



California Planning Roundtable

APA CALIFORNIA CHAPTER CONFERENCE **OCTOBER 24, 2016**
11:30 am to 1:30 pm, Room 205

BUSINESS MEETING AGENDA

1. Call to Order
2. Roll Call (Silent)
3. Recognition of Emeritus Members
4. July 11 – 12, 2015 Business Meeting Notes (Carol Barrett)
Action: Approval
5. Financial Report (Laura Stetson)
Action: Receive and File
6. Membership Committee Report (Simran Malhotra)
 - a. New Membership Welcome
 - b. Committee Recommendations for Academic and State/Federal Open Positions
Action: Approve Invitation to Next CPR Meeting
 - c. Request Emeritus Status for Marvin Roos
Action: Approve request
 - d. Reinstate Susan Harden for Active Membership
 - e. Request Submittal of Nominations for Vacant North Public Position by November 11, 2016
 - f. Membership Manual
Action: Approval
7. Communications Committee Report (Miguel Vasquez and Jeff Lambert)
 - a. Action Plan: Cal Planner Articles and Annual Report
 - b. Website Upgrade Status Report
Action: Receive and File
8. Collaborative Leadership Sessions with APA Cal Chapter Sections—Status Report (Hanson Hom)
Action: Receive and File

9. Project Status Reports Request for Status Reports for October Business Meeting—Please Limit to 3 Minutes
 - a. Reinventing the General Plans (Elaine Costello)
 - b. Healthy Communities (Miguel Vasquez)
 - c. Infill Development (Matt Taecker and Tony Lashbrook)
 - d. Economics and Fiscal (Stan Hoffman)
 - e. Demographics (Sue Stoddard and Laura Stetson)

Action: Receive and File

10. November 11-13 Retreat, Lake Arrowhead (Hanson and Laura)

- a. Logistics Overview
- b. Program Objectives: “Big Picture Issues Affecting Planning in California and CPR’s Role/Projects in Addressing These”
- c. Preliminary Agenda Overview
 - ▶ Friday
 - 4:00 pm Check-in
 - 5:30 pm Happy Hour (BYOB)
 - 6:30 pm Dinner
 - 8:00 pm Informal Activity
 - ▶ Saturday
 - 7:30 am New Members’ Orientation (Tavern Room)
 - 8:00 am Breakfast
 - 8:45 am Convene Meeting (Pine View Room)
 - 9:00 am CPR History
 - 10:00 am Discussion Break Out Meetings—Important Issues Affecting Planning in California
 - 12:00 pm Lunch
 - 1:00 pm Discussion and Action—CPR Projects and Initiatives
 - 3:00 pm Time for Personal Activity and Renewal
 - 5:30 pm Happy Hour (BYOB)
 - 6:30 pm Dinner
 - 8:00 pm Informal Activity (optional)
 - ▶ Sunday
 - 8:00 am Breakfast
 - 8:30 am Project team meetings
 - 9:45 am Business meeting (including scheduling of 2017 meetings)
 - 11:30 am Adjourn
 - 12:00 pm Check-out

d. Notes:

- ▶ For those arriving early, we will identify a restaurant or bar for afternoon festivity
- ▶ Alcohol is not served and each member may bring their own beer and/or wine

11. January 19-20 Meeting, Sacramento (Hanson Hom)

- a. Select Meeting Planning Team
- b. Hotel: Citizen Hotel, \$179/night—December 22 Deadline to Reserve Room
- c. Program Ideas

12. Other Business

13. Closing Comments (Woodie Tescher)

14. Adjourn to November 11 – 13 Retreat in Lake Arrowhead



California Planning Roundtable

BUSINESS MEETING **July 29, 2016**

Berkeley, Wurster Hall

Members Present: Barrett, Bertoni, Chen, Costello, Clementson, Dinwiddie-Moore, Dock, Falletta, Lambert, Hinds, Hom, Kahn, Malhotra, Moore, Roberts (Marc), Roberts (Terry), Roos, Snellings, Stetson, Taecker, Tatum, Tescher, and Vazquez.

Members Absent: Anderson, Creswell, Davis, Hoffman, and Jacobson.

Emeritus Members Present: Booher, Mintier, Ruggiero, and Stoddard

AGENDA

Follow-up items are listed in bold italics. Actions are underlined.

Summary of Follow-up Actions

Everyone to review the draft Membership Manual. Be prepared to take action at a future business meeting. Send comments and corrections to Simran by the end of August.

Everyone to submit names to Simran by the mid or end of August for current Roundtable vacancies. See notes for details.

CPR Board to discuss issue of who has access to the website for posting content.

Reinventing the General Plan Team to consider if they want to continue their work on the original premise of re-inventing the General Plan and step away from the focus on work with OPR.

Infill Team to report at the October meeting and present a final determination as to whether a separate website is needed for the infill project.

Give formal consideration to the establishment of a working Team on the topic of gentrification.

Vivian Kahn, Victor Rubin, Mark Rhoades, Elaine Costello, and Vince Bertoni volunteered or were volunteered to work with Infill Team on topic of gentrification.

Woodie said that in November we should talk about the topics where we have significant overlap/interrelationships among Teams.

Everyone is invited to comment on the draft economic development paper.

Liz volunteered her home for a reception during the Conference in Pasadena.

Woodie Tescher, President, called the business meeting to order at 2:14 p.m. On behalf of the members, he expressed his appreciation for the work done to arrange the very excellent program as well as the fine meetings arrangements. Applause followed.

Call to Order and Acknowledgements

Woodie expressed his appreciation for all of the emeritus members who attended the meeting: Founder Dave Booher, Larry Mintier, Janet Ruggiero, and Sue Stoddard.

Recognition of Emeritus Members Present

On behalf of the Roundtable, Woodie extended a welcome to new member candidates Terry Watt, Tanisha Taylor, and Kacey Lizon. Each spoke a few words of introduction.

Welcome to New Member Candidates

Woodie mentioned that the October 24th business meeting of CPR at the Pasadena Conference will be held from 11:30 am to 1:30 pm, in Room 205 in the conference center.

Other Announcements

Woodie mentioned that Tom Jacobsen is riding across Iowa has an excused absence.

Jeff Lambert moved the approval of the meeting notes from the May 13, 2016, business meeting. Marc Roberts seconded the motion. The meeting notes were approved.

Approval of meeting notes from Long Beach Business Meeting

Laura Stetson referred members to the Financial report which was included in the agenda meeting materials. Laura reported that we've had to put down a large deposit for the retreat and that she will be sending out invoices in advance of the meeting. She asked members to be prepared to remit payment promptly upon receipt of the invoices.

Treasurer's Report

Woodie announced that the Treasurer's report was noted and filed.

Simran Malhotra reminded everyone that her report was included in the packet. She stated the results of the election as follows:

Membership Report

Coleen Clementson – President

Woodie Tescher – Immediate Past President

Simran Malhotra, Vice President of Operations

Hanson Hom, Vice President of Programs
Jeff Lambert, Vice President of Communications,
Laura Stetson, Treasurer
Liz Fallea, Secretary

The draft Membership Manual was sent to everyone in advance of the meeting. Simran extended her appreciation to Jeannette for her work on this as well as to Board members who assisted with proofing. ***Please review the material and be prepared to take action at a future business meeting. Send comments and corrections to Simran by the end of August.***

Membership
Manual

Simran reported that we have requests for emeritus status from Tony Lashbrook and Cathy Creswell. Laura Stetson moved, and Marvin Roos seconded, that both be granted emeritus status. The motion was approved after a bit of general moaning over the loss of such talented and committed planners.

Action on Emeritus
Requests

Woodie said that Marv Roos will be submitting his request to go emeritus.

Board Vacancies

Simran noted that we currently have three candidates who were introduced earlier today. Linda Tatum moved that the ballot be sent out for these names. Marc Roberts seconded the motion which was approved.

Assuming approval of these three candidates, we will have three additional vacancies: one non-local, one north public, and one academic. ***Simran reminded the Roundtable that she has been seeking candidates for the academic vacancy for the past month but that additional names are welcome until August 12th. Names are also needed on the same schedule for the non-local position and the North Public slot. Simran suggested the possibility of moving Tanish Taylor (CALCOG) to the non-local slot. However, Janet recommended that the North Public slot go to someone who works for a state agency. These names are needed by August 26th.***

Simran stated that when we take action on Marvin Roos' application for emeritus status, this would automatically return Susan Harden who has been on a leave of absence.

Miguel Vazquez reported that the next issue of Cal Planner will feature an article on Coleen Clementson. Miguel noted that we will have a booth in the exhibit area and that we will need to have folks staff the booth.

