

MEMORANDUM

June 28, 2012

TO : Alabama Chapter of APA
Executive Committee

FROM: Fred Peterson, AICP
North Section Representative

The number one goal of the North Section of the Alabama Chapter of APA is informational and social networking among its members. These activities provide important opportunities to not only get to know each other personally and professionally, but to discuss issues vital to our communities, to our Chapter, and to planning in Alabama.

Meetings.

Over the past month, the Section has met two times for luncheons attended by more than fifteen members. Speakers are an important part of such meetings. This month the speakers included:

- Jeff Pruitt, AICP, and Planning Director at TARCOG who gave our members a summary of state economic development studies prepared for the Alabama Association of Regional Councils by the Center for Business and Economic Research at the University of Alabama. Copies of the studies are available from the following website: www.cber.cba.ua.edu.
- Mr. Bob Jones, President of the Alabama Citizens for Constitutional Reform, who emphasized the importance of Alabama Constitutional Reform, in particular, the key element of "home rule" and its critical role in planning and land use controls. Mr. Jones requested that the Alabama Chapter of APA adopt a resolution in support of Constitutional Reform, joining other organizations as part of the constitutional reform coalition. See website: www.constitutionalreform.org.

Goals.

Other Section goals include:

- Regularly scheduled monthly meetings, including speakers providing programs of interest to Chapter members. Key to the success of such meetings is a general marketing strategy, and frequent reminders to members about the meetings and program content. Each quarter the meetings will be held in a different geographic location;
- Two Professional Development Workshops, one focusing on Alabama A&M University and its students and faculty, and involving other professions related to community planning. The other will include Chapter members interested in current planning issues and activities in the U.S., the state, and the North Section;
- Support of programs to increase the number of members receiving an AICP designation, through the sponsorship of test preparation workshops.

More Section activities and programs are being planned. Attached is a list of possibilities.

ALABAMA CHAPTER
AMERICAN PLANNING ASSOCIATION
NORTH SECTION

PROPOSED SECTION ACTIVITIES

The following is a proposed plan for activities to be held and completed in the North Section of the Alabama Chapter of APA. At this point, it is merely a proposal being presented to Section members for comment, criticism and suggestions for change. Certainly, it is not meant to be exhaustive or comprehensive, and is basically a starting place to stimulate discussion. Please review this draft and contact me at fredpeterson1@charter.net to recommend changes. If we are to strengthen our Chapter and APA as a whole, we owe it to our profession to accomplish the goals set out in various Chapter plans and other documents. Here are a few examples.

- **Member Communications.** Prepare and distribute current roster of North Section members; create and use electronic information (including a regular Section newsletter as a supplement to the Chapter newsletter) and meeting notification mechanism;
- **Section Leadership.** Identify and meet regularly with a small group of Section members willing to tackle various Section activities;
- **Outreach Program.** Start outreach program to contact retired planners, former APA members, and inactive members to participate in Section activities;
- **Monthly Meetings.** Start monthly brown bag luncheons including speakers.
 - Locate and arrange for public meeting rooms throughout the Section.
 - Get members to line up luncheon speakers, such as Chapter members, elected officials, members of related professions, leaders of other public agencies, etc.
 - E-mail and call members as a reminder of meeting (a week ahead)
 - Strong focus on planning students through faculty.
- **Student Activities.** Interact and plan activities with planning faculty and students to strengthen practical planning skills, improve participation in Chapter activities, and establish mechanisms for employment networking, including field trips to various projects and professional offices, and focus on Chapter Student Awards Program;
- **Professional Development Day.** Prepare plan for Professional Development Day in North Section for presentation to Executive Committee;
- **Annual Conference.** Prepare plan for a future Annual Conference in the Huntsville area for presentation to Executive Committee;
- **Educational Programs.** Conduct quarterly educational programs, including but not limited to professional forums, student project displays and presentations, AICP and other National Certification Preparation and Maintenance Courses; and Alabama Planning Institute.



Legislative Committee Report June 28, 2012

2012 ALAPA Legislative Committee Members are:

Bob Juster
Katherine Ennis
Jason Fondren
Larry Watts

Forrest Cotten
Johnny Blizzard
Todd McDonald, Chair

The Regular 2012 Legislative Session is over. Over the course of this session, I monitored a total of 16 bills that I considered relevant to planning in the state (four more than I reported on in March). Four of these bills were approved and signed by the Governor and are now Acts of the Legislature. The status of the bills monitored is contained on the attached spread sheet. I also attached a copy of the four bills that I have implications to our profession. Act 2012-297 could have a significant impact on some areas of the state and deserves closer scrutiny by our members.

