



Transportation Planning Division BiAnnual Meeting Minutes

Date & Time of Meeting: October 17, 2011, 5:00 pm (eastern)

Meeting Venue: Rail~Volution

Making Great Communities Happen

ATTENDEES

EXECUTIVE COMMITTEE:

- David Fields, AICP, Chair
- Catherine Duffy, Vice-Chair for Outreach
- Daniel Haake, AICP, Vice-Chair for Policy
- Lawrence Lennon, AICP, Vice-Chair for Programs
- Janet Jenkins, AICP, Treasurer
- Hilary Perkins, AICP, GISP, Secretary

GUESTS:

- Mitchell Silver, AICP, APA President
- Jeryl Phillips, AICP, President-Virginia Chapter
- A representative-National Capital Chapter
- Jason Jordan, APA Legislative & Policy

REGRETS

None

CALL TO ORDER

The meeting was called to order at approximately 5:08 pm (eastern), with a quorum of Executive Committee members confirmed.

WELCOME & INTRODUCTIONS

Mitchell Silver, APA's President, provided opening remarks. The APA Board of Directors has recently adopted new six-page strategic plan for the APA. The plan is differently focused than previous APA strategic plans and members are encouraged to read it. Silver said the Board wants APA to change and to remain relevant, using planning to lead, inspire, and innovate. He wants planners to talk about planning and its importance in creating jobs and improving the economy, along with public health, safety, and welfare.

CHAIR - DAVID

**DIVISIONS
COUNCIL MEETING**

- The Divisions Council was presented with the new APA strategic plan. For APA, planning priorities have changed - transportation isn't as important as before, and has been usurped by economic development. Planners need to be able to talk about what a project means in financial terms (jobs, ROI, etc).
 - APA indicated that the Divisions should begin to focus on:
 - Shrinking Cities
 - MegaRegions
 - Changing Faces of America
- Divisions have been asked to start producing materials on these subjects, including webinars, articles, etc.
- We have the opportunity to reach out to other Divisions within APA (economic development division, in particular) to learn more about how to do this in terms of economic development. As transportation planners, we need to better educate ourselves about the financial and economic development side of our projects.

**NATIONAL
CONFERENCE**

- Volunteers are needed to work the TPD booth at the National Conference.
- Volunteers are also needed to help coordinate with the Latinos in Planning Division on a transportation track at the National Conference.

FAICP

- The TPD is co-sponsoring with the Florida Chapter to nominate Whit Blanton for FAICP. We believe this is the first co-sponsorship of this nature that has been done within APA.

**PROFESSIONAL
COORDINATION**

- The TPD Board has reached out to CNU, AIA, ASCE, and ITE to help put them in contact with local chapters. The Board would like help from TPD members who are members of multiple organizations to help make these ties at the local chapter level.

GREETINGS FROM CO-SPONSORING CHAPTERS (VIRGINIA & NATIONAL CAPITAL)

The President of the Virginia Chapter said that they are excited to work with the TPD, as well as other divisions. The Chapter had solicited TPD sponsorship with their state conference, which they reciprocated with the TPD meeting at Rail~Volution. The Chapter would like local TPD members to help contribute their expertise to help with their programming, and also to help with policy development at the state level on legislation and policy efforts. National Capital Chapter would also like to work with TPD on training opportunities, particularly with regard to the transportation specialty certification.

VICE-CHAIR FOR POLICY - DAN

STATE OF TRANSPORTATION PLANNING 2012	<ul style="list-style-type: none">▪ Dan provided an overview of this effort, which is prepared every two years. It is a large undertaking and work is beginning now.
PLANNERS ADVISORY COUNCIL	<ul style="list-style-type: none">▪ Members who have been on the PAC are invited to stay, but draft criteria have been developed for new members. They are also looking at integrating the PAC and Research Committee. They intended to use the next monthly e-blast to ask for feedback.
ONGOING APA RESEARCH	<ul style="list-style-type: none">▪ This is tied to the initiatives David mentioned previously, also with other APA initiatives. We are also working on developing a partnership with the sustainable communities (HUD, DOT, and EPA) grant initiative.