Communications

Laura reported that Jeff Lambert working on web site refinement with Miles. Tim Snelling is also engaged. They are evaluating options and also building the infill web site. Tony Lashbrook observed that the hardest thing is to get new content from the members.

Web Site Update

The issue was raised as to who will have access to add content to the site. Woodie said the Board will discuss this issue.

Status of Working
Committees

Woodie recommended that we delete the Financial Committee. Originally the committee was to work on fundraising through foundations. The goal had been to fund the General Plan project. But there is no real on-going strategy. There was general consensus to eliminate the Financial Committee.

Project Team
Reports

General Plan Guidelines – Woodie reported that we are still doing some working on the document and searching out responses to specific questions. **Woodie asked the Team to consider if they want to continue their work on the original premise of re-inventing the General Plan and step away from the work with OPR.**

Updating the
General Plan
Guidelines

Miguel Vazquez reported that the web page has been launched. He explained that he would like to allow the use of the CPR logo in marketing for a meeting of County Health Officers and Planning Directors. It would have the advantage of helping to increase our visibility. He encouraged the Roundtable members to consider this use as a pilot. Later we can consider the value of such use. Woodie asked if there were any objections. No objections were raised. Woodie advised Miguel to allow the use of the CPR logo in marketing a joint meeting of the County Health Officers and Planning Directors.

Healthy
Communities

Vivian reminded everyone that we have a Facebook page and we can post articles prepared by members. She encouraged members to send photos of activities as well. Miguel said he would respond with content from the meeting for the Facebook page.

Tony Lashbrook reminded everyone that a new draft paper has just been completed and is being circulated for comments. They are consulting on the web site design to ensure that the resource page has the desired prominence. They are still considering the option of their own stand alone web page. They continue to make good progress on the development of articles. He noted that Coleen is on a working group that is producing case studies. There is a full day training session about this at the Pasadena conference. The Team will be using the crowdsourced funds for revamping the website. **They will report on this at the October meeting and be able to present a final determination as to whether a separate website is needed for the infill project.**

Infill

Matt Taecker said that the Infill Team had identified the importance of addressing gentrification. They will be recommending next steps. **Vivian Kahn, Victor Rubin, and Mark Rhoades all volunteered to be part of the conversation.**

Woodie said we might want to bring this up as its own separate effort as a Team. A more formal consideration is required.

Elaine said that the Demographics Team would like to be involved in the work on gentrification and asked that her name be included so that the work of the Demographics Team could be integrated. **Mark Rhoades volunteered Vince Bertoni to be included in the conversation.**

Woodie said that in November we should talk about the topics where we have significant overlap/interrelationships among Teams.

Laura Stetson commented on the work of the morning and the linkage of the discussion on infill to its demographic impact. The Team is completing its work on the resources list in advance of work being completed on the web site. Demographics

On behalf of Hanson Hom, Woodie reported that work is well underway on the conference session and they are working with Sections to offer training as well. Janet said that the Sacramento Section will try to schedule their training in conjunction with the January meeting of the CPR to allow those who are already in town to be part of the faculty. Interest has also been expressed by Los Angeles, San Diego, and the Inland Empire. This training is not for entry level planners but for those with about five years of experience who are ready to move up. Core Competencies/ Essential Professional Skills

Miguel recommended that the Roundtable be prepared to offer some form of training in every community where we have a meeting.

Woodie advised that the Team has produced a new draft document. Coleen reminded everyone of the genesis of the paper. It builds on the program we had in Woodland covering current economic development tools and how to strengthen them. **She invited those who are interested in the topic to comment on the draft to Stan Hoffman by Friday, August 12.** She noted that the paper will be used as a basis for the CPR panel presentation and discussion at the Pasadena conference. The paper will be updated after the panel discussion and distributed again for CPR member review before it is finalized. Economic Development

Other Business

Upcoming Meetings

Woodie brought up the matter of what topics should be covered at the retreat. He observed that there is a general feeling about preferring the meeting to be content rather than process driven. He encouraged people to send their thoughts/ideas/papers. Woodie thanked Tim for what he has sent. Woodie said they will try to carve out some free time in the agenda.

Liz volunteered her home for a reception during the Conference in Pasadena.

Woodie asked that it not be scheduled against the consultant's reception and mentioned Saturday as a possibility.

Planning is underway for the retreat at Lake Arrowhead which is scheduled for November 11-13. Laura said that the rooms are doubles and that we need to pick suite mates and **secure a better head count.**

Woodie thanked everyone who helped plan the very successful meeting which was adjourned at 3:46 p.m.

Adjourn

DRAFT

CPR Active Membership Contact List - Last Updated October 10, 2016

	Name	Employer	Title	Address	email	Phone Contact	Geog.	Agency	Member Since
1	Anderson, William FAICP	AECOM	Principal, VP	401 West A Street., #1200 San Diego, CA 92101	william.anderson3@aecom.com wranderson333@gmail.com	619.610-7708 (W) 619.992.1402 (C)	South	Private	2008
2	Barrett, Carol FAICP	City of Burbank	Assistant Community Development Director	150 N. Third Street Burbank, CA 91519	carolbarrett@gmail.com	818.238.5250 (W) 512.731.0755 (C)	South	Public	2012
3	Bertoni, Vince AICP	City of Los Angeles	Planning Director	Los Angeles, CA	vince.bertoni@lacity.org vince.bertoni@gmail.com	(213) 978-1271 (W)	South	Public	2006
4	Chen, Alice AICP	Emergent Transportation Concepts	Principal Planner	5516 Kales Avenue, Oakland, CA 94618	alice@emergent-trans.com	510.332.1192 (C)	North	Private	2015
5	Clementson, Coleen	SANDAG	Principal Regional Planner	401 B Street Suite 800 San Diego, CA 92101	ccl@sandag.org bryancllementson@att.net	619.699.1944 (W) 619.850.6179 (C)	South	Public	2012
6	Costello, Elaine FAICP	N/A	Consultant	214 Aragon Boulevard San Mateo, CA 94402	elaine.costello@gmail.com	650.483.8960 (C)	North	Public	1997
7	Davis, Tom AICP	Agua Caliente, BCI	Chief Planning and Development Officer	5401 Dinah Shore Drive Palm Springs, CA 92264	Tdavis@aguacaliente-nsn.gov	760.699.6960 (W)	South	Private	2012
8	Dinwiddie-Moore, J., FAICP	Dinwiddie and Associates	Principal	17 Hillcrest Court Oakland, CA 94619	dinwidd@gmail.com	510.531.4150 (W) 510.912.9125 (C)	North	Private	2011
9	Dock, Fred AICP	City of Pasadena	Director, Dept. of Transportation	221 E. Walnut Street, #210 Pasadena, CA 91101	fdock@cityofpasadena.net	626.744.6450 (W)	South	Public	2015
10	Falletta, Liz	USC	Associate Professor (Teaching)	861 S. Orange Grove Blvd. Pasadena, CA 91105	falletta@price.usc.edu	323.683.6355 (C)	N/A	Academic	2015
11	Hinds, Alex	SSU Center for Sustainable	Managing Consultant	1801 East Cotati Avenue Rohnert Park, CA 94928	alexhinds47@gmail.com hindsa@sonoma.edu	805.704.7510 (C)	N/A	Academic	2010
12	Hoffman, Stan FAICP	SRHA	President	11661 San Vicente Bl, #306, Los Angeles, CA 90049	stan@stanlevrhoffman.com	310.820.2680 (W)	South	Private	1981
13	Hom, Hanson AICP	City of Sunnyvale	Assistant City Manager	456 West Olive Avenue Sunnyvale, CA 94088-3707	hhom@sunnyvale.ca.gov hansonapa@gmail.com	408.730.7450 (W) 408.598.0370 (C)	North	Public	2013
14	Jacobson, Thomas JD, FAICP	Sonoma State University	SSU Environmental Studies and Planning	1801 East Cotati Avenue Rohnert Park, CA 94928	tom.jacobson@sonoma.edu	707.664.3145 (W) 415.816.2713 (C)	N/A	Academic	2000
15	Kahn, Vivian FAICP	Dyett & Bhatia	Associate Principal	737 2nd Street #307 Oakland, CA 94607	vkahn@kmort.com vivian@dyettandbhatia.com	510.842.0542 (W) 510.316.9206 (C)	North	Private	1986
16	Lambert, Jeff AICP	City of Ventura	Community Development Director	1522 Santa Barbara Street Ventura, CA 93001	jlambert@cityofventura.net	805.901.4229 (C)	South	Public	2008
17	Lizon, Kacey	SACOG	Planning Manager	1415 L Street, Suite 300 Sacramento, CA 95814	klizon@sacog.org	916.340.6265 (W) 916.397.5272 (C)	North	Public	2016
18	Malhotra, Simran AICP, Assoc. AIA	The Arroyo Group	Principal	16 North Marengo Av. #405 Pasadena, CA 91101	simran@arroyogroup.com	626.584.8946 (W)	South	Private	2011
19	Rhoades, Mark AICP	Rhoades Planning Group	President/CEO	1611 Telegraph, Ste. 200 Oakland, CA 94612	mark@rhoadesplanninggroup.com	510.219.3943 (C) 510.545.4340 (W)	North	Private	2011
20	Roberts, Marc	City of Livermore	City Manager	1052 So. Livermore Avenue, Livermore, CA 94550	mroberts@cityoflivermore.net	925.960.4051 (W) 925.580.4552 (C)	North	Public	2014