New for this year was the preparation of a position paper addressing a planning issue. Act 2011-618 changed the advertising requirements following passage of a local ordinance pertaining to zoning, planning and business licenses. Prior to passage of this bill, state law required that ordinances be advertised once in full after passage by a local governing body. This Act changes that by eliminating the last full advertisement requirement.

However, the fact that the Alabama Code doesn't distinguish clearly how to advertise a text amendment versus a map amendment still makes for a good bit of confusion. Therefore, I prepared a position paper intended to explain the options available when advertising a zoning amendment. I circulated a draft of that paper to other members of the committee for their review and comment. I received no comments. This paper is attached and ready for distribution to the membership.

The Chapter Development Plan includes the following goal relative to legislative issues.

Goal III. Influence the Climate of Planning and Overall Development within the State of Alabama

If the Alabama Chapter of APA is to be an effective, respected organization at all levels of government, the Chapter must actively work to educate all citizens of Alabama about planning and the role that it can play in creating a better life for all of the residents of the State. This

goal will be accomplished by acting to increase the public's understanding of planning and strengthening the Chapter's effectiveness in interacting with the State legislative process.

Objective 1: Develop an active legislative program.

Strategies:

- a. Support a task force to develop model county planning legislation in cooperation with the Association of County Commissioners of Alabama and one or more interested counties; in the future, the same could be further developed for State-wide application.

Responsibility: Legislative Committee – Task Force on Model County Planning Act

Priority Level: First

- b. Monitor and respond to legislative issues and threats, and alert members.

Responsibility: Legislative Committee – Legislative Monitoring Subcommittee

Priority Level: Ongoing

- c. Prepare position papers, with research assistance from universities, on planning issues.

Responsibility: Legislative Committee
Professional Development Committee – Higher Education Subcommittee

Priority Level: Ongoing

- d. Explore the mechanism to lobby for legislation, possibly share with a related interest organization.

Responsibility: Legislative Committee

Priority Level: Second

- e. Expand involvement in national APA legislative activities.

