



# APA Colorado Board Meeting

## MINUTES

Friday, December 10, 2021

### Video Conference

The meeting began at 2:04 p.m.

#### Roll call:

<b>Present:</b>	<b>Absent:</b>
Joni Marsh, President	Vacant, Public Official Representative
Josh Olhava, Treasurer	Vacant, Allied Professional Representative   Western Planner
Mike Tylka, VP of Communications	Vacant, EPP Representative
Erin Fosdick, Professional Development Officer	Julia Puester, VP External Affairs
Britt Palmberg, Metro Area Representative	Summer Frederick, North Central Representative
Mark Williams, Southwest Area Representative	Katelynn Wintz, South Central Representative
Manish Shirgaokar, Faculty Representative	Hadley Peterson, Metro Representative
Shaida Libhart, Legislative Affairs Representative	Greg Moberg, Northwest Area Representative
Scott Bressler, Legislative Committee	Renae Stavros, Great Places Committee
Lauren Platman, Student Representative	Wade Broad, YIP Committee Representative
Bradyn Nicholson, Healthy Communities Committee	Conor Merrigan, Sustainability Committee
Liz Young Winne, Healthy Communities Committee	Michelle Stephens, Past President
Susan Wood, APA Region V Director	Mark Truckey, Central Mountain Area Rep
Maureen Paz de Araujo, Membership Committee	Ignacio Correa-Ortiz, EDI Committee
<b>Staff:</b>	<b>Guests:</b>
Shelia Booth, Chapter Administrator	Sol, Roshana, Ethan

#### 1. Opening Remarks – Joni Marsh, President

Joni welcomed everyone and thanked them for coming. She reviewed the agenda and thanked everyone for submitting their commentaries.

#### 2. Consent Agenda:

- a. Minutes November 12, 2021 – Shelia Booth, Chapter Administrator
- b. November Financial Report – Josh Olhava, Treasurer

Joni introduced the consent agenda and asked for any comments or questions. Hearing none she asked for a motion:

***Motion by Erin to approve the consent agenda.***

***Second by Manish***

***Discussion: none***

***Vote: Unanimous***

### **3. Chapter Administrator Report – Shelia Booth, Chapter Administrator**

#### **a. 2021 Annual Report**

Shelia said the google form had been distributed with a 12/10/21 deadline. She said she felt the prompts were different, but she was hoping to try something a little less formal this time around. She identified those who had completed the form and asked everyone else to do so over the weekend if possible.

#### **b. CPC 2021 Review**

Shelia said she still had not received the Vail Resorts bill and had emailed them again reinforcing that the bill needed to be paid in 2021. She said the Board would need to be on the lookout for an email vote to approve payment.

#### **c. CPC Virtual 2021 Update**

Shelia said she didn't have any new information on the virtual conference and that people were still accessing the platform to watch the videos.

#### **d. 2022 Board Meeting Dates/Times Review**

Shelia reviewed the second draft of the 2022 meeting dates and times. She noted the draft included all virtual, morning meetings with the exception of the May/June board retreat in Vail and the August meeting in Denver. There is also a new meeting proposed for some time during the September conference. Erin said she would like to see the board retreat held in May before school gets out.

#### **e. Other**

Shelia reminded the Area Representatives and committees to send out the call for proposals/assistance in December and January to help get events on the calendar for 2022.

### **4. Old Business**

#### **a. 2022 Budget – Josh Olhava, Treasurer**

Josh did a quick review of the revised budget and identified the large data entry error that resulted in a higher deficit. He said the Budget Committee worked to bring the deficit down below \$10,000. He said some of the unknowns are the conference expenses in 2021 that would help inform the 2022 conference budget. He also said the budget is affected if committee and representative events aren't held and reminded them that event sponsors can be used to offset costs. He then said the push to start contacting 2022 Chapter Sponsors will begin in January. He concluded stating he would return to seek funding for a financial audit later in 2022. He asked if anyone had questions or thoughts. Shaida said this was her first year to participate on the Budget Committee and she appreciated the thoroughness and thoughts that went into it

***Motion by Shaida to approve the 2022 budget as presented.***

***Second by Erin***

***Discussion***

***Vote: Unanimous***

Joni and Josh thanked the Budget Committee for their assistance.

**b. Development & Action Plan – Joni Marsh, President**

Joni said has been working on the draft based on the recommendations from the retreat. She presented the draft form and said her goal was to make it clear who would be the lead or who would have an interest in each strategy and action based on roles and responsibilities of board offices and committees. Shelia showed the formatted version and Joni asked that it be shared with everyone to provide feedback by the end of the year. Joni said she would bring the final document back to the Board for consideration in January 2022.

**5. New Business**

**a. 2022 Legislative Priorities Survey & Adoption – Shaida Libhart and Scott Bressler, Legislative Committee Co-Chairs**

Shaida asked Sol to share his end of year summary. Sol said they were brought in several times by bill sponsors to help work on the language. He said the Chapter and its members are viewed as experts in our respective areas (housing, infrastructure, etc.). He reiterated that the goal is to be the first stop for them and to ensure they are contacting us.

Looking forward to 2022, he said it will be a big year especially for affordable housing, followed by infrastructure. Transportation might not be a big issue, except for them to work through the bill they just passed. Water will continue to be big next year, but number one will be affordable housing. There is the Affordable Housing Transformation Task Force and he has been monitoring their activity. Senator Jeff Bridges has been in touch and their last meeting was December 21<sup>st</sup>. He anticipates that the Committee will know what their recommendations will be. The Legislative Committee and Board will review those after the 21<sup>st</sup> to see if there are things that are missing or any changes that might be needed. Senator Bridges said he is happy to work with the Chapter on the language.

Shaida then discussed recent Committee activity. She said she, Susan and Scott participated in APA's Legislative Summit, noting that APAs big push will be zoning reform. She noted that the work that the Legislative Committee has done over the last 20 years has set APA Colorado up to have a great presence compared to other APA chapters who are struggling. She said those that have lobbyist tend to only rely on that person rather than engage themselves, and those without a lobbyist tend to only follow one or two bills. She asked Sol to weigh in on that and he said that it is important to continue growing the Chapter's profile. He noted that much of that is meeting with legislators and talking about the importance of planning. This strategy of being the identified expert in the room started 12 or 13 years ago and has been invaluable so that the Chapter is always be at the table to drive the conversation. He also said that having people come testify carries a lot of weight. He noted that the water bill added a full time employee for DOLA which was a huge impact on the administration. This person participates in the Committee conversations. Susan agreed and expounded on the growth the Committee and Chapter have taken over the last few years. Lastly, they discussed the CHAPA housing bill that's being drafted and noted that it doesn't have a lobbyist. Sol and the Committee feel that the Chapter and others might be asked to step up for that role.

Shaida then presented the 2022 Legislative Priorities to the Board.

***Motion by Josh to approve the 2022 Legislative Priorities as presented.  
Second by Erin  
Discussion  
Vote: Unanimous***

**b. 2022 Education & Newsletter Themes – Shelia Booth, Chapter Administrator**

Shelia said that she had asked the Professional Development Committee to start identifying educational themes each year. The themes would be used for the Colorado Planning Conference, newsletter and overall communication, events and social media postings. She said the PDC met and discussed options for 2022 and she reviewed the proposed themes.

Overall 2022 theme: “How We Live”

Quarterly Topics

1. Climate: water, resiliency
2. Housing
3. Energy
4. Politics of Planning

She then reviewed the other themes the PDC discussed including:

- Consider weaving in Equity and/or Sustainability and Resiliency into these since these are the new mandatory topics that are going to be required CM topics beginning in 2022
- Other topics considered:
- Water conservation & water planning
- Resilience & Recovery – fires, floods, pandemic: Resilience can be weaved into a lot of topics – balance within planning departments, how to use leaders to manage projects vs. the traditional supervisor lead department, excessive demands
- Understanding the profession – multifaceted nature of our profession, where is everyone going, where are they coming from – this would probably need to be combined with something
- Distrust and polarization/politicization of planning
- “state of the profession”
- Changes in land uses – pandemic related, downtown, businesses are changing their models, how can our processes change to be more adaptable and nimble, housing shifts, etc. Consider epidemiology expert to share knowledge of pandemic impacts (information about what’s happening), how to address resistance to planning principals based on Mental health, social connections, how we live

Shelia then reviewed the 2022 Newsletter Themes that were based on the proposed Education themes and to keep our publications in line with our educational offerings:

January Mini: CLIMATE

March Mini: HOUSING

May FULL: Politics of Planning; Legislative Updates

June/July Mini: ENERGY

September Mini: TRANSPORTATION

November FULL: AWARDS

Erin said she was happy that there was a lot of crossover between the Legislative Priorities with the educational theme. She thinks it would be a great way to weave the two together. Erin said if anyone has any questions of the PDC, she's happy to share more.