CPR Active Membership Contact List - Last Updated October 10, 2016

	Name	Employer	Title	Address	email	Phone Contact	Geog.	Agency	Member Since
21	Roberts, Teresa (Terry)	California Air Resources Board	Manager of Sustainable Communities Policy &	9500 Telstar Avenue El Monte, CA 91731	troberts@arb.ca.gov terry.kim.roberts@gmail.com	626.450.6182 (W) 626.423.2416 (C)	NA	Non-Local (State)	2013
22	Roos, Marvin	MSA Consulting	Senior Advisor	34200 Bob Hope Drive Rancho Mirage, CA 92770	mroos@msaconsultinginc.com	760.320.9811 (W) 760.250.8452 (C)	South	Private	2001
23	Rubin, Victor	PolicyLink	Vice President of Research	1438 Webster Street, #303 Oakland, CA 94612	victor@policylink.org victorrubin1@gmail.com	510.663.2333 (W)	North	Private	2006
24	Snellings, Tim AICP	Butte County	Director, Dept. of Development Services	7 County Center Drive Oroville, CA 95965	tsnellings@buttecounty.net	530.263.8488 (C) 530.538.7601 (W)	North	Public	2016
25	Stetson, Laura AICP	MIG	Principal	537 S. Raymond Avenue Pasadena, CA 91105	lstetson@migcom.com stetson3@earthlink.net	818.388.4286 (C) 626.744.9872 (W)	South	Private	2011
26	Taecker, Matt AICP, AIA	Taecker Planning & Design	Principal	2140 Shattuck Avenue #208 Berkeley, CA 94704	matt@taeckerplanning.com	510.333.9231 (W)	North	Private	2005
27	Tatum, Linda F. AICP	City of Long Beach	Planning Bureau Manager	333 West Ocean Blvd., 5 th Fl., Long Beach, CA 90802	Linda.Tatum@longbeach.gov	562.570.6261 (W)	South	Public	2005
28	Taylor, Tanisha	CALCOG	Director of Sustainability Planning & Policy	4556 Woodhawk Way Antelope, CA 95843	taylor@calcog.org	916.204.5717	North	Public	2016
29	Tescher, Woodie	Placeworks	Principal, Urban Design and Planning	700 S. Flower Street #600, Los Angeles, CA 90017	wtescher@roadrunner.com	213.623.1443 (W) 805.405.5712 (C)	South	Private	1997
30	Vazquez, Miguel A. AICP	Riverside Univ. Health System - Public Health	Healthy Communities Planner	P.O. Box 7600 Riverside, CA 92506	mavurbanplanning@gmail.com mvazquez@rivcocha.org	951.830.8101 (W) 951.866.6912 (C)	South	Public	2011
31	Watt, Terry AICP	Terry Watt Planning Consultants	Owner	1937 Filbert Street San Francisco, CA 94123	terrywatt@att.net	415.563.0543 (W) 415.377.6280 (C)	North	Private	2016
32	<i>Vacant</i>						NA	Non-Local (State)	
33	<i>Vacant</i>						North	Public	
34	<i>Vacant</i>						NA	Academic	

Active Emeritus Member Contact List - Updated October 10, 2016

No.	Name	Employer	Became Member	Emeritus Approved	Email	Phone No.	Address	Notes
1	Alexeeff, Valentin	Sonoma State	1993	1999	alexeeff@aol.com	925.360.0454		
2	Amoroso, Alex	City of Berkeley	2003	2013	alexamoroso@comcast.net	510.981.7520 (W) 510.908.0449 (CI)	2120 Milvia Street Berkeley, CA 94704	
3	Booher*, David FAICP	Consultant	1980	1994	dbooher@ccp.csus.edu	530.758.2774	912 Valencia Avenue, Davis, CA. 95616	Senior Policy Advisor, Center for Collaborative Policy California State University Sacramento
4	Carpenter, Jeffry, AICP	CRA/LA (Retired)	1981	2012	jeffry.carpenter@gmail.com	323.930.1627 (H) 323.243.5900 (C)	215 South Orange Drive Los Angeles, CA 90036-3010	
5	Claire*, William AICP	Claire Assoc.	1980	1995	whclaire3@comcast.net	805.691.9851 (H)	611 Aqueduct Way, Solvang, CA 93463	
6	Creswell, Cathy	Consultant	2002	2016	cat.creswell@comcast.net	916.712.6492 (C)	1807 7th Avenue, Sacramento, CA 95818	
7	Dalton, Linda	CSU East Bay	2002	2015	linda.dalton@csueastbay.edu	510.885.4120 (W) 805.215.0693 (C)	25800 Carlos Bee Blvd. Hayward, CA 94542	
8	DeSantis, Susan	SDS Assoc.	1985	1996;2006	desantis.susan@gmail.com	714.423.7323	12 Savona Court Newport Coast, CA 92657	
9	Early, David	PlaceWorks	2000	2006	dearly@placeworks.com	510.848.3815	1625 Shattuck Avenue, Suite 300 Berkeley CA 94709	
10	Goldberg, Gail FAICP	ULI Los Angeles	2003	2013	gail.goldberg@uli.org sgailgoldberg@gmail.com	213.221.7827x101	700 S. Flower St., Ste 1406 Los Angeles, CA 90017	
11	Goldberg, Wayne	Retired	1988	2010	ndblue@pacbell.net	707.526.5683	1676 Norte Way Santa Rosa, CA 95404	Wayne teaches at SSU.
12	Gurnee, T Keith	Urbadigm	2008	2015	kgurnee@gmail.com	707.696.2937 (C)	108 Broad Street San Luis Obispo, CA 93405	
13	Herson, Al FAICP	Attorney, Sohagi Law Group	2000	2011	hersona@comcast.net	916-834-7406 213.221.7827x101	15 Willow Cove Court Sacramento CA 95831	
14	Hightower, Sharon	Retired/Hightower Assoc.	1997	2008	hightowerassociates@ca.rr.com	909 624 8902	798 Via Santo Tomas Claremont, CA 91711	
15	Knox, Naphtali FAICP	Knox & Assoc.	1989	1998	knoxnaph@gmail.com	415-699-7333	1025 Forest Avenue, Palo Alto CA 94301	
18	Lashbrook, Tony	Town Manager, Town of Truckee	2005	2016	tlashbrook@townoftruckee.com jtashbrook@att.net	530.582.2901 (W) 530.414.3348 (C)	10183 Truckee Airport Rd., Truckee, CA 96161	
17	Loux, Jeff, Ph.D	UC Davis	2005	2013	jdlox@ucdavis.edu	530.757.8577 (W) 530.219.5101 (CI)	1333 Research Park Dr. #267 Davis, CA 95618-4852	
18	Macris, Marjorie FAICP	Consultant	1993	1999	MMacris@aol.com	415-381-6667	45 Wildomar St., Mill Valley CA 94941	
19	Massa-Lavitt, Sandra	Retired	1999	2005	massalavit@aol.com	714-325-0292	13580 Cedar Crest Lane Apt 110G, Seal Beach, CA 90740	
20	McCoy, Mike	California Strategic Growth Council	2000	2012	mike.mccoy@sqc.ca.gov	916.324.6665	1400 Tenth Street Sacramento, CA 95814	
21	Mintier, Larry FAICP	Mintier & Associates	1986	1999	mintierassociates@gmail.com	916.764.5700 (C)	1600 Parkridge Road Sacramento, CA 95822	



Member Manual

Adopted
October 2016



Table of Contents

SECTION	PAGE
Welcome Letter	
Letter of Commitment <i>To be signed and returned at the conclusion of Orientation</i>	
Introduction	1
Background and History	
Who We Are	
Vision	
Mission	
Strategic Plan	
Articles of Incorporation	
Bylaws	
CPR Membership Procedures and Guidelines	5
Membership	
Membership Criteria and Attributes	
Member Expectations	
Membership Status	
Member Selection Process	
Nomination Procedure	
Emeritus Status	
Leave of Absence	
Officer Procedures and Guidelines	12
Board of Directors/General Provisions	
Duties of Officers	
Criteria for the Office of the President	
Nominations and Election of Directors/Officers	
Transition to New Directors/Officers	
Meeting/Retreat Procedures and Guidelines	18
Regular Meetings	
Annual Retreat	
Funding of CPR Projects	
CPR on the Internet	24
CPR Reference Documents and Websites	25



California

Planning Roundtable

Welcome Letter

October 2016

Dear New Member:

Welcome to the California Planning Roundtable (Roundtable). We are thrilled that you are joining our organization at this exciting time in the organization's history.

