workshop*
- **December** – IES-APA Year-End Membership Mixer (**Date: TBD**)

Coachella Valley Workshops - Joint IES-APA/AEP @ CVAG:

1. Monthly Topics (Monthly alternating registration duties between IES & AEP)



2017 IES-APA BOARD MEMBERS

Section Director – John Hildebrand (Elected)

Director Elect – OPEN (Elected)

Immediate Past Director – Christopher Gray, AICP (Elected)

Professional Development Officer – Christina Bustamonte (Elected)

Vice Director of Policy – Paul Clark, AICP (Elected)

CPF Liaison – Aaron Pfannenstiel, AICP (Appointed)

Vice Chair of Administration – Jim Sullivan, AICP (Appointed)

Vice Chair of Programs – Melissa Johnson (Appointed)

Vice Chair of Awards Program – Christopher Gray, AICP (Appointed)

Vice Chair of Awards Program – Lorena Mejia (Appointed) (*Part Time*)

Vice Chair of Membership – OPEN (Appointed)

Membership Coordinator – Leila Namvar (Appointed)

Vice Chair of Membership Inclusion – Miguel A. Vazquez, AICP (Appointed) ([LinkedIn](#))

Section Historian – Miguel Vazquez, AICP (Appointed) (*Temporary*)

Planning Commissioner Liaison – Julie Rynerson-Rock, AICP (Appointed)

University Liaison (UCR) – Melissa Garrety (Appointed) ([Facebook](#))

University Liaison (Cal Poly Pomona) – Angel Anguiano (Appointed)

Student Representative – Aaron Garcia (Appointed)

Webmaster / Editor – Jeanie Aguilo (Appointed) ([Twitter & Instagram](#))

Webmaster / Editor – Elly Antuna (Appointed)

Proposed: Vice Chair of Programs – Andrea Howard

Proposed: Young Planners Group – Pilar Lopez