Responsibility: National Legislative Committee

Priority Level: First

Approved Budget and Activity FY11-12				Recommended FY12-13 Budget			
REVENUE				REVENUE			
	FY 11-12 Budget	Current	Balance				
APA DUES	4,500.00	5,143.64	643.64	APA DUES			5,000.00
SPRING CONFERENCE	20,000.00	25,009.58	5,009.58	SPRING CONFERENCE			30,000.00
Registration		21,959.58		Registration	22,000.00		
Student Contribution		250.00		Student Contribution	500.00		
Annual Sponsorship		2,800.00		Annual Sponsorship	7,500.00		
Other				Other			
SPECIAL SPONSOR				SPECIAL SPONSOR			
NEWSLETTER ADVERTISING				NEWSLETTER ADVERTISING			
AICP EXAM MANUALS				AICP EXAM MANUALS			
INTEREST		6.40	6.40	INTEREST		6.00	6.00
SCHOLARSHIP/INTERN CONTRIBUTION	2,000.00	-	(2,000.00)	SCHOLARSHIP/INTERN CONTRIBUTION			3,500.00
RESERVES				RESERVES			7,069.00
MISCELLANEOUS		155.33	155.33	MISCELLANEOUS			
Total Revenues	26,500.00	30,314.95	3,814.95	Total Revenues			45,575.00
EXPENSES				EXPENSES			
SPRING CONFERENCE				SPRING CONFERENCE			
Facilities/Meals	10,000.00	15,969.78	(5,969.78)	Facilities/Meals			15,000.00
Speakers	1,000.00	456.42	543.58	Speakers			1,500.00
Opening Reception	500.00	1,166.08	(666.08)	Receptions			3,000.00
Printing/Mailing/Credit Card Processing	1,000.00		1,000.00	Printing/Mailing/Credit Card Processing			
Gift	200.00		200.00	Gift			
Golf				Golf			
Supplies	1,000.00	2,493.09	(1,493.09)	Supplies			2,500.00
Other Items		2,052.56	(2,052.56)	Other Items			2,000.00
Travel (UNA)				Travel (UNA)			
Misc. (Administration UNA)				Misc. (Administration UNA)			
TOTAL	13,700.00	22,157.93	(8,457.93)	TOTAL			24,000.00
AWARDS COMMITTEE	1,650.00	1,110.79	539.21	AWARDS COMMITTEE			2,000.00
EXECUTIVE COMMITTEE	500.00	143.00	357.00	EXECUTIVE COMMITTEE			500.00
LEADERSHIP RETREAT	100.00	95.08	4.92	LEADERSHIP RETREAT			125.00
Travel	400.00	423.20	(23.20)	Travel	500.00		
Registration	700.00	915.00	(215.00)	Registration	700.00		
Food/Lodging	1,200.00	1,395.55	(195.55)	Food/Lodging	1,500.00		
Other	200.00	169.68	30.32	Other	200.00		
EXECUTIVE (President)	2,500.00	2,903.43	(403.43)	EXECUTIVE (President)			2,900.00
LEGISLATIVE COMMITTEE	200.00		200.00	LEGISLATIVE COMMITTEE			100.00
Exam Manuals	125.00		125.00	Exam Manuals			-
CM Credits	500.00	695.00	(195.00)	CM Credits			700.00
PROFESSIONAL DEVELOPMENT	625.00	695.00	(70.00)	PROFESSIONAL DEVELOPMENT			700.00
PUBLIC EDUCATION COMMITTEE	0.00		-	PUBLIC EDUCATION COMMITTEE			-
SECTION SUPPORT	500.00	234.00	266.00	SECTION SUPPORT			800.00
PAST PRESIDENT COUNCIL SUPPORT	0.00		-	PAST PRESIDENT COUNCIL SUPPORT			200.00
SCHOLARSHIP/INTERN	3,000.00	3,200.00	(200.00)	SCHOLARSHIP/INTERN			3,500.00
FAICP NOMINATION	500.00		500.00	FAICP NOMINATION			-
Market and Media	500.00		500.00	Market and Media			-
Newsletter	0.00		-	Newsletter			-
Web Page	1,100.00	414.50	685.50	Web Page			8,000.00
Provider	100.00	95.50	0.50	Provider			100.00
Webmaster	1,000.00	1,000.00	-	Webmaster			1,000.00
MARKET, NEWSLETTER AND WEB PAGE	2,700.00	1,514.00	1,186.00	MARKET, NEWSLETTER AND WEB PAGE			9,100.00
DIRECTORY/Membership	200.00		200.00	DIRECTORY/Membership			-
MEMBER SERVICES	0.00		-	MEMBER SERVICES			-
Records Management	100.00		100.00	Records Management			650.00
Audit Committee	75.00		75.00	Audit Committee			-
Sponsorship	0.00		-	Sponsorship			-
Nominating Committee	150.00		150.00	Nominating Committee			-
Teller Committee	0.00		-	Teller Committee			-
Miscellaneous				Miscellaneous			1,000.00
MISCELLANEOUS	325.00	2,055.94	(1,730.94)	MISCELLANEOUS			1,650.00
TOTAL EXPENSES	26,500.00	34,109.17	(7,609.17)	TOTAL EXPENSES			45,575.00
Net gain/(loss)	0.00	(3,794.22)	(3,794.22)	Net gain/(loss)			0.00