This manual has been created to help you learn about the California Planning Roundtable and provide helpful guidance to you in understanding your role and responsibilities as a member.

We want to provide you the tools to make your membership experience productive and enjoyable. As part of your orientation, we hope this membership manual will be a good organizational reference source for you. Always feel free to contact our Vice President for Operations, Simran Malhotra, AICP, Associate AIA, or myself if we can provide more information, assistance or additional clarification. You can reach Simran at (626) 584-8946, or me at (310) 670-9221.

Again, welcome and thanks for making a commitment that will make a difference in the planning profession and in advancing great, sustainable and equitable communities in California.

Yours very truly,

Woodie Tescher
President

CPR Member Letter of Commitment

At the conclusion of your orientation, please read, sign and return this letter to the President or Vice President, Operations. Thank you!

Date: _____

SUBJECT: CPR MEMBER'S COMMITMENT TO SERVICE TO THE CALIFORNIA PLANNING ROUNDTABLE

Dear Member:

Since 1980, the California Planning Roundtable (CPR) has been dedicated to creating a better California by advancing the practice and profession of planning through foresight, insight, innovation, and leadership. The Roundtable is a non-profit 501(c) 3 organization of experienced planning professionals who are members of the American Planning Association. As a small volunteer organization, every member's commitment to participate fully in the organization is very important. We know that your time is valuable, and want your Roundtable service to be productive and enjoyable. We thank for your commitment to serve on the Roundtable. It's a commitment that we ask you not to take on lightly. We ask each member to commit to the following:

- Attend at least three of the quarterly meetings a year;
- Serve and actively participate on at least one organizational and one project committee;
- Provide support to the Roundtable's efforts, whether by time contributions or through the skills and in-kind services you provide;
- Serve as good stewards of the organization by making the time and taking the effort to be prepared for and participated in Committee and Roundtable discussions;
- Pay your membership dues and other meeting expenses no later than 30 days after the receipt of your invoice as this is the only funding source and the organization's budget is dependent on this.

We hope you have fully considered the commitment requested and have given thought to how you plan to make the Roundtable a better organization.

Statement of Commitment

_____ I commit to be a full and active participant in the Roundtable, and will to the best of my ability contribute the time, effort, and resources necessary to help the Roundtable grow and prosper.

Signature

Date

PRINT NAME



Introduction

Who We Are

CPR is an organization of experienced planning professionals who are members of APA, and who advocate for good planning in California through publications and web-based resources on critical planning issues and educational sessions. CPR's membership consists of 34 permanent members of planners from across the state with experience and expertise in a broad range of planning topics. Twenty-eight of the members are evenly divided between the public and private sectors, and between Northern and Southern California. Four of the remaining positions are reserved for members from academic institutions, and two are for members from agencies of the federal or state government.

As the “planning think tank” for the California Chapter of APA on critical policy and program issues, the Roundtable chooses one or more timely and significant California planning issues for study, and disseminates the results of the inquiries to California planners, the California legislature, and local public officials. CPR also organizes and conducts panels and other presentations for the APA California Chapter annual conference. The sessions include an annual panel on leadership in planning and other timely, topical conference sessions. The Roundtable also funds three \$1000 CPR Memorial Scholarships, awarded annually through the California Planning Foundation.

Vision

The California Planning Roundtable advances planning practice and influences policy through innovation and leadership to create healthy, prosperous and equitable communities.

Mission

The California Planning Roundtable is a resource for policy exploration, innovation and development for California planning to enhance the sustainability, equity and livability of California communities. CPR focuses on emerging policy issues with cutting edge solutions.



Background and History

The California Planning Roundtable (CPR or Roundtable) was initially envisioned in 1979 by David Booher, President of the California Chapter of the American Planning Association. David's goal was to establish a leadership group of California planners that could focus on cutting edge issues, provide a forum for learning and networking while providing policy guidance to the California Chapter of APA. The vision was an entity that could help bridge the gap between the increasingly complex challenges facing California and the inherent weaknesses of the governance structures that existed to address them.

The California Planning Roundtable was formally established in 1980. The structure of the organization was purposefully flexible so it could be nimble and responsive as needs grew and agendas changed. At that time, Proposition 13 had just been passed by California voters the previous year. The Roundtable's initial focus was on infrastructure, finance and the fiscalization of land use. This work led to a series of publications related to these issues that continue to be a valuable source of information today. Since that time the Roundtable has published several seminal publications, which have guided and shaped California planning policies including:

- *Who Wins? Who Loses?*
Published: June 01, 1995
- *Beyond "Beyond Sprawl"*
Published: September 01, 1995
- *Planning at the Edge of the Millennium*
Published: January 01, 2000
- *Sierra at Risk*
Published: June 01, 2000
- *Myths & Facts About Affordable and High-Density Housing*
Published: November 01, 2002
- *The California General Plan Glossary*
Published: June 19, 2003
- *Tribal Gaming and Community Planning in California*
Published: October 01, 2007
- *Deconstructing Jobs-Housing Balance*
Published: September 2008
- *Healthy Communities Definition*
Published: January 2014
- *Examining Obstacles to Infill Development*
Published: September 2015
- *Social Determinants of Health for Planners*
Published: October 2015



- *Facing Opposition to Infill; Still Passionate About Planning?*
Published: November 2015
- *Encouraging Infill Through Appropriate Impact Fee Design*
Published: March 2016

2000 was the 20th anniversary of the founding of the Roundtable. The Roundtable was honored with the American Planning Association's "Distinguished Contribution Award" at the APA national conference in New Orleans that year.

The Roundtable continues as a dynamic organization focused on the study of emerging planning issues, information sharing and policy development. Today the Roundtable is addressing the pressing issues of reinventing the general plan, changing demographics, infill challenges and opportunities, regionalism, sustainable communities, healthy communities, and new financing mechanisms in a post redevelopment era. Additionally, the Roundtable offers leadership and professional training for the next generation of California planners.

Strategic Plan

A Strategic Plan for the organization guides its vision and mission. The strategic plan is updated regularly and can be found at the following address:

[NEED WEB LINK](#)

Articles of Incorporation

The California Planning Roundtable filed its *Articles of Incorporation* with the State of California in August of 1998 as the CALIFORNIA PLANNING ROUNDTABLE FOUNDATION. The organization has the tax status of an IRS 501(c) 3, a tax exempt nonprofit public benefit corporation under the provisions of the Internal Revenue Code of 1986. This requires filing various forms annually. CPR is a nonprofit public benefit corporation and is not organized for private gain of any person but for public and charitable purposes. No substantial part of the activities may consist of attempting to influence legislation or participation in any political campaign. It also restricts the activities of the organization to those permitted under the current and future tax code cited in the Articles of Incorporation. The Articles of Incorporation can be found on the CPR website and the following address:

[NEED WEB LINK](#)



Bylaws

Over the years, CPR has updated its bylaws. The most recent version was adopted by the membership in 2016. The bylaws, while important to attaining the IRS 501 (c) 3 compliance, may be amended by the organization as needed. Amendments must be filed with the Secretary of the State of California. CPR's bylaws are also posted on the web, at the following address:

NEED WEB LINK

The purpose of this manual is to clarify procedures and guidelines that build on the Bylaws in order to assist members in achieving CPR's mission, vision and strategic plan.



Membership Procedures and Guidelines

CPR membership is governed by its Bylaws and the following procedures and guidelines supplement the basic details regarding membership in the Bylaws.