***Motion by Josh to approve the 2022 Education and Newsletter Themes as presented.***

***Second by Shaida***

***Discussion:***

***Vote: Unanimous***

## **6. Board Member Updates - None**

## **7. Committee Updates**

### **a. EDI Committee: Ignacio Correa-Ortiz**

Joni noted that Ignacio was not present to present so she would take the honor.

#### **i. Ratification of Committee Co-Chairs and EDI Representative**

Joni summarized the request to appoint two new co-chairs. Manish wanted to acknowledge Ignacio's work and his push to keep the Committee running. He said they would be doing a push for members and create a handful of things to focus on in 2022.

***Motion by Shaida to ratify the appointment of Manish and Jennifer as the EDI Committee Co-Chairs and EDI Committee Representative(s)***

***Second by Josh***

***Discussion:***

***Vote: Unanimous***

### **b. Healthy Communities Committee: Bradyn Nicholson & Liz Young, Committee Co-Chairs**

#### **i. Student stipend**

Bradyn said they were seeking an update on the student stipend. Josh said the Budget Committee had discussed the Committee's request for \$150 and the Committee had agreed that based on the work that was done, they are comfortable with the \$175. Shelia will work with the Committee to distribute the funds.

#### **ii. Ratification of Committee Co-Chairs and EDI Representative**

Bradyn said she would be stepping down and Co-Chair and they were seeking approval of the new Co-Chairs for 2022. She said that she and Liz have been co-chairs for two years which is the limit of their internal bylaws. Roshana will be taking over for Bradyn and Liz will remain. Joni invited Roshana and Liz to introduce themselves. Liz highlighted that the Committee felt it was better to have a roll-over chair for one year and that she would step down in 2023. After brief introductions, Joni asked for a motion.

***Motion by Erin to ratify the appointment of Liz and Rashida as the Healthy Communities Committee Co-Chairs and HC Committee Representative(s)***

***Second by Mike***

***Discussion:***

***Vote: Unanimous***

Bradyn then said they were looking to get a new Capstone student to carry on the Colorado Planning Project and they got one from UC Denver for the spring semester.

Joni thanked Bradyn for her work on the Committee and the Committee's overall efforts over the year.

## **8. Other Business**

## **9. Adjourn**

***Motion by Manish to adjourn at 3:01 PM***

***Second by Joni***

***Vote Unanimous***

## **Chat Box Comments**

Erin Fosdick 2:45 PM

I like that there is quite a bit of crossover between the educational themes and the legislative priorities. Perhaps we should be more deliberate about this?

Legislative Committee 2:47 PM

that is a great thought, Erin! we are totally happy to work with y'all to incorporate anything applicable throughout.

Susan Wood 2:58 PM

Apologies to all. I have to drop off for a 3:00 PM meeting,

Erin Fosdick 2:59 PM

Take care Susan!

# **DRAFT**

# **January 7, 2022**



# APA Colorado Board Commentary

**Board Meeting Date:** January 7, 2022

**Subject:** December 2021 Financial Report

**Board Member/Sponsor:** Josh Olhava, Treasurer

**Development | Action Plan Reference:** APA Colorado will SERVE its members; S-33 Ensure the long-term financial and operational health of APA Colorado

**Budget/Financial Implications:** Yes  No

**Budget Line Item:**

**Amount Budgeted:** \_\_\_\_\_

**Amount Requested:**

**ACTION ITEM:** X

**INFORMATIONAL ITEM:**

**Recommendation:** Approve the financial report as presented

**Assets:**

- Chapter assets total: \$128,048.82
- Checking Account: \$77,909.28
- Savings Account: \$50,139.54
- Total assets are up \$25,651.17 from 2020

**Profit Loss:**

- Income: \$4,805.45
- Expenses: \$67,512.61
- Net Loss: \$62,707.16

INCOME: Chapter Only Memberships, Sponsorship (2021), job ads and student registrations

EXPENSES: Payroll, Computer, business cards, capstone stipend, conference bill (\$58,289.21)

**Membership Dues:**

	2019	2020	2021
Q1	\$18,046.44 (Jan)	\$19,159.76 (Jan)	\$19,871.25 (Jan)
Q2	\$15,685.47 (May)	\$17,811.54 (April)	\$18,731.62 (April)
Q3	\$ 8,555.70 (July)	\$11,511.87 (July)	\$14,507.42 (July)
Q4	\$18,068.38 (Oct)	\$16,491.33 (Oct)	\$18,299.11 (Oct)
Total	\$60,355.99	\$64,974.50	\$68,182.45

**APA Colorado**  
**Balance Sheet Prev Year Comparison**  
As of December 31, 2021

	<b>Dec 31, 21</b>	<b>Dec 31, 20</b>	<b>\$ Change</b>	<b>% Change</b>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>1Bank Checking APACO</b>	77,909.28	52,260.10	25,649.18	49.08%
<b>1Bank Savings APACO</b>	50,139.54	50,134.55	4.99	0.01%
<b>Total Checking/Savings</b>	<u>128,048.82</u>	<u>102,394.65</u>	<u>25,654.17</u>	<u>25.05%</u>
<b>Total Current Assets</b>	<u>128,048.82</u>	<u>102,394.65</u>	<u>25,654.17</u>	<u>25.05%</u>
<b>TOTAL ASSETS</b>	<b><u>128,048.82</u></b>	<b><u>102,394.65</u></b>	<b><u>25,654.17</u></b>	<b><u>25.05%</u></b>
<b>LIABILITIES &amp; EQUITY</b>	0.00	0.00	0.00	0.0%



## APA Colorado Deposit Detail December 2021

Type	Num	Date	Name	Account	Amount
<b>Deposit</b>		<b>12/01/2021</b>		<b>1Bank Checking APACO</b>	<b>194.55</b>
			APA CO Member	Web Jobs Consul Dir	-50.00
			paypal	Bank Service Charges	1.49
			APA CO Member	Web Jobs Consul Dir	-75.00
			paypal	Bank Service Charges	1.98
			APA CO Member	Chap Only Membership	-75.00
			paypal	Bank Service Charges	1.98
TOTAL					<u>-194.55</u>
<b>Deposit</b>		<b>12/14/2021</b>		<b>1Bank Checking APACO</b>	<b>1,500.00</b>
			EnCode Plus	Sponsorships	-1,500.00
TOTAL					<u>-1,500.00</u>
<b>Deposit</b>		<b>12/14/2021</b>		<b>1Bank Checking APACO</b>	<b>3,740.00</b>
			University of Colorado-Denver	Registration Income	-3,740.00
TOTAL					<u>-3,740.00</u>
<b>Deposit</b>		<b>12/20/2021</b>		<b>1Bank Checking APACO</b>	<b>291.57</b>
			APA CO Member	Chap Only Membership	-75.00
			paypal	Bank Service Charges	1.98
			APA CO Member	Web Jobs Consul Dir	-50.00
			paypal	Bank Service Charges	1.49
			APA CO Member	Web Jobs Consul Dir	-50.00
			paypal	Bank Service Charges	1.49
			APA CO Member	Chap Only Membership	-75.00
			paypal	Bank Service Charges	1.98
			APA CO Member	Web Jobs Consul Dir	-50.00
			paypal	Bank Service Charges	1.49
TOTAL					<u>-291.57</u>
<b>Deposit</b>		<b>12/31/2021</b>		<b>1Bank Savings APACO</b>	<b>0.45</b>
				Interest	-0.45
TOTAL					<u>-0.45</u>