Approved Budget and Activity FY11-12

REVENUE					
		FY 11-12 Budget	Current	Balance	
APA DUES		4,500.00	5,143.64	643.64	
SPRING CONFERENCE		20,000.00	25,009.58	5,009.58	
	Registration		21,959.58		
	Student Contribution		250.00		
	Annual Sponsorship		2,800.00		
	Other				
SPECIAL SPONSOR					
NEWSLETTER ADVERTISING					
AICP EXAM MANUALS					
INTEREST			6.40	6.40	
SCHOLARSHIP/INTERN CONTRIBUTION		2,000.00	-	(2,000.00)	
RESERVES					
MISCELLANEOUS			155.33	155.33	
Total Revenues		26,500.00	30,314.95	3,814.95	
EXPENSES					
SPRING CONFERENCE					
Facilities/Meals		10,000.00	15,969.78	(5,969.78)	
Speakers		1,000.00	456.42	543.58	
Opening Reception		500.00	1,186.08	(686.08)	
Printing/Mailing/Credit Card Processing		1,000.00		1,000.00	
Gift		200.00		200.00	
Golf				-	
Supplies		1,000.00	2,493.09	(1,493.09)	
Other Items			2,052.56	(2,052.56)	
Travel (UNA)				-	
Misc. (Administration UNA)				-	
TOTAL		13,700.00	22,157.93	(8,457.93)	
AWARDS COMMITTEE		1,650.00	1,110.79	539.21	
EXECUTIVE COMMITTEE		500.00	143.00	357.00	
LEADERSHIP RETREAT		100.00	95.08	4.92	
	Travel	400.00	423.20	(23.20)	
	Registration	700.00	915.00	(215.00)	
	Food/Lodging	1,200.00	1,395.55	(195.55)	
	Other	200.00	169.68	30.32	
EXECUTIVE (President)		2,500.00	2,903.43	(403.43)	
LEGISLATIVE COMMITTEE		200.00		200.00	
	Exam Manuals	125.00		125.00	
	CM Credits	500.00	695.00	(195.00)	
PROFESSIONAL DEVELOPMENT		625.00	695.00	(70.00)	
PUBLIC EDUCATION COMMITTEE		0.00		-	
SECTION SUPPORT		500.00	234.00	266.00	
PAST PRESIDENT COUNCIL SUPPORT		0.00	-	-	
SCHOLARSHIP/INTERN		3,000.00	3,200.00	(200.00)	
FAICP NOMINATION		500.00		500.00	
	Market and Media	500.00		500.00	
	Newsletter	0.00		-	
	Web Page	1,100.00	414.50	685.50	
	Provider	100.00	99.50	0.50	
	Webmaster	1,000.00	1,000.00	-	
MARKET, NEWSLETTER AND WEB PAGE		2,700.00	1,514.00	1,186.00	
DIRECTORY/Membership		200.00		200.00	
MEMBER SERVICES		0.00		-	
	Records Management	100.00		100.00	
	Audit Committee	75.00		75.00	
	Sponsorship	0.00		-	
	Nominating Committee	150.00		150.00	
	Teller Committee	0.00		-	
	Miscellaneous				
MISCELLANEOUS		325.00	2,055.94	(1,730.94)	
TOTAL EXPENSES		26,500.00	34,109.17	(7,609.17)	
Net gain/(loss)		0.00	(3,794.22)	(3,794.22)	