Membership

CPR members should be broadly representative of planning practice in California, as documented in the Bylaws. CPR's membership consists of 34 permanent members of planners from across the state with considerable experience and expertise in a broad range of planning topics. Twenty-eight of the members are evenly divided between the public and private sectors, and between Northern and Southern California. Four of the remaining positions are reserved for members from academic institutions, and two are for members from agencies of the state or federal governments. The current APA California President is also an ex-officio member. The total number of voting members should allow an opportunity for each member to participate meaningfully in the deliberations at all meetings. A clearly understood, contemporary membership program is essential to enable CPR to function effectively and avoid undue meeting time devoted to organizational matters.

Membership Criteria and Attributes

Members of the Roundtable should meet the following criteria and possess the following attributes:

- Service to the profession – Active involvement in APA, AICP, conferences, educational programs, publications, and similar activities. If selected, membership in APA California.
- Leadership.
- Body of work that exhibits high quality and contributes to the advancement of the profession.
- Planning-related perspective – In addition to practicing planners, Roundtable members work in areas that relate to or complement or expand expertise beyond planning practice such as developers, non-profits, regional, state and federal agencies, tribal planning, economic/financial industry, and others.
- Willingness to participate in four (4) CPR meetings per year and additional CPR-sponsored events (e.g., APA California Conference Sessions, etc.), and work on projects.
- Ability to compatibly collaborate and work with other CPR members in meetings and on projects.



CPR members should also:

- Have a record of accomplishment,
- Be "idea people,"
- Promote diversity in CPR membership (age, gender, ethnic background, and interests),
- Have exhibited leadership in the profession,
- Be involved in development and formulation of planning policy, and
- Be willing to take risks.

Member Expectations

Roles and Expectations

Although elected officers provide day-to-day oversight, the Roundtable is a completely volunteer organization. Each member's participation is critical to the organization's success. Only when each member agrees to take on multiple tasks during each year does the organization accomplish its goals. The member's roles might include:

- Planning and organizing one of the Roundtable's four meetings each year;
- Participating on one or more organizational and project committees;
- Participating in organizing panels for the State's annual planning conference; and/or
- Serving in an elected office of the Roundtable.

All members are expected to become active participants in one or more of these activities.

Meetings and Attendance

The Roundtable holds four meetings each year as well as an annual meeting at the American Planning Association, California Chapter conference. The schedule includes a state legislative update in January or February and an annual retreat in November.

Because the Roundtable is a fully volunteer organization with no paid staff, members are required to attend at least three business meetings out of the four meetings (exclusive of the business meeting at the annual APA California conference) each year in order to keep projects on task. Business meetings are generally scheduled to last until 4:00 p.m. Members should schedule their return travel accordingly.

A preliminary meeting schedule for the next year's meetings is usually published shortly after the fall retreat. Formal announcements are typically sent out 30-60 days in advance of a meeting.

Annual Retreat

This is a very important meeting for the CPR members and all members are encouraged to participate in shaping the work-program and budget for the coming year. At the annual retreat, CPR members update their strategic plan, committee assignments and tasks are



determined, and a budget to provide support to the next year's projects is approved.

Dues and Expenses

Members pay annual dues as well as their share of expenses for each of the meetings they attend; the Treasurer sends out invoices for annual membership in December each year, and meeting invoices are sent shortly after each meeting. All payments are due no later than thirty (30) days after the receipt of the invoice, with an additional fee assessed for late payments.

The annual dues and late payment fees are established by the Board each year and are the principal means by which the Roundtable funds its activities. The membership dues for Voting members are set at a higher rate than for Emeritus members.

Roster

All members should keep the organization up to date by posting changes in address or contact information to the Roundtable's members at members@cproundtable.org, or by contacting the Vice President for Operations.

Membership Status

A Roundtable membership appointment is permanent until such time as the member wishes to either resign or be placed on emeritus status. At the end of each calendar year, the Vice President for Operations will prepare a Member Status Report for both Voting and Emeritus members, showing:

- Each member's meeting attendance for the previous calendar year,
- Dues payment for the previous calendar year, and
- APA California membership status.

The Vice President for Operations will advise the members who have not meet the minimum membership requirements during the previous calendar year and ascertain his/her interest in:

- Remaining a regular member of the Roundtable,
- Dropping his/her membership,
- Taking a leave of absence, or
- Converting to emeritus status (if he/she is eligible).

When a CPR member shifts from the public to the private sector or vice versa or moves from Northern to Southern California or vice versa, a vacancy will not be created in any of the four membership categories until the total number of regular members drops below thirty-four (34). When a temporary member imbalance in a particular category occurs, it will be resolved at the earliest possible time and not be extended in order to add a member outside the established process.



The selection process described below does not preclude a member from bringing a guest to a Roundtable meeting (other than the annual retreat), who is not a prospective member.

Member Selection Process

The CPR Membership Committee is chaired by the Vice President of Operations and includes up to four (4) regular members of the Roundtable to work with all members to identify and select new members as vacancies arise. The Vice President for Operations will keep the Roundtable members apprised of when a vacancy exists or is anticipated. When a vacancy occurs or is anticipated, the Vice President of Operations will advise the Roundtable members and request nominations for the specific opening(s) as follows:

1. Candidates shall be nominated by at least two members (one of the nominators must be a voting CPR member) who can attest that the nominee meets the Roundtable's membership criteria and attributes plus meets identified gaps, if applicable.
2. A "list" of approved candidates will not be maintained; applications will be solicited at the time of a vacancy. These applications shall be targeted to fill identified gaps in the membership. It should be noted that the identified gaps/needs would change depending on the expertise of the member(s) going Emeritus.
3. The focus should be on a candidate's expertise, not just their current position.
4. Current applicants will be considered if they meet the identified need at the time. They can re-submit (or previously submitted materials may be used). Current nominators are encouraged to re-nominate previously nominated candidates who fill an identified need.
5. The Roundtable members will self-identify existing well-represented areas of expertise and geography by annually completing an "Expertise Matrix."
6. The Membership Committee will review the "Expertise Matrix" annually and identify current underrepresented areas of expertise on an annual basis (possibly before/at/after annual retreat).
7. It should be noted that no nominee would be expected to fill all the identified underrepresented geographic areas and/or areas of expertise.
8. If the opportunity presents itself to nominate someone who is of national or international repute or subject matter expert in our profession and who could contribute greatly to the reputation and exposure of the Roundtable, that person should be considered regardless of whether he or she fits the identified gaps in geographic representation and areas of expertise.



9. The Membership Committee will report on the effectiveness of this selection process every two years and recommend changes to the general membership, if needed. This report shall occur at the first meeting of every odd-numbered calendar year.

Nomination Procedure

1. At the time of a vacancy, the Membership Committee solicits names from general membership regarding potential candidates who may fill the identified gap(s)/desired expertise, including previously nominated candidates. The Membership Committee then identifies candidates and solicits nominators and requests resumes for initial evaluation.
2. After the initial evaluation, the Membership Committee requests the following for candidates that meet the necessary criteria:
 - A nomination letter from the nominators.
 - A Completed Supplemental Candidate Information Form, which provides:
 - A brief description of how that candidate conforms to the CPR criteria.
 - A statement or discussion of the candidate's commitment to fulfill the expectations for membership, i.e. meeting attendance, availability to work on CPR projects. This statement/discussion shall be based on a member/nominator's **personal contact** with the candidate to assure their understanding of and commitment to adhere to CPR membership requirements and expectations. Based on this discussion, the form is to be completed by the nominator(s).
 - An up-to-date resume.
3. After receipt, the Vice President of Operations distributes application packages to Membership Committee for consideration and schedules candidates for consideration during a Membership Committee meeting.
4. The Membership Committee will review the candidate applications and supplemental information and will determine which candidates appear to best meet all the CPR criteria and membership gaps. Nominators are encouraged to present their candidates to the Committee at the selection meeting. If a member of the Membership Committee is a nominator, he/she will recuse themselves from the selection discussion. The Membership Committee will make a recommendation for candidate(s) to the full membership at the next CPR meeting. A voice vote will be held to invite these candidate(s).
5. Prospective members will be invited to attend the next regular Roundtable meeting (other than the APA California conference business meeting or the annual retreat). This will give them an opportunity to meet current CPR members, see how the Roundtable operates to assess their real interest in joining; and will provide Roundtable members an opportunity to meet the prospective members and get a sense of their potential contribution to the Roundtable.