APA DIRECTOR OF GOVERNMENT & POLICY - JASON JORDAN

LEGISLATIVE UPDATE	<ul style="list-style-type: none">▪ Current House and Senate appropriations bills are similar. APA priorities are focused on these, along with HUD funding. Something is expected to be passed before November 18, but it probably will be a series of small bills, not one big bill. The bill in the Senate is more positive; however APA is not happy with the funding numbers. The Senate bill has money for TIGER, New Starts, and high speed rail, none of which are in the House bill. However, the House bill has money for CDBG, which the Senate doesn't. The funding levels in both bills are similar (<i>only</i> \$150 million apart!).▪ TPD members and leaders need to be responsive to APA's legislative and policy alerts to make our voices heard as this important legislation moves forward.
OPPORTUNITIES TO ENGAGE	<ul style="list-style-type: none">▪ The Federal Railroad Association released guidebook on site planning around rail stations both inner city and commuter. APA would like to engage the TPD with the next generation of this guide.▪ Other opportunities include a reauthorization bill for infrastructure investment is still an opportunity for bi-partisanship in the Congress.▪ APA also invites division input on comments on DOT's new rules.▪ Jason also mentioned Tuesdays at APA for policy discussions on a variety of topics. They also have a breakfast series.

VICE-CHAIR FOR OUTREACH - CATHERINE

MEMBER SURVEY	<ul style="list-style-type: none">▪ The survey revealed that we have lots of experience in the Division, much of it cross-cutting. TPD members are looking for professional development; they would particularly like addition webinars (looking for volunteers to do a webinar).
NEWSLETTER	<ul style="list-style-type: none">▪ We have two new newsletter editors and expect great things from them!
CTP EXAM GUIDANCE	<ul style="list-style-type: none">▪ We continue working on guidance for certified transportation planner exam, and are looking for people to contribute to this document. The first exam pass rate was lower than what was expected.

VICE-CHAIR FOR PROGRAMS - LARRY

BY-RIGHT

- We had 24 submissions for the Division's one by-right session, which was great. TPD's session is, "The Impacts of Zoning and Land Use Regulations on Goods Pick Up and Delivery in Urban Areas." Proposals that were not selected were automatically sent to the APA program committee for review.

SCAVENGER HUNT AT NATIONAL CONFERENCE

- We are coordinating with the local chapter to gather items for this event. It will probably be four person teams with a two hour time limit to find as much as they can. There will be fabulous prizes. This event will be instead of a Division dinner.

TREASURER - JANET

BUDGET

- Financially, the division is in good shape. Janet has been working to clean up unused budget items.
- The budget breaks down to about a third returned to APA for dues and other items, a third for Board travel as required by the by-laws, and a third for division projects, programs, and research.

David moved and Hilary seconded to approve the budget. Motion carried.

- The approved budget is attached to these minutes.

SECRETARY - HILARY

VANGUARD CABINET

- Hilary has been working with four young transportation planner to develop a Vanguard Cabinet to encourage networking and professional development for young transportation planners within the TPD. While there are other young professionals in transportation groups out there, these young planners believe that the TPD can fill a niche by providing networking and professional development opportunities that will both help them in their careers and encourage them to stay in the TPD as their advance their careers.
- The proposal from the Vanguard is attached to these minutes.

ADJOURN

Time: 7:17 pm (eastern)

*Respectfully submitted,
Hilary Perkins, AICP, GISP, Division Secretary*



Agenda

- I. Welcome and Introductions**
 - II. Chair's Report (David Fields)**
 - Joint Meeting and Networking Reception with APA National Capital Chapter and Virginia Chapter (time for both Chapters)
 - APA Leadership Workshop and Division Council Activities
 - 2012 APA National Conference
 - Divisions Booth
 - Co-Sponsored Transportation Sessions with Latino in Planning Division
 - FAICP Nomination
 - Professional Coordination
 - III. Vice-Chair for Policy Report (Dan Haake)**
 - State of Transportation Planning 2012
 - Planners Advisory Council
 - Ongoing work with APA (Policy Guides, etc)
 - Reauthorization and the TPD
 - APA Legislative update (Jason Jordan)
 - IV. Vice-Chair for Outreach (Catherine Duffy)**
 - Website
 - Member Survey Results
 - 2012 Webinar Program
 - Newsletter
 - AICP CTP Supplemental Study Materials
 - V. Vice-Chair for Programs (Larry Lennon)**
 - By Right Session
 - Business Meeting and Reception
 - Scavenger Hunt
 - VI. Treasurer's Report (Janet Jenkins)**
 - FY 2011 budget report and FY2012 budget adoption
 - VII. Secretary's Report (Hilary Perkins)**
 - Young Planners Initiative
 - VIII. New Business and Open Discussion**
 - IX. Post-Meeting Joint Reception:**