Approved Budget and Activity FY11-12				Recommended FY12-13 Budget			
REVENUE				REVENUE			
		FY 11-12	Current	Balance			
		Budget					
APA DUES		4,500.00	5,143.64	643.64	APA DUES		5,000.00
SPRING CONFERENCE		20,000.00	25,009.58	5,009.58	SPRING CONFERENCE		30,000.00
	Registration		21,959.58			Registration	22,000.00
	Student Contribution		250.00			Student Contribution	500.00
	Annual Sponsorship		2,800.00			Annual Sponsorship	7,500.00
	Other					Other	
SPECIAL SPONSOR					SPECIAL SPONSOR		
NEWSLETTER ADVERTISING					NEWSLETTER ADVERTISING		
AICP EXAM MANUALS					AICP EXAM MANUALS		
INTEREST			6.40	6.40	INTEREST		6.00
SCHOLARSHIP/INTERN CONTRIBUTION		2,000.00	-	(2,000.00)	SCHOLARSHIP/INTERN CONTRIBUTION		3,500.00
RESERVES					RESERVES		7,969.00
MISCELLANEOUS			155.33	155.33	MISCELLANEOUS		
Total Revenues		26,500.00	30,314.95	3,814.95	Total Revenues		45,575.00
EXPENSES				EXPENSES			
SPRING CONFERENCE				SPRING CONFERENCE			
Facilities/Meals		10,000.00	15,969.78	(5,969.78)	Facilities/Meals		15,000.00
Speakers		1,000.00	456.42	543.58	Speakers		1,500.00
Opening Reception		500.00	1,186.08	(686.08)	Receptions		3,000.00
Printing/Mailing/Credit Card Processing		1,000.00		1,000.00	Printing/Mailing/Credit Card Processing		
Gift		200.00		200.00	Gift		
Golf					Golf		
Supplies		1,000.00	2,493.09	(1,493.09)	Supplies		2,500.00
Other Items			2,052.56	(2,052.56)	Other Items		2,000.00
Travel (UNA)					Travel (UNA)		
Misc. (Administration UNA)					Misc. (Administration UNA)		
TOTAL		13,700.00	22,157.93	(8,457.93)	TOTAL		24,000.00
AWARDS COMMITTEE		1,650.00	1,110.79	539.21	AWARDS COMMITTEE		2,000.00
EXECUTIVE COMMITTEE		500.00	143.00	357.00	EXECUTIVE COMMITTEE		500.00
LEADERSHIP RETREAT		100.00	95.08	4.92	LEADERSHIP RETREAT		125.00
	Travel	400.00	423.20	(23.20)		Travel	500.00
	Registration	700.00	915.00	(215.00)		Registration	700.00
	Food/Lodging	1,200.00	1,395.55	(195.55)		Food/Lodging	1,500.00
	Other	200.00	169.68	30.32		Other	200.00
EXECUTIVE (President)		2,500.00	2,903.43	(403.43)	EXECUTIVE (President)		2,900.00
LEGISLATIVE COMMITTEE		200.00		200.00	LEGISLATIVE COMMITTEE		100.00
	Exam Manuals	125.00		125.00		Exam Manuals	-
	CM Credits	500.00	695.00	(195.00)		CM Credits	700.00
PROFESSIONAL DEVELOPMENT		625.00	695.00	(70.00)	PROFESSIONAL DEVELOPMENT		700.00
PUBLIC EDUCATION COMMITTEE		0.00		-	PUBLIC EDUCATION COMMITTEE		-
SECTION SUPPORT		500.00	234.00	266.00	SECTION SUPPORT		800.00
PAST PRESIDENT COUNCIL SUPPORT		0.00		-	PAST PRESIDENT COUNCIL SUPPORT		200.00
SCHOLARSHIP/INTERN		3,000.00	3,200.00	(200.00)	SCHOLARSHIP/INTERN		3,500.00
FAICP NOMINATION		500.00		500.00	FAICP NOMINATION		-
	Market and Media	500.00		500.00		Market and Media	-
	Newsletter	0.00		-		Newsletter	-
	Web Page	1,100.00	414.50	685.50		Web Page	8,000.00
	Provider	100.00	99.50	0.50		Provider	100.00
	Webmaster	1,000.00	1,000.00	-		Webmaster	1,000.00
MARKET, NEWSLETTER AND WEB PAGE		2,700.00	1,514.00	1,186.00	MARKET, NEWSLETTER AND WEB PAGE		9,100.00
DIRECTORY/Membership		200.00		200.00	DIRECTORY/Membership		-
MEMBER SERVICES		0.00		-	MEMBER SERVICES		-
	Records Management	100.00		100.00		Records Management	650.00
	Audit Committee	75.00		75.00		Audit Committee	-
	Sponsorship	0.00		-		Sponsorship	-
	Nominating Committee	150.00		150.00		Nominating Committee	-
	Teller Committee	0.00		-		Teller Committee	-
	Miscellaneous					Miscellaneous	1,000.00
MISCELLANEOUS		325.00	2,055.94	(1,730.94)	MISCELLANEOUS		1,650.00
TOTAL EXPENSES		26,500.00	34,109.17	(7,609.17)	TOTAL EXPENSES		45,575.00
Net gain/(loss)		0.00	(3,794.22)	(3,794.22)	Net gain/(loss)		0.00

Financial Statement

		21,846.95	Beginning Balance	
2012	16-Feb	CHECK	1273	(64.06) Diane Barnett
2012	23-Feb	CHECK	1274	(249.00) City of Tuscaloosa
2012	23-Feb	CHECK	1275	(249.00) City of Montgomery
2012	23-Feb	CHECK	1276	(249.00) City of Alabaster
2012	7-Mar	RETURN		110.00 APA Conference National
2012	7-Mar	CHECK	1279	Void
2012	7-Mar	CHECK	1280	(12909.78) Mobile Convention Center
				Void Projection
2012	8-Mar	CHECK	1281	Void
2012	9-Mar	CHECK	1282	(36.00) Katherine Ennis
2012	9-Mar	CARD		(25.09)
2012	12-Mar	CARD		(250.00) Russell Harrington
2012	19-Mar	CHECK	1283	
2012	21-Mar	DEPOSIT		4064.29
2012	3/30/2012	INTEREST		0.57 Interest
		11,989.88	Ending Balance	