6. Following attendance at a Roundtable meeting, the candidate's nominator will confirm his/her interest in joining. Then the Membership Committee will place the nomination on the agenda of the next Roundtable business meeting. A majority vote of the members at the meeting is required to have the Vice President for Operations send a ballot for a vote of the full regular membership. New members must be approved by a majority vote of all regular members. Each voting member is entitled to one vote. Emeritus members are not entitled to vote, although they may participate in the discussions of potential nominees and members.
7. Prior to preparing the ballot, the Vice President for Operations will contact APA National/California to confirm that all nominees are members in good standing.
8. The Vice President for Operations is responsible for preparing and sending the ballot to all regular members. Ten days to two weeks should be provided for return of ballots. Three to four days prior to the balloting deadline, the Vice President should send a reminder notice to all those who have not yet responded.
9. Following the deadline, the Vice President of Operations will tally the votes, notify the President of the election results, and inform all regular (not new) Roundtable members summarizing the vote.
10. As soon as the votes are tallied and the President has been notified, the Vice President for Operations will inform each nominator regarding the election results. The Vice President of Operations will also contact the selected nominee(s) of the election results. Sponsors/nominators will inform candidates who were not selected and thank them for their interest.
11. Within two weeks, the Vice President for Operations will work with the webmaster to get the new member(s) listed on the CPR roster/website and will send a formal letter of welcome that includes:
 - The Roundtable meeting schedule,
 - Materials regarding the next Roundtable meeting (if available),
 - The CPR Member Manual
12. New members shall also attend a new member orientation conducted by the Vice President of Operations at the following meeting or at the annual retreat.

New members shall be assessed prorated dues for the calendar year in which they are elected, rounded to the nearest quarter year. One of the nominating members will serve as the new member's mentor. The mentor is responsible for explaining the Roundtable to the new member and supporting the new member during the first year of his/her membership.



Emeritus Status

A member who leaves the Roundtable after five full years of service is eligible for emeritus status, which allows attendance at Roundtable meetings and participation in projects, but does not include the ability to vote on issues before the membership. Emeritus members can and should play a valuable role in the organization to the extent they desire. In addition to the provisions in the Bylaws, the following procedures apply:

- A request for conversion to emeritus status must be made in writing to the Roundtable President.
- Emeritus members must maintain APA California membership.
- Emeritus members must pay full dues for the calendar year during which they convert to emeritus. Emeritus dues, as established annually by the Board, will apply to the subsequent calendar year.

Leave of Absence

As authorized in the *Bylaws*, the following describes the procedures for approving a "leave of absence membership."

Current members may request a "leave of absence membership" for up to two years to address unavoidable or unforeseen limitations on participation. Such a request must be submitted in writing to the Board of Directors describing the need. In order to be eligible for a leave of absence membership, the member must be current on all membership dues and other assessments.

Requests approved by the Board are forwarded to the full membership for approval, and a majority of all members eligible to vote must approve the request. Requests for a leave of absence membership resulting from serious illness may be approved by the Board of Directors. In such cases, the Board would report its determination at the next scheduled business meeting.

Approval of a leave of absence will establish a vacancy that can be filled. The member with a leave of absence can be reestablished for full membership at the end of the two- year period and would fill the next appropriate vacant position. If a vacant position is not available at the conclusion of the leave of absence, the Board shall extend the leave of absence until such time as an appropriate vacant position is available. If eligible, a member on a leave of absence may request emeritus status at any time.

Leave of absence members pay reduced membership dues (same as that for Emeritus members) per year.



Officers Procedures and Guidelines

Board of Directors/General Provisions

The Articles of Incorporation provides for a Board of not less than four nor more than six Directors chosen only from among voting members of the Roundtable. The officers of the Roundtable shall be:

1. President
2. Vice President for Programs
3. Vice President for Operations
4. Vice President of Communications
5. Secretary
6. Treasurer (Financial Officer)

These six officers are designated as the Board of Directors for the organization. The Past President shall serve as an ex-officio member of the Board of Directors. A member who has status as emeritus will be eligible to serve as Past President.

CPR Officers are elected for a term of two years, beginning on October 1 of an even numbered year. There are no limits on the number of terms Directors/Officers may be elected. Only voting members in good standing may be nominated for Director/Officer.

The Officers for the current year are always listed at the top of the roster, which is available on the CPR website: <http://www.cprroundtable.org/members/>

Duties of Officers

President

1. Chair all CPR business meetings.
2. Represent CPR in all official dealings with other organizations (or assign such responsibilities to others).
3. Ensure that all CPR officers carry out their responsibilities in a timely fashion; appoint others to carry out duties in the case of absence.
4. Prepare agendas for CPR business meetings; approve program agendas.
5. Conduct executive committee meetings prior to CPR business meetings as needed.
6. Appoint CPR committees as appropriate.
7. Maintain, with the CPR Vice President for Programs, an official CPR meeting calendar and assignment list.



8. Review draft minutes of meetings.
9. Call special meetings and meetings of the Board of Directors as necessary.
10. Appoint the Nominating Committee for future Board elections.

Vice President for Programs

1. Maintain the official CPR meeting calendar and assignment list of local program hosts (and others as appropriate). The meeting calendar should be set at the fall retreat for the following calendar year. Typically, meetings alternate between southern and northern California. Following the retreat, the calendar will be sent to all members.
2. Ensure that all meeting programs and logistics are planned and executed in a timely manner.
3. Make certain the local program host(s) (i.e., CPR member(s) hosting/arranging the individual meetings) have identified and invited speakers and arranged tours, lodgings, meals, pickups at airports, and other logistics. Review costs with program hosts prior to announcements going to members.
4. Work with president on business meeting agenda and timing.
5. Send out agenda packets before each meeting including information regarding tours, lodging, meals, directions to locations (maps), business and program agenda, RSVP, attachments, etc.
6. Accept RSVPs from members and keep a list of members who have indicated meeting attendance. Advise program hosts of the number of attendees for the various meals and meetings.
7. Telephone or e-mail members who have not responded to the meeting announcement (or assign that responsibility to another member).
8. Send thank you letters to program speakers and other meeting contributor or ensure that the program hosts send such letters; ensure that copies are forwarded to the Secretary.

Vice President for Operations

1. Coordinate with the webmaster to maintain and distribute the CPR membership roster. The roster is available to the members and to the public on the CPR website. Include in the membership roster the names, addresses, telephone numbers, e-mail addresses, class of each member, the date of initial membership, and the date of termination.
2. Coordinate all aspects of membership recruitment, nomination, and elections to membership. Send out resumes of potential members, send out ballots for membership, and report results.
3. Monitor attendance (at business meetings), payment of dues and other bills, and other aspects of maintaining good standing in the organization.



4. Monitor and keep membership informed regarding public and private membership vacancies.
5. Prepare an annual Member Standing Report (reflecting meeting attendance, dues payment, and APA California membership) for the previous calendar year and notify members of their standing.
6. Maintain and update the CPR by-laws.
7. Administer all election ballots as appropriate.
8. Conduct election of CPR officers.
9. Maintain and update the CPR Members Manual and distribute it to all members as appropriate.
10. Bring to the attention of the President the need for any changes to the manual.
11. Handle any member terminations and hearings related to terminations, as outlined in the Bylaws.
12. Send a "welcome" letter and manual and other current information to all new members. Conduct new member orientation as needed to inform new members about the organization and their responsibilities.

Vice President of Communications

1. Maintain an awareness that CPR serves as planners' "think tank" and in this capacity shall facilitate a stream of project ideas for CPR to address.
2. Facilitate communicating the programs, initiatives, and activities of the membership both internally and with outside organizations and entities.
3. Collaboration with other CPR Vice Presidents to assure that content on the website is current and reflective of the breadth of activities of the organization; and
4. Serve as a resource to members and the planning community at large.
5. Coordinate with the website contractor on content.
6. Prepare an annual report for inclusion in the APA California Annual Report.
7. Develop and implement, with assistance from others, a media strategy including a presence on Facebook, Twitter, etc.

Treasurer/Financial Officer

1. Maintain CPR checking account and reconcile prior to each CPR meeting.
2. Receive and disburse all funds, and maintain ongoing records of financial status.
3. Provide current financial statement at each CPR meeting.
4. Prepare annual financial statement and IRS documents.



5. Assess and collect membership dues as follows:
 - Send out dues statement in early November.
 - Send out reminder dues statement in early January.
6. Prepare summary of member dues payment for the previous calendar year and provide it to the President and Vice President for Operations.
7. Keep President apprised of financial difficulties.
8. Assess meeting attendees and collect reimbursements for meeting costs.
9. File Domestic Non-Profit Corporation form with Secretary of State annually, and handle any other tax-status related matters and reporting requirements.
10. Assist meeting committees with determining appropriate event costs and securing event venues.