# APA Colorado Check Detail December 2021

Num	Date	Name	Account	Paid Amount	Original Amount
1023	12/10/2021	University of Colorado-Denver	1Bank Checking APACO		<b>-935.00</b>
			Registration Income	-935.00	935.00
				<b>-935.00</b>	<b>935.00</b>
1024	12/27/2021	Hannah Groves	1Bank Checking APACO		<b>-175.00</b>
			Healthy Communities Expense	-175.00	175.00
				<b>-175.00</b>	<b>175.00</b>
1026	12/31/2021	Vail Resorts	1Bank Checking APACO		<b>-58,289.48</b>
			Food & Beverage	-37,610.27	37,610.27
			AV   WiFi  App	-20,679.21	20,679.21
				<b>-58,289.48</b>	<b>58,289.48</b>
1034	12/01/2021	Shelia Booth	1Bank Checking APACO		<b>-3,036.26</b>
			Admin Salary	-3,831.29	3,831.29
			Retirement	114.94	-114.94
			Retirement	-114.94	114.94
			Payroll Liabilities	114.94	-114.94
			Federal Withholding	248.00	-248.00
			Payroll Taxes	-237.54	237.54
			Social Security	237.54	-237.54
			Social Security	237.54	-237.54
			Payroll Taxes	-55.55	55.55
			Medicare	55.55	-55.55
			Medicare	55.55	-55.55
			CO-Withholding	139.00	-139.00
				<b>-3,036.26</b>	<b>3,036.26</b>
1035	12/01/2021	Shelia Booth	1Bank Checking APACO		<b>-2,500.00</b>
			Payroll Expenses	-3,099.05	3,099.05
			Retirement	92.97	-92.97
			Retirement	-92.97	92.97
			Payroll Liabilities	92.97	-92.97
			Federal Withholding	163.00	-163.00
			Payroll Taxes	-192.14	192.14
			Social Security	192.14	-192.14
			Social Security	192.14	-192.14
			Payroll Taxes	-44.94	44.94
			Medicare	44.94	-44.94
			Medicare	44.94	-44.94

# APA Colorado

## Check Detail

December 2021

		CO-Withholding	106.00	-106.00
			<u>-2,500.00</u>	<u>2,500.00</u>
<b>1036</b>	<b>12/28/2021 Shelia Booth</b>	<b>1Bank Checking APACO</b>		<b>-1,406.59</b>
		Office Supplies	-1,406.59	1,406.59
			<u>-1,406.59</u>	<u>1,406.59</u>
<b>EFT10272023</b>	<b>12/12/2021 Wells Fargo</b>	<b>1Bank Checking APACO</b>		<b>-284.51</b>
		WF Visa SBooth	-284.51	284.51
			<u>-284.51</u>	<u>284.51</u>

**APA Colorado**  
**Profit & Loss**  
December 2021

	<u>Dec 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Admin Inc</b>	
Interest	0.45
<b>Membership Dues</b>	
Chap Only Membership	225.00
<b>Total Membership Dues</b>	225.00
<b>Sponsorships</b>	1,500.00
<b>Total Admin Inc</b>	1,725.45
<b>Advertising</b>	
Web Jobs Consul Dir	275.00
<b>Total Advertising</b>	275.00
<b>State Conference Income</b>	
Registration Income	2,805.00
<b>Total State Conference Income</b>	2,805.00
<b>Total Income</b>	4,805.45
<b>Expense</b>	
<b>Administration</b>	
Bank Service Charges	13.88
Office Supplies	1,441.52
Phone & Other	42.23
Printing/Marketing Materials	88.00
Software	1.99
<b>Total Administration</b>	1,587.62
<b>Events Exp</b>	
<b>Committee Expense</b>	
Healthy Communities Expense	175.00
<b>Total Committee Expense</b>	175.00
<b>Total Events Exp</b>	175.00
<b>Payroll Expenses</b>	3,099.05
<b>Personnel</b>	
Admin Salary	3,831.29
Payroll Taxes	530.17
Retirement	0.00
<b>Total Personnel</b>	4,361.46
<b>State Conference</b>	
<b>Conference Expenses</b>	
AV   WiFi  App	20,679.21
Food & Beverage	37,610.27
<b>Total Conference Expenses</b>	58,289.48
<b>Total State Conference</b>	58,289.48
<b>Total Expense</b>	67,512.61
<b>Net Ordinary Income</b>	-62,707.16
<b>Net Income</b>	<u><u>-62,707.16</u></u>

## APA Colorado

# Profit & Loss Prev Year Comparison

### January through December 2021

	Jan - Dec 21	Jan - Dec 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Admin Inc</b>				
Interest	4.99	11.16	-6.17	-55.29%
Law Book Sales	327.50	409.50	-82.00	-20.02%
Marketing Swag Income	12.00	120.00	-108.00	-90.0%
<b>Membership Dues</b>				
APA Memberships	68,182.45	64,974.50	3,207.95	4.94%
Chap Only Membership	1,550.00	1,900.00	-350.00	-18.42%
<b>Total Membership Dues</b>	69,732.45	66,874.50	2,857.95	4.27%
Payroll Protection Program	0.90	8,800.00	-8,799.10	-99.99%
PIC Interest	0.00	125.00	-125.00	-100.0%
Sponsorships	17,302.02	17,069.00	233.02	1.37%
<b>Total Admin Inc</b>	87,379.86	93,409.16	-6,029.30	-6.46%
<b>Advertising</b>				
Web Jobs Consul Dir	1,626.50	650.00	976.50	150.23%
<b>Total Advertising</b>	1,626.50	650.00	976.50	150.23%
<b>Events</b>				
<b>Chapter Events</b>				
Statewide Chapter Events	200.00	0.00	200.00	100.0%
<b>Total Chapter Events</b>	200.00	0.00	200.00	100.0%
<b>Regional/Representatives</b>				
Central Mountain Income	240.00	0.00	240.00	100.0%
South Central Income	0.00	440.00	-440.00	-100.0%
<b>Total Regional/Representatives</b>	240.00	440.00	-200.00	-45.46%
<b>Total Events</b>	440.00	440.00	0.00	0.0%
<b>State Conference Income</b>				
Registration Income	100,391.01	37,832.58	62,558.43	165.36%
<b>Total State Conference Income</b>	100,391.01	37,832.58	62,558.43	165.36%
<b>Total Income</b>	189,837.37	132,331.74	57,505.63	43.46%
<b>Expense</b>				
<b>Administration</b>				
Bank Service Charges	303.62	235.84	67.78	28.74%
Board Expenses	1,375.62	275.74	1,099.88	398.88%
Insurance	1,707.00	1,696.00	11.00	0.65%
Membership Dues	391.00	336.00	55.00	16.37%
Office Supplies	1,891.99	239.48	1,652.51	690.04%
Phone & Other	507.35	574.40	-67.05	-11.67%
PIC	0.00	0.00	0.00	0.0%
Postage & PO Box	182.00	170.56	11.44	6.71%
Printing/Marketing Materials	848.00	0.00	848.00	100.0%
Registration Fees	162.90	260.00	-97.10	-37.35%
Software	1,948.00	1,472.20	475.80	32.32%
Tax Accounting	2,936.37	782.17	2,154.20	275.41%

## APA Colorado

# Profit & Loss Prev Year Comparison

### January through December 2021

	Jan - Dec 21	Jan - Dec 20	\$ Change	% Change
Travel	437.98	425.06	12.92	3.04%
<b>Total Administration</b>	<b>12,691.83</b>	<b>6,467.45</b>	<b>6,224.38</b>	<b>96.24%</b>
<b>Education Ex</b>				
Provider Fees	1,254.00	1,404.00	-150.00	-10.68%
Scholarship	0.00	1,500.00	-1,500.00	-100.0%
Staff Development	125.00	0.00	125.00	100.0%
<b>Total Education Ex</b>	<b>1,379.00</b>	<b>2,904.00</b>	<b>-1,525.00</b>	<b>-52.51%</b>
<b>Events Exp</b>				
<b>Committee Expense</b>				
FAICP Advisory Expense	380.00	0.00	380.00	100.0%
Healthy Communities Expense	302.05	0.00	302.05	100.0%
<b>Total Committee Expense</b>	<b>682.05</b>	<b>0.00</b>	<b>682.05</b>	<b>100.0%</b>
<b>Regional Event Exp</b>				
Central Mtn Expense	284.30	0.00	284.30	100.0%
South Central Expense	0.00	488.00	-488.00	-100.0%
<b>Total Regional Event Exp</b>	<b>284.30</b>	<b>488.00</b>	<b>-203.70</b>	<b>-41.74%</b>
<b>Total Events Exp</b>	<b>966.35</b>	<b>488.00</b>	<b>478.35</b>	<b>98.02%</b>
<b>Legislative Expense</b>				
Lobbying	5,579.96	6,737.92	-1,157.96	-17.19%
Research	20,519.88	21,713.76	-1,193.88	-5.5%
<b>Total Legislative Expense</b>	<b>26,099.84</b>	<b>28,451.68</b>	<b>-2,351.84</b>	<b>-8.27%</b>
<b>Member Services</b>				
Alliance Groups	0.00	2,000.00	-2,000.00	-100.0%
Awards	437.59	683.41	-245.82	-35.97%
Website	101.25	3,500.00	-3,398.75	-97.11%
<b>Total Member Services</b>	<b>538.84</b>	<b>6,183.41</b>	<b>-5,644.57</b>	<b>-91.29%</b>
<b>Payroll Expenses</b>	<b>3,099.05</b>	<b>5,215.45</b>	<b>-2,116.40</b>	<b>-40.58%</b>
<b>Personnel</b>				
Admin Salary	45,975.48	44,207.16	1,768.32	4.0%
Intern	0.00	500.00	-500.00	-100.0%
Payroll Taxes	3,769.94	3,781.62	-11.68	-0.31%
Retirement	2,298.80	3,017.36	-718.56	-23.81%
Workers Comp	208.00	216.00	-8.00	-3.7%
<b>Total Personnel</b>	<b>52,252.22</b>	<b>51,722.14</b>	<b>530.08</b>	<b>1.03%</b>
<b>State Conference</b>				
<b>Conference Expenses</b>				
AV   WiFi  App	27,355.99	4,631.86	22,724.13	490.61%
Food & Beverage	37,610.27	0.00	37,610.27	100.0%
Printing   Logo	591.54	0.00	591.54	100.0%
Speakers   Keynote	1,600.00	3,500.00	-1,900.00	-54.29%
Supplies	156.34	0.00	156.34	100.0%
<b>Total Conference Expenses</b>	<b>67,314.14</b>	<b>8,131.86</b>	<b>59,182.28</b>	<b>727.78%</b>
Future Confernces	842.14	1,000.00	-157.86	-15.79%
<b>Total State Conference</b>	<b>68,156.28</b>	<b>9,131.86</b>	<b>59,024.42</b>	<b>646.36%</b>