		Statement March 1, 2012 - March 30, 2012
John McConnell	Reimbursement - Conf Registration	Conference Supplies
Robert Smith	Reimbursement - Conf Registration	Reimbursement - Conf Registration
Adele Nelson	Reimbursement - Conf Registration	Reimbursement - Conf Registration
	Katherine Ennis	Katherine Ennis
		ALAPA Conference Center
Audio visual equipment	ALAPA Conference - Check returned payment was included in convention center bill.	
Postage	Conference - Thank you notes	
Meal	Committee Meeting	
Student Award Winner	Conference -support	
		Conference Deposit

Financial Statement

				11,989.88 Beginning Balance
2012	6-Apr	CHECK	1284	(120.00) Fred Peterson
2012	2-Apr	CHECK	1285	(143.75) Shashy's
2012	6-Apr	CHECK	1286	(247.58) Katherine Ennis
2012	11-Apr	CARD		(64.00) Shuttle
2012	16-Apr	CARD		(7.13) Rotunda Snacks
2012	16-Apr	CARD		(23.58) Checkers Downtown
2012	16-Apr	CARD		(18.81) Marriott
2012	16-Apr	CARD		(16.14) Marriott
2012	17-Apr	CARD		(12.00) Fox Sports
2012	18-Apr	CARD		(25.78) Millennium Biltmore
2012	19-Apr	CARD		(50.00) Bubba Gump
2012	19-Apr	CARD		(6.72) McDonalds
2012	20-Apr	CARD		(129.70) Millennium Biltmore
2012	20-Apr	CARD		(71.00) Birmingham Airport
2012	20-Apr	CARD		(16.65) Jim N' Nicks
2012	30-Apr	CARD		(124.26) Walter Maddox
2012	30-Apr	CARD		(124.26) Erika Young
2012	26-Apr	REIMBURSEMENT		19.93 Millennium Biltmore
2012	30-Apr	INTEREST		0.42
				10,808.87 Ending Balance

Statement April 1, 2012 - April 30, 2012

Conference Reimbursement
APA meeting lunch
APA Chapter Supplies
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA NATIONAL
APA State Conference - Rooms
APA State Conference - Rooms

Financial Statement

2012 21-May FEE
2012 22-May DEPOSIT
2012 25-May CARD
2012 31-May INTEREST

10,808.87 Beginning Balance

(2.00) Service Fee

1,586.33 APA

(58.69) Firebirds

0.43

12,334.94 Ending Balance

Statement May 1, 2012 - May 31, 2012

Membership Fees

Financial Statement

2012	21-Jun	CHECK
2012	28-Jun	DEPOSIT
2012	29-Jun	CHECK

12,334.94 Beginning Balance

(1,987.10) Biscuit Studios

518.23

(143.75) Shashy's

10,866.07 Ending Balance

Statement June 1, 2012 - June 30, 2012

Web site

APA Conference and refunded

Executive Committee Lunch

ALAPA - Certificate of Deposit Record

Certificates of Deposit	Current Balance	6/23/2012 Maturity Date
BB&T CD# 6393	\$ 11,906.36	7/13/2012
BB&T CD# 9106	\$ 8,483.18	10/22/2012
	\$ 20,389.54	



**Past Presidents Advisory Council Meeting
Birmingham Regional Planning Office
1731 1st Ave N # 200
Birmingham, AL 35203.
June 22nd
1:30 pm**

AGENDA

1. Call to Order
2. Discussion of Responsibilities of the Past Presidents Advisory Council (PPC)

Current Chapter Bylaws indicate our responsibilities as shown below.

6.8 The Past Presidents Advisory Council shall consist of former Chapter Presidents of the Alabama Chapter of the American Planning Association who are current members of the Chapter. The Immediate Past President shall serve as Chair of the Council. The Council shall be tasked with the following responsibilities:

- (1) To provide oversight and guidance to the Executive Committee.
- (2) To annually review and report recommendations to the Executive Committee concerning the Chapter Development Plan, Annual Work Program, and Annual Budget.
- (3) To serve as advisor to the President in the management of Chapter operations and the development and implementation of Chapter programs.

3. PPC Meeting Alternative Chair Policies
4. Past Presidents Reception at AL APA Conference
5. Set PPC Meeting Schedule
6. Other Business
7. Adjourn



June 25, 2012

Memorandum

To: Past Presidents Advisory Council Members (PPC)
From: Diane Burnett, Chair
Re: Summary of meeting - June 22, 2012

Our meeting was held at the Birmingham Regional Planning Office, 1731 1st Ave N # 200, Birmingham, June 22nd.