Location: Tono Sushi
2605 Connecticut Ave NW
Washington, DC 20008
202.332.7300
www.tonosushi.com
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TPD Semi-Annual Business Meeting/Reception

Rail-Volution

Washington, DC

October 17, 2011



American Planning Association
 Transportation Planning Division
 Making Great Communities Happen

Sign-In Sheet

Name	Organization	Email	Telephone	TPD Member? (Y/N)
David Fields	AN	oliver@7leaves.com	917-584-1731	Y
Tom Prost	BBPA LLC	TPROST@bbpa.com	443-261-1982	Y
Tom Smyth	Hawaii OMPPO	tjsmyth6@aol.com	808-371-1637	Y
MICHAEL BURRICK	URBAN VISIONS	MICHAELBURRICK@URBANVISIONS.NET	203 537 0708	Y
Brian Laversty	Parsons Brinckerhoff	laversty@pbworld.com	202-666-5313	Y
Paul Salano	Project for Public Space	PaulSalano@projectforpublicspace.org	917-657-6741	Y
Alex Lee	CITIZEN HILL	alex.lee@citizenhill.com	571 294 4555	N
Cherise Johnson	Fountain Square	sjohnson@fountain.org	301 774 4866	Y
Crystal Cummings	Parsons Brinckerhoff	cummings@pbworld.com	202-661-5323	Y
CRISTINA SASSAKI	GENSLER	CRISTINA-SASSAKI@gensler.com	202-776 7607	N
MARC OLIPHANT	Dept of NAVY	MARCOLEPHANT@HOTMAIL.COM		Y
Abel Comeau	TPD Choir	abel.comeau@dot.gov	202-366-5507	Y
HAL JOHNSON	Utah Transit	hjohnson@ride.utah.gov	801-237-1905	Y
Leonard Wolfenstein	Fairfax County DOT	leonard.wolfenstein@fairfaxcounty.gov	202-124-2059	Y
Barbara McCann	Natl. Complete Streets C.	bmcann@completestreets.org		N
Brian Lutenege	Gen. Elliott	blutenege@elliott.com	703-537-7456	Y

TPD Semi-Annual Business Meeting/Reception
 Rail-Volution
 Washington, DC
 October 17, 2011



American Planning Association
 Transportation Planning Division
 Making Great Communities Happen

Sign-In Sheet

Name	Organization	Email	Telephone	TPD Member? (Y/N)
Rodney Harrell	AARP	harrell@aarpp.org	202 434 3966	Y
ARLOVA JACKSON	NEA-APTA / PCOP	arlova.jackson@dc.gov	202 442 8814	N
Lee Furner	AECOM	lee.furner@aecom.com	703-340-3042	Y
Carol Ruppel	TropiCasulties	CAROL.TRUPPEL@GMAHC.COM	301.304.4220	N
JASON MUMFORD	AECOM	jason.mumford@aecom.com	703 340 3059	N
BRENT BARNES		BRENTBARNES@GMAIL.COM	908-578-5183	Y
DENNIS CANNON	SYNERGY, LLC			Y

**APA TRANSPORTATION PLANNING DIVISION
PROPOSED FEDERAL FISCAL YEAR 2012 DRAFT BUDGET**

<u>Revenues & Expenses</u>	<u>Budget</u>
<u>REVENUES</u>	
Rebates	\$ 26,000
Other (co-sponsorships)	\$ 750
Previous Year Carry-over	\$ 5,370
<u>Total Receipts</u>	<u>\$ 32,120</u>
<u>EXPENSES</u>	
<i>APA DUES</i>	
APA National Dues	\$ 8,800
Division Council Dues	\$ 2,600
<i>Subtotal - APA Dues</i>	\$ 11,400
<i>MEMBER COMMUNICATIONS</i>	
Printing & Distribution	\$ 2,000
Membership - E Mailings (vertical response)/Survey	\$ 400
Web Page: Maintenance/Access	\$ 600
<i>Subtotal - Member Communications</i>	\$ 3,000
<i>PROGRAMS</i>	
Student Paper Awards	\$ 1,500
Business Meetings & Receptions	\$ 3,300
Certification Maintenance	\$ 400
Research/Sponsorships	\$ 1,400
Technical Assistance	\$ 400
<i>Subtotal - Programs</i>	\$ 7,000
<i>ADMINISTRATIVE</i>	
Board Travel (Fall Leadership, Rail~Volution, & APA Annual Conference)	\$ 10,600
Bank Fees	\$ 100
<i>Subtotal - Administrative</i>	\$ 10,600
<u>Total Disbursements</u>	<u>\$ 32,000</u>
<u>ESTIMATED SURPLUS (DEFICIT)</u>	<u>\$ 120</u>