APA Colorado  
**Profit & Loss Prev Year Comparison**  
January through December 2021

	<b>Jan - Dec 21</b>	<b>Jan - Dec 20</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Total Expense</b>	165,183.41	110,563.99	54,619.42	49.4%
<b>Net Ordinary Income</b>	24,653.96	21,767.75	2,886.21	13.26%
<b>Net Income</b>	<b>24,653.96</b>	<b>21,767.75</b>	<b>2,886.21</b>	<b>13.26%</b>

**APA Colorado**  
**Profit & Loss Budget Performance**  
 January through December 2021

	Jan - Dec 21	Budget	Jan - Dec 21	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Admin Inc	87,379.86	76,565.00	87,379.86	76,565.00	76,565.00
Advertising	1,626.50	650.00	1,626.50	650.00	650.00
Education	0.00	1,500.00	0.00	1,500.00	1,500.00
Events	440.00	6,150.00	440.00	6,150.00	6,150.00
State Conference Income	100,391.01	98,750.00	100,391.01	98,750.00	98,750.00
<b>Total Income</b>	<b>189,837.37</b>	<b>183,615.00</b>	<b>189,837.37</b>	<b>183,615.00</b>	<b>183,615.00</b>
<b>Expense</b>					
Administration	12,691.83	11,630.00	12,691.83	11,630.00	11,630.00
Education Ex	1,379.00	3,005.00	1,379.00	3,005.00	3,005.00
Events Exp	966.35	6,350.00	966.35	6,350.00	6,350.00
Legislative Expense	26,099.84	27,640.00	26,099.84	27,640.00	27,640.00
Member Services	538.84	3,500.00	538.84	3,500.00	3,500.00
Payroll Expenses	3,099.05		3,099.05		
Personnel	52,252.22	52,485.00	52,252.22	52,485.00	52,485.00
State Conference	68,156.28	98,850.00	68,156.28	98,850.00	98,850.00
<b>Total Expense</b>	<b>165,183.41</b>	<b>203,460.00</b>	<b>165,183.41</b>	<b>203,460.00</b>	<b>203,460.00</b>
<b>Net Ordinary Income</b>	<b>24,653.96</b>	<b>-19,845.00</b>	<b>24,653.96</b>	<b>-19,845.00</b>	<b>-19,845.00</b>
<b>Net Income</b>	<b>24,653.96</b>	<b>-19,845.00</b>	<b>24,653.96</b>	<b>-19,845.00</b>	<b>-19,845.00</b>





## APA Colorado Board Commentary

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**Board Meeting Date:** January 7, 2022

**Subject:** Chapter Administrator Report

**Board Member/Sponsor:** Shelia Booth, Chapter Administrator

**Development | Action Plan Reference:** N/A

**Budget/Financial Implications:** Yes  No

**Budget Line Item:**

**Amount Budgeted:** \_\_\_\_\_

**Amount Requested:**

**ACTION ITEM:**

**INFORMATIONAL ITEM:** X

**Recommendation:** N/A

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### **2022 Town Hall**

The Town Hall & Annual Meeting will be held virtually on February 9, 2022 from 3:00 - 5:00 p.m. Each Board member will be presenting the annual report section specific to his/her Board office. A slide template will be distributed the week of January 17th and slides will be due January 28th. Each Board officer will do his/her own presentation, limited to 1-3 minutes.

### **2021 Annual Report**

Although not everyone has completed the report, I have started on the document and will send it out for review within the next week. If you or your predecessor did not submit anything, there will not be a summary for your office.

### **CPC 2021 Review:**

The Vail invoice was received in mid December, reviewed and sent back for corrections. The final bill was then submitted to Staff on December 30th and paid on December 31st. The invoice included \$20,679.21 for AV, \$31,008.99 for food and beverage and \$6,601.28 for the Thursday night reception. Discounts included the 10% reduction on listed food and beverage prices, 10% in room revenue back to the master account, 1:35 room night rebate and a 2% reduction in the current service charge. Both conferences netted an income of over \$30,000 which did not include sponsorships.

### **Website Migration:**

The website migration has stalled. Staff will be hiring an intern using the Intern line item of \$1000 to assist with the migration so that it can be completed this year. Staff will be asking each Board Officer and Committee to complete the update to their office web page in a timeline manner so as not to prolong the migration any longer.

### **Small Town Task Force:**

Unfortunately, no student chose the Capstone proposal for the STTF which puts this effort on hold for a while longer. The options at this time are to resubmit the Capstone for the fall, hire someone to conduct the research and set up the templates or seek a volunteer to oversee the project with the assistance of other volunteers. At this time, STTF suggests waiting to see how much funding is left in the Intern line item after the website is completed.

### **Planning Commissioner Training**

Like the previous item, this one has stalled a bit. Staff is still in conversations with DOLA and the Professional Development Committee to identify topics, experts and information formatting. The goal is to get at least one topic and expert identified and create one short video in 2022.



## APA Colorado Board Commentary

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**Board Meeting Date:** January 7, 2022

**Subject:** Adoption of the 2022-2026 Development Plan & 2022 Action Plan

**Board Member/Sponsor:** Joni Marsh

**Development | Action Plan Reference:** All

**Budget/Financial Implications:** Yes  No

**Budget Line Item:** All

**Amount Budgeted:** \_\_\_\_\_

**Amount Requested:**

**ACTION ITEM:** X

**INFORMATIONAL ITEM:**

**Recommendation:** Approve the 2022-2026 Development Plan and 2022 Action Plan

---

Attached please find the final version of the 5 Year Development Plan and 1 Year Action Plan for APA Colorado.



## OUR STRATEGIES

### LEAD

**L-1** Be relevant, bold and responsive to planning issues and trends.

**L-2** Advance community planning and communicate best practices at the local, regional and state-wide levels.

**L-3** Build capacity for planning at the local, district, and state-wide level.

### COMMUNICATE & ENGAGE

**C-1** Publish and celebrate planning successes and lessons learned via all aspects of Chapter communication tools.

**C-2** Increase volunteerism and provide a venue to advertise volunteer opportunities within the profession and APA Colorado.

**C-3** Communicate regularly with members, partners, other APA Chapters, APA Divisions and APA National.

## PARTNER

**P-1** Enhance and expand our partnerships.

**P-2** Foster interdisciplinary approaches to address planning issues and collaborate to expand positive community impacts.

**P-3** Build enthusiasm for planning among community and industry leaders.

## ADVOCATE

**A-1** Assert, promote and communicate the value and role of planning and our profession, particularly the AICP credentials.

**A-3** Promote policies and practices that reinforce planning ideals and provide more planning tools at the state and local levels.

**A-4** Advocate for equity, diversity and inclusivity in the planning profession, and among appointed and elected officials.