The meeting convened at 1:35 p.m. Those in attendance were, Diane Burnett, Bill Curtis, Sam Gaston, Katherine Ennis and Jeff Pruitt.

Diane Burnett served as Chair.

A discussion of PPC responsibilities ensued. Responsibilities are outlined in the Chapter Bylaws and are shown below.

6.8... The Council shall be tasked with the following responsibilities:

- (1) To provide oversight and guidance to the Executive Committee.
- (2) To annually review and report recommendations to the Executive Committee concerning the Chapter Development Plan, Annual Work Program, and Annual Budget.
- (3) To serve as advisor to the President in the management of Chapter operations and the development and implementation of Chapter programs.

After much discussion it was decided to recommend a Bylaw amendment to the Executive Committee. It is recommended that the wording in (2) "annually review and report" be deleted and the word "provide" be added. (See below.)

- (2) To ~~annually review and report~~ provide recommendations to the Executive Committee concerning the Chapter Development Plan, Annual Work Program, and Annual Budget.

It was discussed and decided that if the most recent past president, who serves as Chair of the Council, cannot be in attendance, the responsibility of the Chair falls to the most recent Past Present in attendance. At this time Katherine Ennis is excluded, as she is the current Chapter President.



Also discussed was the importance of the Past Presidents Advisory Council. The Council provides chapter legacy and budget review. The Council also responds to requests from the Executive Committee.

Diane Burnett further stated that she will ask the for a budget line item to support PPC functions.

Each Advisory Council Member was asked to secure one new chapter sponsor this year.

It was discussed and decided that the Opening Reception at the Chapter Conference would be named the Past Presidents Opening Reception. There was further discussion about the PPC organizing an activity, maybe a walk, at the Conference. This will be discussed further with the PPC and the Conference Committee.

The PPC meeting schedule was determined and is as follows:

September 14, 2012

In conjunction with the Leadership Meeting in Auburn. We will meet at noon, for lunch.

January 18, 2013

Mountain Brook, Alabama, at 11:30 a.m.

This meeting will be hosted by the City of Mountain Brook.

May 1, 2012

Meeting will be prior to the Opening Reception of the Chapter Conference, in Florence, Alabama.

The meeting was adjourned at 3:00 p.m.

**PAST PRESIDENTS
CURRENT ALABAMA CHAPTER – APA MEMBERS
MAY 2012**

Name	Years Served	Notes	E-mail
Diane Burnett	2010 - 2012	SARPC	dburnett@sarpc.org
Johnny Blizzard, AIPC	2008 – 2010	City of Madison	johnny.blizzard@ci.madison.al.us
Joey Hester	2006 – 2008	NCARPC	joey.hester@adss.alabama.gov
Steve Foote, AICP	2004 – 2006	City of Mt. Juliet, TN	sfoote@cityofmtjuliet.org
Katherine Ennis, AICP	2002 – 2004	City of Northport, AL	kennis@cityofnorthport.org
Jeff Pruitt, AICP	2000 – 2002	TARCG	jeff.pruitt@adss.alabama.gov
James E. Lehe, AICP	1992 – 1994	Lehe Planning	soulkeg@gmail.com
Janet Lanier	1988 – 1990	Lanier Environmental	jlanier@lellc.com
William T. (Tom) Magee	1986 -1988	City of Birmingham	wtmagee@ci.birmingham.al.us
Sam S. Gaston	1985 -1986	City of Mountain Brook	gastons@mtnbrook.org
Evelyn K. Young, AICP	1983 – 1984		eyoung@tuscaloosa.com
James W. (Bill) Curtis, AICP	1982 – 1983	EARPC	bill.curtis@adss.alabama.gov
James R. (Rod) Wilburn, AICP	1979 – 1980		jrwilburn4593@bellsouth.net
Darrell C. Meyer, AICP	1978 - 1979	KPS Group	dmeyer@kpsgroup.com



Alabama Chapter of the American Planning Association
Sponsorship Form
2013 Annual Conference
May 1 -3, 2013
Marriott Shoals Hotel & Spa, Florence, Alabama

Please use the sponsorship form on the back of this page to submit your sponsorship

Like level
Level 1 \$1,500

- Name attached to one specific major event: Welcome Breakfast, Awards Luncheon or the Mid-Morning and Afternoon Break
- Conference Program – full page advertisement on one cover (inside front, inside back, or back)
- Two complimentary conference registrations, including Awards Luncheon Reception
- Verbal recognition at all group events: Welcome Breakfast and Awards Luncheon
- Exhibit space
- "Thank You" and recognition on our website and in our quarterly newsletter as an ALAPA Chapter Sponsor.