Secretary

1. Record and compile minutes of each CPR meeting. Following each meeting, send a copy of the draft minutes to the President (or other meeting chair) for review. Distribute minutes to all members along with the agenda for the next Roundtable meeting.
2. Record member meeting attendance.
3. Maintain CPR archives (past minutes and meeting agendas for CPR and Board meetings, formal correspondence with other organizations, etc.). Copies of these documents should be sent to the CPR Secretary for inclusion in the CPR archives and to the Webmaster for posting on the CPR website, as appropriate.
4. Sign in the name of the corporation, alone or with other officers, all documents authorized or required to be signed by the Secretary.
5. Maintain a file of all CPR publications.
6. Notify the Secretary of State of any changes in the Roundtable Bylaws.
7. Prepare paper copies of all minutes annual for transmission to the APA California Chapter Historian for deposition at the California State University at Northridge Planning Archives.

Past President

1. Act as an emissary to reach out and engage emeritus members.
2. Maintain an updated contact list for emeritus members.
3. Compile and maintain bios for emeritus members.
4. Define the expectations of emeritus members.
5. Maintain ongoing communications with emeritus members to ensure that they have every opportunity to be actively engaged in the projects, initiatives, and activities of CPR.
6. Serve as a resource to the current President and Board members.



Criteria for the Office of the President

The following criteria have been established for the Office of the President and should be considered by the Nominating Committee:

1. **Time availability:** The President should have sufficient flexibility in schedule and time available to attend all of the formal meetings of the California Planning Roundtable along with important meetings of the California Chapter of the American Planning Association during his/her term as President. In addition, the president must be willing and able to spend the time required on the administrative components of the presidency: preparation of agendas for regular CPR meetings and CPR Board meetings, follow up contacts with members and project team leaders, and similar tasks.
2. **Contacts and relationships:** The President should have a working relationship with key leadership positions on the APA California Board and other prominent planning organizations in California and effectively promote the Roundtable with these organizations.
3. **Leadership:** The President should have the ability to:
 - Generate enthusiasm both within CPR and with outside interests regarding the mission of the Roundtable and the projects that we are involved with.
 - Focus the work of the Roundtable on achievement of our mission and goals.
 - Motivate our members to actively participate in the work of the Roundtable.
 - Be an articulate spokesperson on the importance of planning and the work of the Roundtable.
 - Be a good “ambassador” for the Roundtable and strengthen our ties with people and organizations representing diverse fields.
 - Actively embrace the diversity of planning as a discipline and encourage the Roundtable to be inclusive.
 - Be a creative thinker about planning and the role planners play in communities.

Nomination and Election of Directors/Officers

1. The President will appoint a three-member nominating committee in early spring and solicit nominations for any open positions. After conferring in July, the nominating committee should contact each nominee and get his/her consent to the nomination. The committee should report its nominations to the President and Vice President for Operations by August 1.
2. The Vice President for Operations shall prepare a ballot and distribute it to all regular members by August 15. Ten days to two weeks should be provided for return of ballots.



Three to four days prior to the deadline, the Vice President of Operations should send a reminder notice to all of those who have not yet responded.

3. Following the deadline, the Vice President for Operations shall tally the votes, notify the President of the election results, and send a memo to all Roundtable members reporting the election results.

Transition to New Officers

1. New Officers assume responsibility as of October 1st of each even year.
2. Outgoing officers should use the period between October (following the election) to January 1 to transfer responsibilities and files to the new officers.
3. The outgoing President will provide the incoming President a list of major initiatives undertaking during their term and past nomination committee appointees.
4. The outgoing Treasurer/Financial Officer will complete the summary of member dues payment for the previous calendar year and provide it to the outgoing and incoming Presidents and Vice Presidents for Operations.
5. The outgoing Vice President for Operations will complete the Member Standing Report and provide it to the outgoing and incoming Presidents.
6. The outgoing Vice President for Operations will update the CPR Members Manual and deliver the revised text to the incoming Vice President for Operations.
7. The outgoing Vice President of Programs will deliver the updated list of programs and session offering to the incoming Vice President of Programs.
8. The outgoing Vice President of Communications will deliver an updated list of all publications and list of programs, initiatives, and activities of the membership during the prior years.
9. The outgoing Secretary will turn over all records and archives to the incoming Secretary.
10. The outgoing Past President will turn over a detailed listing of the activities and communications with emeritus members.



Meetings/Retreat Procedures and Guidelines

The Roundtable holds four meetings each year, one per quarter. In addition, a meeting is held at the annual American Planning Association, California Chapter conference. The schedule includes a state legislative update in January and an annual retreat in November. As the Roundtable is a fully volunteer organization with no paid staff, members are expected to attend at least three out of the four business meetings each year in order to keep projects on task. A preliminary meeting schedule for the next year's meetings is usually published shortly after the fall retreat. Formal announcements are typically sent out 30-60 days in advance of a meeting.

Regular Meetings

General Information

1. The tentative schedule for California Planning Roundtable (CPR) meetings and the general location should be set at the annual CPR retreat in the fall. Normally, the regular meetings will alternate between Northern and Southern California at three month intervals between January and August (e.g., January/February, May, and July/August). The annual APA California Chapter conference and the annual CPR retreat typically occur between mid-September and mid-November. In setting the tentative schedule, a primary topic(s) based on a current CPR project should be identified for each meeting. However, this does not preclude a presentation on a timely planning issue or project of local significance. One or more CPR members should be identified as the local program host(s) to make logistical and program arrangements.

In selecting the general (and specific) locations for meetings, accessibility is a key factor as well as general hotel costs in the area. The local program hosts, the Vice President for Programs, and the President should discuss higher than usual costs prior to finalizing arrangements.

2. Usually, only a one to two-hour business meeting is held at the APA California Chapter conference. Arrangements for a meeting room need to be made through the person handling logistics for the state conference at least six months in advance. Workshops or sessions conducted as part of the Roundtable program are the responsibility of the individuals handling those projects.
3. CPR meetings include an optional Thursday afternoon tour or activity, a reception and dinner on Thursday night, a topical program Friday morning, and a business meeting Friday afternoon. However, the arrangement of the agenda is dependent on the availability of speaker, etc. The local hosts are responsible for organizing the program and making logistical arrangements (e.g., hotel, meals, tours, etc.), but the Vice President for Programs is responsible for assuring this has been done.



4. Local hosts need to keep in mind the easy-accessibility factor. The availability and cost of limousine service, shuttle service, transit, and taxis from nearby airports should be checked out and communicated.
5. AICP CM credits can be considered for the non-business portion of the meeting (e.g., presentation or panel discussion by guest speakers), if feasible in terms of room capacity and location. Consider co-hosting with a local APA Section that might be willing to take the lead to apply for AICP CM credits. In order to receive AICP CM credits, some non-CPR members (e.g., APA Section Board members) must be invited to that portion of the meeting. The local hosts should submit the session description and brief biographies of the panelists/speakers to the AICP coordinator from CPR before the meeting. It is the responsibility of the Roundtable to submit the required information on the prescribed forms. The APA California Vice President for Professional Development can provide links to the on-line application form for securing CM credits.

Meeting Planning

1. **Three to four months before the meeting**, the Vice President for Programs and the local hosts should begin making meeting arrangements. A discussion should be initiated by the local hosts with the President and Vice President of Programs to discuss meeting logistics, the agenda and possible meeting topics and activities. All arrangements (including the hotel meeting contract) should be formalized eight weeks prior to the meeting. The local hosts should reserve a block of hotel rooms (e.g., 12 to 16) for a negotiated group or conference rate. CPR members will be responsible for directly reserving their hotel rooms.
2. **Six to eight weeks before the meeting**, the Vice President for Programs (or designee) should send a meeting announcement to all regular and emeritus members that includes:
 - A general meeting description or tentative agenda for Thursday and Friday.
 - Information about lodgings and making reservations.
 - Information about transportation as needed, including bus/transit options from the airport.
 - Directions and maps as needed.

Additionally, the Vice President for Programs (or designee) should invite to the Thursday reception and dinner the following individuals (see item 21 for cost coverage):

- The local APA Section Board
- APA California Chapter President and President-Elect
- Guest speakers and panelists (also invite to Friday breakfast and lunch, if applicable)
- Special guests as determined by the President and the local hosts, such as potential members.