**A-2** Strengthen our planning advocacy program at the state and local levels.

## EDUCATE

**E-1** Make our communications more narrative, specific, personal, and compelling.

**E-3** Instill in planners the highest standards of ethical behavior with a fundamental focus on the public interest.

**E-4** Collaborate with the academic community to shape the future of the planning profession and bridge the gap between academia and real world.

**E-2** Develop early outreach programs to middle and high school students to teach them about the value of planning.

## SERVE

**S-1** Be member responsive and transparent.

**S-2** Ensure that the services we offer are of value to our members and are provided in the most efficient and cost-effective manner possible.

**S-3** Ensure the availability of high quality educational products, events and conferences for planners at all stages of their careers.

**S-4** Ensure the long-term financial and operational health of APA Colorado.

**S-5** Provide a robust program of leadership development and succession planning in APA Colorado.

**S-6** Implement additional retention strategies and set realistic goals for growth of the Chapter membership.

# OUR 2022 ACTION ITEMS

**A-1** Proactively engage members on future trends and big ideas and integrate into chapter activities, including communications and education, in order to poise planners to be adaptive to changing conditions. **(S: L-1)**

**LEAD:** Area Representatives in coordination with Committees

**A-2** Provide education and outreach on the importance of equitable communities and what it means to plan with an equity lens. **(S: A-4)**

**LEAD:** Professional Development Officer and Equity, Diversity & Inclusion Committee

**A-3** Complete the transition from the Chapter's current website to the APA hosted website. **(S: S-2)**

**LEAD:** Outreach & Communications Committee

**A-4** Using the Chapter's educational themes, start a podcast series and use it, the website and newsletter as vehicles to publish and highlight good planning and to educate our members on issues, trends and legislative matters. **(S: C-1)**

**LEAD:** VP Communications

**A-6** Update and implement the Chapter's strategic communications plan. **(S: C-3)**

**LEAD:** Outreach & Communications Committee

**A-7** Continue to track and raise awareness of legislative trends and bills that are important to our communities and constituents through the preparation and distribution of a monthly summary of legislative issues. **(S: A-2)**

**LEAD:** Legislative Committee

**A-8** Promote the value of our profession, particularly the AICP credentials. **(S: A-1)**

**LEAD:** Professional Development Committee

**A-9** Promote best practices for adopting healthy and sustainable actions in land use and building codes and create easily accessible resources for planners and non-planners throughout the state. **(S: L-2)**

**LEAD:** Professional Development' Healthy Communities, Sustainability and Outreach & Communications Committees

**A-10** Continue support and engagement with the Symposium for Sustainable Infrastructure (SSI) / City we Want, which may include event organization and leadership. **(S: P-2)**

**LEAD:** Sustainability Committee

**A-11** Host quarterly educational and networking events around the state. **(S: S-3)**

**LEAD:** Area Representatives in collaboration with Committees

**A-12** Identify topics, resources and topic experts while working with DOLA for the Public Officials training kit to include short videos, handouts and other informational resources. **(S: L-2 and A-3)**

**LEAD:** Professional Development Committee and Public Official Representative

**A-13** Hire an intern to survey small towns, identifying specific needs for planning assistance and list resources, prioritize tasks and draft initial documents and videos. **(S: L-2 and A-3)**

**LEAD:** Small Town Task Force, Professional Development Committee

**A-14** Promote National Community Planning Month and engage tactics to reach new audiences in the community with activities relevant to building community capacity. **(S: L-2)**

**LEAD:** Outreach &

Communication Committee, EDI Committee and Board

**A-15** Create a volunteer campaign and "Involvement Plan" to increase participation and volunteerism by drafting a "how to guide" and providing a venue to advertise opportunities within the profession and the Chapter. **(S: C-2)**

**LEAD:** VP External Affairs and Membership Committee.

**A-16** Create a list of existing and desired partners and communicate with at least one each quarter. **(S: P-1)**

**LEAD:** VP External Affairs

**A-17** Support APA's efforts. **(S: S-1)**

**LEAD:** President, President Elect & Past President

**A-18** Create and promote internship opportunities, design charrette judging, etc. **(S: E-4)**

**LEAD:** Student Representative and Faculty Representative

**A-19** Encourage participation in STEM, career fairs, smart cities competitions and mentor programs and create a curriculum kit for use by members in these efforts. **(S: C-4)**

**LEAD:** Youth in Planning Committee; Membership Committee

**A-20** Demonstrate through story telling the value of planning to the state's elected leaders. **(S: A-2)**

**LEAD:** Outreach & Communication Committee and Legislative Committee

**A-21** Perform a financial health assessment / audit of Chapter resources and receive financial advice on investment or other strategies available to grow the Chapter's resources. **(S: S-4)**

**LEAD:** President, President-Elect and Treasurer

Adopted by the APA Colorado Board on February 9, 2022



# APA Colorado Board Commentary

**Board Meeting Date:** January 7, 2022

**Subject:** Bylaws Update

**Board Member/Sponsor:** Shelia Booth, Chapter Administrator

**Development | Action Plan Reference:** All

**Budget/Financial Implications:** Yes  No

**Budget Line Item:** \_\_\_\_\_

**Amount Budgeted:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**ACTION ITEM:**

**INFORMATIONAL ITEM: X**

**Recommendation:** N/A

Based on the previous discussions at Board meetings, the general consensus is to move forward with amending the Bylaws to create an Executive Board. Unfortunately, we were not able to find the original language drafted back in 2018 so we will be starting from scratch. Below is a summary of the proposal.

Executive Board/Executive Committee (7 members, 4 quorum)

- President
- President Elect or Past President (whichever is a Board officer at the time)
- Treasurer
- Vice President External Affairs
- Vice President Communications
- Vice President Legislative Affairs
- Professional Development Officer

Duties of the Executive Committee

1. To adopt and disseminate Chapter Policy when the timely adoption of such policy is in the best interest of the Chapter and when the Board/Council cannot meet or obtain a quorum at a meeting;
2. To assist the President by providing counsel on APA issues and policy;
3. To take action to remove a sitting Board member for malfeasance, misfeasance, nonfeasance or lack of performance according to these established By-laws, duties, or responsibilities; and,
4. To assist the President in the selection of a Chapter Administrator or any other paid staff.

Chapter Board/Board Council (31 members; 16 voting)

- Above 7
- Area Representatives

- Central Mountain
- Northwest
- North Central
- Southwest
- South Central
- 2 Denver Metro
- Appointed Voting Representatives:
  - Public Official Representatives
  - Planning Faculty Representative
  - Emerging Planning Professionals Representative
- Appointed Non Voting Representatives:
  - Student Representative
  - Allied Organization Representative
- Committee Representatives/Chairs (Awards, EDI, EPP\*, Great Places, Healthy Communities, Legislative\*, Membership, Outreach & Communications, PIC\*, Professional Development\*, Sustainability and Youth in Planning)
- PIC Board President

The duties of all members of the Board include supporting the Chapter to satisfy all of the mandatory and at least the minimum number of the elective Chapter Performance Criteria as most currently adopted by the American Planning Association, including development of a strategic plan, an annual budget, and an awards program.

The Chapter Administrator will serve as the facilitator for both boards.





## APA Colorado Board Commentary

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**Board Meeting Date:** January 7, 2022

**Subject:** Response to Boulder County Wildfires

**Board Member/Sponsor:** Maureen Paz de Araujo, FAICP CTP CEP

**Development | Action Plan Reference:**

**Budget/Financial Implications:** Yes  No  May be pro bono volunteer effort

**Budget Line Item:** N/A

**Amount Budgeted:** Unknown

**Amount Requested:**

**ACTION ITEM:**

**INFORMATIONAL ITEM:** X

**Recommendation:** Discuss and identify an approach and specific wildfire recovery support strategies to be implemented as quickly as possible by the APA Colorado Chapter.

---

Several Board members have expressed a desire for the Chapter to engage in supporting a response to support Boulder County, Superior and Louisville with wildfire recovery. A press conference held Friday morning (December 31<sup>st</sup>) directed those interested in helping to two websites to access contact information for volunteer opportunities and the preferred way to make donations for the recovery efforts.