Level 2 \$1,000

- Name attached to one specific major event: Welcome Breakfast, Awards Luncheon or Opening Reception.
- Conference Program and/or Newsletter – full page advertisement on one cover. (inside front, inside back or back cover) *
- One complimentary conference registration, includes all meals and socials
- Verbal recognition at all group events.
- Exhibit space
- "Thank You" and recognition on our website and in our quarterly electronic newsletter as an ALAPA Chapter Sponsor.

Level 3 \$500

- Name displayed as a sponsor for one conference event (i.e. break, session, tour)
- Conference Program and/or Newsletter – half page advertisement inside *
- Verbal recognition at all group events: Welcome Breakfast and Awards Luncheon
- Exhibit space
- Recognition on our website and in our quarterly electronic newsletter as an ALAPA Chapter Sponsor.

Level 4 \$300

- Conference Program and/or Newsletter - quarter page advertisement inside *
- Exhibit Space
- Verbal recognition at all group events.
- Recognition on our website and in our quarterly electronic newsletter as an ALAPA Chapter Sponsor.

Level 5 \$150

- Exhibit Space
- Verbal recognition at group events.

**High Quality graphic advertisement must be received in jpeg or pdf format by the prescribed deadline date for ad to appear in Conference Brochure*

MUST BE RECEIVED BY



2013 ALAPA Conference Sponsorship Form

Organization Affiliation: _____
Last Name: _____
First Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
E-mail: _____

Sponsorship Level:

- Elite Level \$2,000*
- Level 5 \$1,500
- Level 4 \$1,000
- Level 3 \$500
- Level 2 \$300
- Level 1 \$150
-

Please indicate if you need an electrical outlet _____ yes _____ no

graphics

Mail completed form and payment by ~~January 15, 2012~~ to:

April 1, 2013

Greg Clark
CARPDC
430 South Court Street
Montgomery, Alabama 36104

- I have enclosed a check, payable to ALAPA
- Credit Card payment: please mail form and Greg Clark, our Chapter Treasurer, will call to take payment over the phone.

Please write clearly how you wish to be recognized in publications and at conference events.

Our host hotel is the Marriot Shoals Hotel and Spa, 800 Cox Creek Parkway South, Florence, Alabama 35630 Tel: 1-256-246-3600 Fax: .

Upon receipt of your sponsorship form and contribution, a member of the Executive Committee will contact you to complete details.

Please Note: If your sponsorship includes registration(s) you are still required to complete a registration for the conference for each person attending.

Thank you for your kind support!

ALABAMA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION

Executive Committee Management Tools

Success of the Alabama Chapter in achieving its primary planning mission requires increased educational and professional opportunities, but also relies on effective management tools for use by the Chapter leadership. Bylaws, by definition, serve as broad description of Chapter operations. Duties and responsibilities of the members of the Executive Committee are scattered throughout the document.

The bylaws lack the organization and specificity required to function as effective management tools. A new *Chapter Leadership Manual*, among other things, will consolidate, organize, and clarify Chapter officer responsibilities. A *Policy and Procedures Manual* is essential for (1) ensuring Chapter management continuity; (2) identifying the purposes, duties and functions of various Chapter Committees; and (3) encouraging and assisting other members to assume leadership and committee positions.

A thorough re-write of the Chapter bylaws is necessary due to fragmented and confusing language (i.e., the schedule for Chapter election). Also, they include issues or tasks that have been neglected over the years. Following are documents that appear to fall in this category; they should either be completed, or removed from the bylaws.

<u>Document</u>	<u>Bylaws</u>
Policies and Procedures Manual	<i>"Adopt and maintain a Policy and Procedure Manual to guide the day-to-day administrative policies and operations of the Chapter."</i> (Sec. 5.2.10) The manual should also include applicable calendars and checklists.
Manual on Budgeting and Financial Management	This manual: <i>"proscribes duties, budget formats, timetables, standards, and procedures for managing Chapter finances."</i> and, <i>"shall be an Appendix to the bylaws."</i> (Sec. 5.7)
Chapter Leadership Manual	Required, but not actually defined in the Chapter bylaws. (Sec. 5.2.11)