



Capitol Area Architectural and Planning Board



204 Administration Building

50 Sherburne Avenue

Saint Paul, MN 55155

651-757-1500

<https://mn.gov/caapb/>

Date: January 18, 2023 (*for January 27, 2023 Board meeting*)
To: Members of the Capitol Area Architectural and Planning Board (CAAPB)
From: Merritt Clapp-Smith, Executive Secretary, CAAPB

RE: CAAPB Executive Committee

Background

The Capital Area Architecture and Planning Board may elect a Vice Chair to preside at meetings in the absence of the Chair and may elect other officers that it considers necessary to carry out its duties. (MN Statute 15B, Subd. 3(c)(d).

Most recently, CAAPB had two Vice Chairs, Elaine Fink and Alicia Belton. Neither have been tapped to chair meetings or perform other duties since my start as CAAPB Executive Secretary. Now that I've settled into my job and assessed the breadth of CAAPB work and administrative responsibilities, I recommend that the Board establish an active executive committee to help oversee the important projects and operational needs of the CAAPB. Executive Committee would meet virtually or in-person and is subject to public meeting requirements.

Executive Committee Roles

I ask the board to consider adding three officers to assist the staff and board chair with the following tasks:

- Vice chair to preside at meetings in the absence of the board chair, as defined in CAAPB statutes.
- Review annual performance evaluation of the Executive Secretary and make recommendation to the board.
- Review key financial items prepared by staff, such as the annual spending plan, appropriation requests to the legislature, and budget change items exceeding \$10,000.
- Prepare a board policy manual that identifies CAAPB specific policies and operations, beyond the general standards provided in the [State of Minnesota Board Members' Handbook of Legal Issues](https://mn.gov/pelsb/assets/Board%20manual%20October%202015_tcm1113-323000.pdf).
[\[https://mn.gov/pelsb/assets/Board%20manual%20October%202015_tcm1113-323000.pdf\]](https://mn.gov/pelsb/assets/Board%20manual%20October%202015_tcm1113-323000.pdf)

The executive committee would convene as a group with CAAPB staff on a quarterly basis to discuss important operational issues, projects, and matters being brought to the board for consideration. The level of involvement from executive committee members would vary as projects and needs fluctuate. Under Statute 15B, at least one officer who can preside at Board meetings should be titled "Vice Chair". The other officer titles are not stipulated.