The Boulder County OEM website lists multiple key agency/organization links as resources to identify volunteer and donation opportunities. Suggested key support organizations links are posted on the Boulder County OEM website at: [Disaster Assistance - Boulder OEM](#)

Also mentioned was "coloradoresponse.com". After some searching, I believe the Colorado Homeland Security site that was referred to can be found at: [Wildfires - COLORADO RESPONDS](#)

There are a lot of things we could do. I have mostly been engaged in volunteer work after the event – down the road – both as part of a FEMA consultant TACs (tornados in Missouri and Nebraska) and two separate efforts after the Waldo Canyon Fire. As a consultant TAC member, I served on teams that conducted community charrettes and developed recovery plans and secured funding in short order. I feel like we could replicate that if needed/desirable as APA Colorado on a volunteer, pro bono basis. I also constructed log erosion barriers (Blodgett Peak area) and assisted with pro bono design work (Mountain Shadows Park Memorial for COS Parks Department) after the Waldo Canyon Fire. My sweet spot, evacuation planning, is not an immediate need and was apparently executed expeditiously. Another emerging niche could be in the code area but really this was a freak of nature, and I don't think the jurisdictions were doing anything "wrong." It is hard to anticipate and plan for an event like this.



## APA Colorado Board Commentary

---

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**Board Member/Sponsor:** Maureen Paz de Araujo, FAICP CTP CEP

**Development | Action Plan Reference:**

**Budget/Financial Implications:** Yes  No  May be pro bono volunteer effort

**Budget Line Item:** N/A

**Amount Budgeted:** Unknown

**Amount Requested:**

**ACTION ITEM:**

**INFORMATIONAL ITEM:** X

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The bottom line is that there is a lot we can do as an APA Chapter – let's get organized and be at the forefront of responding in some way.



## APA Colorado Board Agenda Item

---

**Board Meeting Date:** January 7, 2021

**Subject:** 2021 Year End Financial Report

**Board Member/Sponsor:** Josh Olhava, Treasurer

**Development Plan | Action Program Reference:** APA Colorado will SERVE its members; S-33 Ensure the long-term financial and operational health of APA Colorado

**Budget/Financial Implications:** Yes  No

**Budget Line Item:**

**Amount Budgeted:** \_\_\_\_\_

**Amount Requested:**

**ACTION ITEM:**

**INFORMATIONAL ITEM:**

**Recommendation:** Approve the 2021 Year End Financial Report as presented

---

2021 Profit Loss:

- Income: \$189,831.37
- Expenses: \$165,183.41
- Net Income: \$24,653.96

Assets as of December 31, 2021:

- Chapter assets total: \$128,048.82
- Checking Account: \$77,909.28
- Savings Account: \$50,139.54
- Total assets up \$25,654.17 from 2020

The Chapter was able to recover even further from the 2019 loss by ending with a net income of \$24,653.96. After paying the Keystone conference expenses, the conferences netted \$33,076.87. This includes both the in-person and virtual conference events. Sponsorship for 2021 ended at \$17,302.02, which was \$7,697.98 under the \$25,000 amount budgeted; however it was similar to that acquired in 2020 under the "buy one year, get one free" program. As noted during our 2022 Budget discussion, we expect to see 2022 Sponsorships back to more normal level.

Compared to 2020, this year's two conferences netted \$3,000 more, which is similar to what our in-person conferences typically make. However, the big difference between the last two years is that previous income was solely generated by sponsorships whereas, this year registration fees for both the virtual conference (\$10,000) and in person conference helped with overall conference income.

For 2021, we budgeted a deficit of \$19,845, but as noted above we came in with a net income over \$24,000. Below are a few highlights.

Income:

- Anticipating a 20% reduction in membership, APA membership dues were budgeted at \$49,000. Luckily no reduction was seen, and membership dues were actually up from 2020 and \$19,000 over what was budgeted.
- Sponsorship didn't meet the budget of \$25,000 but the Chapter did well enough considering coming in at \$17,302.02.
- Another unexpected income was in the job posting line item where we anticipated \$650 but the year ended \$976 over budget at \$1,626.50.
- The area of least budget conformance was the Events section. Committees and Area Representatives had little if any income due to a lack of events. The Central Mountain Area Representative was the only one to bring in funds (\$240) for a housing event.

Expenses:

- Board Expenses which were allotted to the June Board retreat, exceeded the budget of \$750 coming in at \$1375.62 due to food beverage minimums.
- Office supplies came in \$1541 over budget due to the purchase of a new computer for staff.
- Tax Accounting was over by \$2,136.37 due to charges (\$2,000) for the annual tax returns that used to be done pro bono.
- The travel line item came in under budget by \$2,562.02 since no board or staff traveled to out of state events.
- As with income, the Events expenses were well under that budgeted due to lack of planned events. Money spent was for FAICP nominations, a Healthy Communities workshop at the conference and student stipend and the Central Mountain Area housing event.
- Retirement was off by \$803.80 since staff contributed more than 3%; however this comes from Staff's paycheck and not from the Chapter.
- The conference came in \$30,535.86 under budget with a healthy savings of \$23,991.01 in the food and beverage line item. This is attributed to the 10% F&B reduction, 20% service charge (vs current 22%) and the 10% master account rebate, so it is anticipated that this amount will be more in the coming years even with reductions in food offerings at the conference.

Assets as of December 31, 2021:

- Chapter assets total: \$128,048.82
- Checking Account: \$77,909.28
- Savings Account: \$50,139.54
- Total assets up \$25,654.17 from 2020

	<b>Dec 31, 21</b>	<b>Dec 31, 20</b>	<b>\$ Change</b>	<b>% Change</b>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>1Bank Check</b>	77,909.28	52,260.10	25,649.18	49.08%
<b>1Bank Saving</b>	50,139.54	50,134.55	4.99	0.01%
<b>Total Checking/Savings</b>	128,048.82	102,394.65	25,654.17	25.05%
<b>Total Current Assets</b>	128,048.82	102,394.65	25,654.17	25.05%
<b>TOTAL ASSETS</b>	<b>128,048.82</b>	<b>102,394.65</b>	<b>25,654.17</b>	<b>25.05%</b>
<b>LIABILITIES &amp; EQUITY</b>	0.00	0.00	0.00	0.0%

**APA Colorado**  
**Profit & Loss**  
January through December 2021

Jan - Dec 21

Ordinary Income/Expense

Income

Admin Inc

Interest	4.99
Law Book Sales	327.50
Marketing Swag Income	12.00
Membership Dues	
APA Memberships	68,182.45
Chap Only Membership	1,550.00
Total Membership Dues	69,732.45
Payroll Protection Program	0.90
Sponsorships	17,302.02
Total Admin Inc	87,379.86

Advertising

Web Jobs Consul Dir	1,626.50
Total Advertising	1,626.50

Events

Chapter Events	
Statewide Chapter Events	200.00
Total Chapter Events	200.00
Regional/Representatives	
Central Mountain Income	240.00
Total Regional/Representatives	240.00
Total Events	440.00

State Conference Income

Registration Income	100,391.01
Total State Conference Income	100,391.01

Total Income 189,837.37

Expense

Administration

Bank Service Charges	303.62
Board Expenses	1,375.62
Insurance	1,707.00
Membership Dues	391.00
Office Supplies	1,891.99
Phone & Other	507.35
Postage & PO Box	182.00
Printing/Marketing Materials	848.00
Registration Fees	162.90
Software	1,948.00
Tax Accounting	2,936.37
Travel	437.98
Total Administration	12,691.83

Education Ex

Provider Fees	1,254.00
Staff Development	125.00

APA Colorado  
**Profit & Loss**  
January through December 2021

	<u>Jan - Dec 21</u>
Total Education Ex	1,379.00
Events Exp	
Committee Expense	
FAICP Advisory Expense	380.00
Healthy Communities Expense	302.05
Total Committee Expense	<u>682.05</u>
Regional Event Exp	
Central Mtn Expense	284.30
Total Regional Event Exp	<u>284.30</u>
Total Events Exp	966.35
Legislative Expense	
Lobbying	5,579.96
Research	20,519.88
Total Legislative Expense	<u>26,099.84</u>
Member Services	
Awards	437.59
Website	101.25
Total Member Services	<u>538.84</u>
Payroll Expenses	3,099.05
Personnel	
Admin Salary	45,975.48
Payroll Taxes	3,769.94
Retirement	2,298.80
Workers Comp	208.00
Total Personnel	<u>52,252.22</u>
State Conference	
Conference Expenses	
AV   WiFi  App	27,355.99
Food & Beverage	31,008.99
Printing   Logo	591.54
Receptions	6,601.28
Speakers   Keynote	1,600.00
Supplies	156.34
Total Conference Expenses	<u>67,314.14</u>
Future Confernces	<u>842.14</u>
Total State Conference	<u>68,156.28</u>
Total Expense	<u>165,183.41</u>
Net Ordinary Income	24,653.96
Net Income	<u><u>24,653.96</u></u>