**APA TRANSPORTATION PLANNING DIVISION
FISCAL YEAR 2011 BUDGET**

<u>Income & Expenses</u>	<u>Assumptions</u>	<u>Budget</u>	<u>Final Year End</u>
REVENUES			
Rebates (Gross - see below for APA & Division fees)		\$ 21,000	\$ 22,836
Discrepancy between bank statement & APA 3Q rebate		\$ -	\$ 448
Division Council		\$ -	\$ -
Other (Reception & Conference co-sponsorships)		\$ -	\$ 1,515
Previous Year Carry-over		\$ 5,500	\$ 5,663
<u>Total Estimated Receipts</u>		<u>\$ 26,500</u>	<u>\$ 30,461</u>
EXPENSES			
MEMBER COMMUNICATIONS			
<u>Newsletter</u>		\$ -	\$ -
	Subtotal - Newsletter	\$ -	\$ -
<u>Printing</u>			
Distribute/printing		\$ 1,000	\$ 2,019
	Subtotal - Printing	\$ 1,000	\$ 2,019
<u>Membership Drive</u>			
Phone Calls		\$ -	\$ -
Mailings/Letters		\$ 400	\$ 113
Outreach/Vertical Response		\$ 500	\$ 290
	Subtotal - Members	\$ 900	\$ 403
<u>Web Page</u>			
Maintenance/Access		\$ 500	\$ 239
Technology & Bank Fees		\$ 200	\$ 60
	Subtotal - Web Page	\$ 700	\$ 299
ADMINISTRATIVE			
Board Travel (Fall Leadership, Rail~volution, & Annual Conference)		\$ 5,500	\$ 6,220
Elections		\$ 1,000	\$ -
APA Fee		\$ 3,300	\$ 6,253
Division Council Assessment		\$ 3,478	\$ 2,489
	Subtotal - Admin.	\$ 13,278	\$ 14,961
PROGRAMS			
Student Paper Awards		\$ 1,500	\$ 1,500
Business Meetings & Receptions		\$ 3,000	\$ 4,393
Certification Maintenance		\$ 1,500	\$ 220
Research/Sponsorships		\$ 3,000	\$ 1,150
Technical Assistance		\$ 500	\$ 146
Marketing		\$ 500	\$ -
APA Conference Booth		\$ 500	\$ -
	Subtotal - Program	\$ 10,500	\$ 7,409
<u>Total Estimated Disbursements</u>		<u>\$ 26,378</u>	<u>\$ 25,091</u>
<u>ESTIMATED SURPLUS (DEFICIT)</u>		<u>\$ 122</u>	<u>\$ 5,370</u>

Mission Statement

The proposed APA-TPD Young Vanguard's mission is to work closely with the TPD Board to create and sustain policies and programs designed to cultivate young TPD members as future transportation planning leaders. Comprised of passionate young adults from different transportation planning disciplines, the Vanguard would aim to position the Division as a place of opportunity for ambitious transportation planning professionals who are committed to improving the profession via innovation, collaboration, networking, and professional development.

Goals of the Young Planner Program

The primary goal of the Vanguard is to address the needs of young transportation planners within APA to:

- Provide professional development opportunities,
- Provide networking opportunities, and
- Provide recognition opportunities.

In addition, the Vanguard will ignite interest in APA for younger planners and ensure continued involvement in APA.

The following proposes ideas for collaboration between APA-TPD and the Vanguard:

Potential Programs and Activities

- Professional development:
 - Leadership webinar series
 - Mentorship program
 - AICP CM credit benefits (discounts for certain events)
 - AICP and AICP CTP Studying/Resources
 - Presentation practice sessions/webinars
 - Contributions to APA-TPD Newsletter and other APA publications
- Networking opportunities:
 - Utilization of social networking technology/platforms to create networking opportunities
 - Contribute to APA-TPD discussions on LinkedIn and Facebook
 - Contribute to annual meeting
- Recognition:
 - Annual (Student) Paper Awards
 - Transportation Scholarship to attend annual APA conference
 - Top Ten Emerging Leaders / Planners

Resources

- Financials:
 - Potential Impact on APA-TPD Budget:
 - Discounts for AICP CM credit
 - Transportation Scholarship to Attend Conference for Young Planners / Incentives
 - Mentoring Program
 - Webinar training sessions
- Operations: Committee will volunteered time to coordinate and run program