3. The Immediate Past President is responsible for carrying out special outreach to emeritus members to encourage their participation in meetings.
4. **Four weeks before the meeting**, the Vice President for Programs should send to all regular and emeritus members and invited guests:
 - A draft meeting agenda and/or brochure.
 - Information about Thursday night's reception and dinner.
 - RSVP request for attendance at each Thursday and Friday activity (including breakfast, lunch and dinner), and for sharing the cost of wine at dinner. Any special meal needs/preferences should also be requested.
 - Inquiry as to who needs transportation from the nearest airport or wants to car pool from somewhere.
5. **Two weeks before the meeting**, the Vice President for Programs should send a reminder notice to regular and emeritus members and invited guests to RSVP if they have not already responded. Any updated meeting information should also be included.
6. **One week before the meeting**, the Vice President for Programs should send out the final meeting agenda packet/brochure to all regular and emeritus members and invited guests after confirmation with the local hosts and the President. The agenda packet should also be posted on the CPR website.

Meeting Logistics

1. The local hosts should make arrangements to pick up members at the local airport if necessary (also drop off at airport). Sometimes this is necessary due to arrival and departure times or late flights, even though there may be services operating. Also, for tours and transportation from the hotel to dinner, the local host should be responsible for helping arrange carpooling. However, a general query sent to all members usually produces volunteers for all of this miscellaneous activity.
2. A master RSVP response sheet should be developed and maintained that lists each member (both regular and emeritus) and guest speakers and other invited guests and their responses to the response form.
3. Thursday evenings typically include a reception and dinner at a restaurant or at a CPR member's home. Occasionally, a short tour (e.g., recent development project) or special event (e.g., concert) is arranged for Thursday afternoon or worked into Thursday evening's program. Do not try to conduct business meetings or have programs if the location is not somewhat private and appropriate for that kind of activity.
4. Friday sessions are typically held in a meeting room at the host hotel or at the offices of a CPR member and include a topical program in the morning with two or more guest speakers.



5. Friday lunch occasionally includes a speaker. Friday afternoons are normally devoted to business for Roundtable members only. CPR members should assume that Friday afternoon sessions will run until 4:00 p.m. and make travel plans accordingly.
6. The Vice President for Programs or local hosts should send thank you letters to all guest speakers and other meeting contributors within one week following the CPR meeting. Copies should be sent to the Secretary.
7. Hotel room costs should be kept at or under the current government rate, excluding tax, if possible. If that is impossible, the Vice President for Programs or local hosts should be willing to help members arrange room-sharing.
8. Meeting room and meal contracts should be signed and paid for by the Treasurer. Any meeting costs incurred by the local hosts should be submitted to the Treasurer for reimbursement. Arrangements for payment should be worked out by the appropriate parties in advance to avoid confusion at the restaurant. The local host should find out the reservation requirements of the restaurant and hotel.

Meeting Costs

1. Total meeting costs (not including accommodations) should be kept reasonable with a general target to not exceed \$150 per attendee (to be periodically reviewed and adjusted as needed). Total meeting charges include: Thursday activity costs, Thursday reception, Thursday dinner (excluding alcoholic beverages), Friday morning coffee or continental breakfast, Friday meeting room, and Friday lunch. Typically, wine and other alcoholic drinks for Thursday evening's dinner are paid for separately by members, but members may choose to share the cost of wine at dinner. Attendees should pay for their charges promptly upon receipt of a billing from the Treasurer.
2. Members who do not attend all meeting events should be charged their prorated share for the parts they attended (e.g., Thursday evening reception and dinner, Friday's meeting, Friday's breakfast and lunch, or some combination).
3. CPR will pay any dinner, breakfast, lunch, and meeting charges for guest speakers and panelists, special guests, and the APA California Chapter President and President-Elect. Any other costs – e.g., hotel or transportation -- must be approved in advance and are not normally paid by CPR. Generally, CPR will pay for APA Section Board members who attend the Thursday reception, but Board members choosing to attend the Thursday dinner should pay for their own dinners.
4. Members can generally cancel without incurring any charges if they notify the Vice President of Programs no later than seven days before the meeting. Members who cancel within seven days of the meeting or do not attend after they have committed will be charged for those costs still incurred by CPR despite the member's absence (e.g., reservations or minimum guarantee for dinner, lunch, or meeting room).



Annual Retreat

1. The retreat generally takes place in October or November, depending on the meeting schedule for the year, the date of the APA California Chapter conference, the location, and the availability of meeting room and hotel accommodations. The locations may be more remote for a retreat and are sometimes a little less accessible than regular meetings.
2. The retreat is a day longer than a regular meeting. Usually the retreat includes Friday (starting with dinner), Saturday, and Sunday (to lunch). An optional Friday afternoon activity may also be included. Typically, the retreat includes a Saturday program focusing on professional development and/or planning issues and planning programs for the next CPR year and a Sunday morning business meeting. Sometimes the program has involved training.
3. The guidelines for retreat planning are generally the same as those for meeting planning (see above guidelines.) The biggest difference is the much greater lead time required for retreat planning.
4. It is up to the local program hosts and the Vice President for Programs to decide which individuals carry out the various tasks necessary in arranging the retreat logistics, the program, and the follow-up. However, the Vice President for Programs is responsible for making sure each member knows what tasks he/she is expected to do when planning for the retreat begins. Because tasks are typically divided among several members, never “assume” everyone knows what he/she is supposed to do without being told. A checklist is useful.
5. The Vice President for Programs should begin making retreat arrangements immediately following the previous year’s retreat. Basic arrangements for a hotel or conference facility (including the hotel contract) should be formalized at least six to ten months prior to the retreat.
6. At least four months before the retreat, the Vice President for Programs (or local program hosts) should send out a retreat announcement to all regular and emeritus members. The meeting planning schedule for the retreat is similar to the schedule for regular meetings as outlined above (items 6-10); however, more advance notice to regular and emeritus members and invited guests should be built into the schedule.
7. Any honorarium, fees, travel costs, or lodging costs for a guest speaker or trainer should be paid by CPR and not charged directly to retreat attendees. These kinds of costs need to be approved by the President prior to final arrangements being made.



8. Total retreat charges (including meeting room, meals, and facilities, but excluding costs for guest speakers, trainers and other invited guests) should be kept reasonable and a target is not to exceed \$300 per attendee.
9. CPR members are welcome to bring their families to the retreat, but the members are responsible for any direct costs for their family's participation (e.g., additional room charges and meals, but not meeting rooms).
10. See above procedures and guidelines for regular meetings for other details.

CPR Project Funding

1. The Annual Budget has a defined budget for project expenses. To access these funds, the Project Team shall submit a request for expenditure. These requests will be discussed at a subsequent business meeting and a decision made whether to allocate the requested funds.



CPR on the Internet

CPR provides its members three internet resources: (1) a "public" website that explains what and who we are, and provides access to our work; (2) a "members only" website that provides a variety of membership-related information; and (3) an e-mail list server that allows members to send an e-mail post to a single address, which then "broadcasts" the post to all CPR members.

Website

CPR operates two websites:

www.cproundtable.org
&
www.cproundtable.org/cprmember.html

The first is our "public" site. It explains the mission of CPR and how it is organized, provides screen- readable and downloadable copies of all available CPR reports, describes current CPR projects, and provides a complete roster of all active and emeritus members, together with contact information.

The "members" site is [cprmember.html](http://www.cproundtable.org/cprmember.html). This website is intended to provide a repository for our bylaws and members manual, meeting information (schedules and minutes), and other resources such as digital copies of our logo for use by members.

For convenience, it is suggested that CPR members bookmark each page in their internet browsers so that the sites can be accessed without having to type the entire web address each time.

Members are welcome to suggest content changes to either the public or members' websites by contacting Vice President of Communications.

CPR also maintains a Facebook page. Contact the Vice President of Communications for information about adding posts.

List Server

The CPR list server allows members to send an e-mail post to a single address. Only CPR members may send to the list server (from the e-mail address in the membership roster:

Members@cproundtable.org



CPR Reference Documents and Websites

(WEB LINKS NEED TO BE UPDATED)

Articles of Incorporation

[http://www.cproundtable.org/cprwww/docs/members/Articles of Incorporation of the CPRF-2007.pdf](http://www.cproundtable.org/cprwww/docs/members/Articles%20of%20Incorporation%20of%20the%20CPRF-2007.pdf)

By-Laws

[http://www.cproundtable.org/cprwww/docs/members/ByLaws of the CPRF-as amended in 2015.pdf](http://www.cproundtable.org/cprwww/docs/members/ByLaws%20of%20the%20CPRF-as%20amended%20in%202015.pdf)

Public Website

<http://www.cproundtable.org/index.html>

Publications

<http://www.cproundtable.org/cprwww/docs/publications.html>

Members Only Website

<http://www.cproundtable.org/cprmember.html>

Membership Roster

<http://www.cproundtable.org/cprwww/docs/members/members2.htm>

Strategic Plan

<http://www.cproundtable.org/cprwww/docs/members/StrategicPlan2007.doc>