## APA Colorado

# Profit & Loss Prev Year Comparison

### January through December 2021

	Jan - Dec 21	Jan - Dec 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Admin Inc</b>				
Interest	4.99	11.16	-6.17	-55.29%
Law Book Sales	327.50	409.50	-82.00	-20.02%
Marketing Swag Income	12.00	120.00	-108.00	-90.0%
<b>Membership Dues</b>				
APA Memberships	68,182.45	64,974.50	3,207.95	4.94%
Chap Only Membership	1,550.00	1,900.00	-350.00	-18.42%
<b>Total Membership Dues</b>	<b>69,732.45</b>	<b>66,874.50</b>	<b>2,857.95</b>	<b>4.27%</b>
Payroll Protection Program	0.90	8,800.00	-8,799.10	-99.99%
PIC Interest	0.00	125.00	-125.00	-100.0%
Sponsorships	17,302.02	17,069.00	233.02	1.37%
<b>Total Admin Inc</b>	<b>87,379.86</b>	<b>93,409.16</b>	<b>-6,029.30</b>	<b>-6.46%</b>
<b>Advertising</b>				
Web Jobs Consul Dir	1,626.50	650.00	976.50	150.23%
<b>Total Advertising</b>	<b>1,626.50</b>	<b>650.00</b>	<b>976.50</b>	<b>150.23%</b>
<b>Events</b>				
<b>Chapter Events</b>				
Statewide Chapter Events	200.00	0.00	200.00	100.0%
<b>Total Chapter Events</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>100.0%</b>
<b>Regional/Representatives</b>				
Central Mountain Income	240.00	0.00	240.00	100.0%
South Central Income	0.00	440.00	-440.00	-100.0%
<b>Total Regional/Representatives</b>	<b>240.00</b>	<b>440.00</b>	<b>-200.00</b>	<b>-45.46%</b>
<b>Total Events</b>	<b>440.00</b>	<b>440.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>State Conference Income</b>				
Registration Income	100,391.01	37,832.58	62,558.43	165.36%
<b>Total State Conference Income</b>	<b>100,391.01</b>	<b>37,832.58</b>	<b>62,558.43</b>	<b>165.36%</b>
<b>Total Income</b>	<b>189,837.37</b>	<b>132,331.74</b>	<b>57,505.63</b>	<b>43.46%</b>
<b>Expense</b>				
<b>Administration</b>				
Bank Service Charges	303.62	235.84	67.78	28.74%
Board Expenses	1,375.62	275.74	1,099.88	398.88%
Insurance	1,707.00	1,696.00	11.00	0.65%
Membership Dues	391.00	336.00	55.00	16.37%
Office Supplies	1,891.99	239.48	1,652.51	690.04%
Phone & Other	507.35	574.40	-67.05	-11.67%
PIC	0.00	0.00	0.00	0.0%
Postage & PO Box	182.00	170.56	11.44	6.71%
Printing/Marketing Materials	848.00	0.00	848.00	100.0%
Registration Fees	162.90	260.00	-97.10	-37.35%
Software	1,948.00	1,472.20	475.80	32.32%
Tax Accounting	2,936.37	782.17	2,154.20	275.41%



## APA Colorado

# Profit & Loss Prev Year Comparison

### January through December 2021

	Jan - Dec 21	Jan - Dec 20	\$ Change	% Change
Travel	437.98	425.06	12.92	3.04%
<b>Total Administration</b>	<b>12,691.83</b>	<b>6,467.45</b>	<b>6,224.38</b>	<b>96.24%</b>
<b>Education Ex</b>				
Provider Fees	1,254.00	1,404.00	-150.00	-10.68%
Scholarship	0.00	1,500.00	-1,500.00	-100.0%
Staff Development	125.00	0.00	125.00	100.0%
<b>Total Education Ex</b>	<b>1,379.00</b>	<b>2,904.00</b>	<b>-1,525.00</b>	<b>-52.51%</b>
<b>Events Exp</b>				
<b>Committee Expense</b>				
FAICP Advisory Expense	380.00	0.00	380.00	100.0%
Healthy Communities Expense	302.05	0.00	302.05	100.0%
<b>Total Committee Expense</b>	<b>682.05</b>	<b>0.00</b>	<b>682.05</b>	<b>100.0%</b>
<b>Regional Event Exp</b>				
Central Mtn Expense	284.30	0.00	284.30	100.0%
South Central Expense	0.00	488.00	-488.00	-100.0%
<b>Total Regional Event Exp</b>	<b>284.30</b>	<b>488.00</b>	<b>-203.70</b>	<b>-41.74%</b>
<b>Total Events Exp</b>	<b>966.35</b>	<b>488.00</b>	<b>478.35</b>	<b>98.02%</b>
<b>Legislative Expense</b>				
Lobbying	5,579.96	6,737.92	-1,157.96	-17.19%
Research	20,519.88	21,713.76	-1,193.88	-5.5%
<b>Total Legislative Expense</b>	<b>26,099.84</b>	<b>28,451.68</b>	<b>-2,351.84</b>	<b>-8.27%</b>
<b>Member Services</b>				
Alliance Groups	0.00	2,000.00	-2,000.00	-100.0%
Awards	437.59	683.41	-245.82	-35.97%
Website	101.25	3,500.00	-3,398.75	-97.11%
<b>Total Member Services</b>	<b>538.84</b>	<b>6,183.41</b>	<b>-5,644.57</b>	<b>-91.29%</b>
<b>Payroll Expenses</b>	<b>3,099.05</b>	<b>5,215.45</b>	<b>-2,116.40</b>	<b>-40.58%</b>
<b>Personnel</b>				
Admin Salary	45,975.48	44,207.16	1,768.32	4.0%
Intern	0.00	500.00	-500.00	-100.0%
Payroll Taxes	3,769.94	3,781.62	-11.68	-0.31%
Retirement	2,298.80	3,017.36	-718.56	-23.81%
Workers Comp	208.00	216.00	-8.00	-3.7%
<b>Total Personnel</b>	<b>52,252.22</b>	<b>51,722.14</b>	<b>530.08</b>	<b>1.03%</b>
<b>State Conference</b>				
<b>Conference Expenses</b>				
AV   WiFi  App	27,355.99	4,631.86	22,724.13	490.61%
Food & Beverage	31,008.99	0.00	31,008.99	100.0%
Printing   Logo	591.54	0.00	591.54	100.0%
Receptions	6,601.28	0.00	6,601.28	100.0%
Speakers   Keynote	1,600.00	3,500.00	-1,900.00	-54.29%
Supplies	156.34	0.00	156.34	100.0%
<b>Total Conference Expenses</b>	<b>67,314.14</b>	<b>8,131.86</b>	<b>59,182.28</b>	<b>727.78%</b>
Future Confernces	842.14	1,000.00	-157.86	-15.79%

APA Colorado  
**Profit & Loss Prev Year Comparison**  
January through December 2021

	<b>Jan - Dec 21</b>	<b>Jan - Dec 20</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Total State Conference</b>	68,156.28	9,131.86	59,024.42	646.36%
<b>Total Expense</b>	165,183.41	110,563.99	54,619.42	49.4%
<b>Net Ordinary Income</b>	24,653.96	21,767.75	2,886.21	13.26%
<b>Net Income</b>	<b>24,653.96</b>	<b>21,767.75</b>	<b>2,886.21</b>	<b>13.26%</b>

## APA Colorado Profit & Loss Budget vs. Actual January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Admin Inc</b>				
Interest	4.99	15.00	-10.01	33.27%
Law Book Sales	327.50	400.00	-72.50	81.88%
Marketing Swag Income	12.00	150.00	-138.00	8.0%
<b>Membership Dues</b>				
APA Memberships	68,182.45	49,000.00	19,182.45	139.15%
Chap Only Membership	1,550.00	2,000.00	-450.00	77.5%
<b>Total Membership Dues</b>	<b>69,732.45</b>	<b>51,000.00</b>	<b>18,732.45</b>	<b>136.73%</b>
Payroll Protection Program	0.90			
Sponsorships	17,302.02	25,000.00	-7,697.98	69.21%
<b>Total Admin Inc</b>	<b>87,379.86</b>	<b>76,565.00</b>	<b>10,814.86</b>	<b>114.13%</b>
<b>Advertising</b>				
Web Jobs Consul Dir	1,626.50	650.00	976.50	250.23%
<b>Total Advertising</b>	<b>1,626.50</b>	<b>650.00</b>	<b>976.50</b>	<b>250.23%</b>
<b>Education</b>				
Scholarship	0.00	1,500.00	-1,500.00	0.0%
<b>Total Education</b>	<b>0.00</b>	<b>1,500.00</b>	<b>-1,500.00</b>	<b>0.0%</b>
<b>Events</b>				
<b>Chapter Events</b>				
National Reception	0.00	0.00	0.00	0.0%
Statewide Chapter Events	200.00	2,000.00	-1,800.00	10.0%
<b>Total Chapter Events</b>	<b>200.00</b>	<b>2,000.00</b>	<b>-1,800.00</b>	<b>10.0%</b>
<b>Committees</b>				
APAS Income	0.00	0.00	0.00	0.0%
Awards Income	0.00	200.00	-200.00	0.0%
EDI Income	0.00	200.00	-200.00	0.0%
EPP Income	0.00	200.00	-200.00	0.0%
FAICP Advisory Income	0.00	200.00	-200.00	0.0%
Great Places Income	0.00	200.00	-200.00	0.0%
Healthy Communities Income	0.00	200.00	-200.00	0.0%
Legislative Income	0.00	750.00	-750.00	0.0%
Membership Income	0.00	200.00	-200.00	0.0%
OCC Income	0.00	200.00	-200.00	0.0%
PDC Income	0.00	200.00	-200.00	0.0%
Sustainability Income	0.00	200.00	-200.00	0.0%
Youth In Planning Income	0.00	200.00	-200.00	0.0%
<b>Total Committees</b>	<b>0.00</b>	<b>2,950.00</b>	<b>-2,950.00</b>	<b>0.0%</b>
<b>Regional/Representatives</b>				
Central Mountain Income	240.00	200.00	40.00	120.0%
Metro Income	0.00	200.00	-200.00	0.0%
North Central Income	0.00	200.00	-200.00	0.0%
Northwest Income	0.00	200.00	-200.00	0.0%

## APA Colorado Profit & Loss Budget vs. Actual January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
South Central Income	0.00	200.00	-200.00	0.0%
Southwest Income	0.00	200.00	-200.00	0.0%
<b>Total Regional/Representatives</b>	<b>240.00</b>	<b>1,200.00</b>	<b>-960.00</b>	<b>20.0%</b>
<b>Total Events</b>	<b>440.00</b>	<b>6,150.00</b>	<b>-5,710.00</b>	<b>7.15%</b>
State Conference Income				
Registration Income	100,391.01	98,750.00	1,641.01	101.66%
<b>Total State Conference Income</b>	<b>100,391.01</b>	<b>98,750.00</b>	<b>1,641.01</b>	<b>101.66%</b>
<b>Total Income</b>	<b>189,837.37</b>	<b>183,615.00</b>	<b>6,222.37</b>	<b>103.39%</b>
<b>Expense</b>				
<b>Administration</b>				
Bank Service Charges	303.62	500.00	-196.38	60.72%
Board Expenses	1,375.62	750.00	625.62	183.42%
Insurance	1,707.00	1,700.00	7.00	100.41%
Membership Dues	391.00	340.00	51.00	115.0%
Office Supplies	1,891.99	350.00	1,541.99	540.57%
Phone & Other	507.35	540.00	-32.65	93.95%
PIC	0.00	0.00	0.00	0.0%
Postage & PO Box	182.00	150.00	32.00	121.33%
Printing/Marketing Materials	848.00	1,000.00	-152.00	84.8%
Registration Fees	162.90	850.00	-687.10	19.17%
Software	1,948.00	1,650.00	298.00	118.06%
Tax Accounting	2,936.37	800.00	2,136.37	367.05%
Travel	437.98	3,000.00	-2,562.02	14.6%
<b>Total Administration</b>	<b>12,691.83</b>	<b>11,630.00</b>	<b>1,061.83</b>	<b>109.13%</b>
<b>Education Ex</b>				
Provider Fees	1,254.00	1,405.00	-151.00	89.25%
Scholarship	0.00	1,500.00	-1,500.00	0.0%
Staff Development	125.00	100.00	25.00	125.0%
<b>Total Education Ex</b>	<b>1,379.00</b>	<b>3,005.00</b>	<b>-1,626.00</b>	<b>45.89%</b>
<b>Events Exp</b>				
Chapter Events Exp				
Nat'l Conf Reception	0.00	0.00	0.00	0.0%
Statewide Chapter Events Exp	0.00	1,000.00	-1,000.00	0.0%
<b>Total Chapter Events Exp</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
Committee Expense				
APAS Expense	0.00	0.00	0.00	0.0%
Awards Expense	0.00	250.00	-250.00	0.0%
EDI Expense	0.00	600.00	-600.00	0.0%
EPP Expenses	0.00	250.00	-250.00	0.0%
FAICP Advisory Expense	380.00	250.00	130.00	152.0%
Great Places Expense	0.00	250.00	-250.00	0.0%
Healthy Communities Expense	302.05	250.00	52.05	120.82%
Legislative Expense	0.00	750.00	-750.00	0.0%
Membership Expense	0.00	250.00	-250.00	0.0%

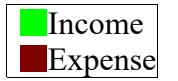
## APA Colorado Profit & Loss Budget vs. Actual January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
OCC Expense	0.00	250.00	-250.00	0.0%
PDC Expense	0.00	250.00	-250.00	0.0%
Sustainability Expense	0.00	250.00	-250.00	0.0%
Youth In Planning	0.00	250.00	-250.00	0.0%
<b>Total Committee Expense</b>	<b>682.05</b>	<b>3,850.00</b>	<b>-3,167.95</b>	<b>17.72%</b>
<b>Regional Event Exp</b>				
Central Mtn Expense	284.30	250.00	34.30	113.72%
Metro Expense	0.00	250.00	-250.00	0.0%
North Central Expense	0.00	250.00	-250.00	0.0%
Northwest Expense	0.00	250.00	-250.00	0.0%
South Central Expense	0.00	250.00	-250.00	0.0%
Southwest Expense	0.00	250.00	-250.00	0.0%
<b>Total Regional Event Exp</b>	<b>284.30</b>	<b>1,500.00</b>	<b>-1,215.70</b>	<b>18.95%</b>
<b>Total Events Exp</b>	<b>966.35</b>	<b>6,350.00</b>	<b>-5,383.65</b>	<b>15.22%</b>
<b>Legislative Expense</b>				
Lobbying	5,579.96	6,920.00	-1,340.04	80.64%
Research	20,519.88	20,720.00	-200.12	99.03%
<b>Total Legislative Expense</b>	<b>26,099.84</b>	<b>27,640.00</b>	<b>-1,540.16</b>	<b>94.43%</b>
<b>Member Services</b>				
Alliance Groups	0.00	2,500.00	-2,500.00	0.0%
Awards	437.59	1,000.00	-562.41	43.76%
Website	101.25	0.00	101.25	100.0%
<b>Total Member Services</b>	<b>538.84</b>	<b>3,500.00</b>	<b>-2,961.16</b>	<b>15.4%</b>
<b>Payroll Expenses</b>	<b>3,099.05</b>			
<b>Personnel</b>				
Admin Salary	45,975.48	46,020.00	-44.52	99.9%
Intern	0.00	1,000.00	-1,000.00	0.0%
Payroll Taxes	3,769.94	3,720.00	49.94	101.34%
Retirement	2,298.80	1,495.00	803.80	153.77%
Workers Comp	208.00	250.00	-42.00	83.2%
<b>Total Personnel</b>	<b>52,252.22</b>	<b>52,485.00</b>	<b>-232.78</b>	<b>99.56%</b>
<b>State Conference</b>				
<b>Conference Expenses</b>				
AV   WiFi  App	27,355.99	25,000.00	2,355.99	109.42%
Food & Beverage	31,008.99	55,000.00	-23,991.01	56.38%
Mobile Tours	0.00	400.00	-400.00	0.0%
Printing   Logo	591.54	1,250.00	-658.46	47.32%
Receptions	6,601.28	8,000.00	-1,398.72	82.52%
Speakers   Keynote	1,600.00	7,500.00	-5,900.00	21.33%
Supplies	156.34	700.00	-543.66	22.33%
<b>Total Conference Expenses</b>	<b>67,314.14</b>	<b>97,850.00</b>	<b>-30,535.86</b>	<b>68.79%</b>
Future Confernces	842.14	1,000.00	-157.86	84.21%
<b>Total State Conference</b>	<b>68,156.28</b>	<b>98,850.00</b>	<b>-30,693.72</b>	<b>68.95%</b>
<b>Total Expense</b>	<b>165,183.41</b>	<b>203,460.00</b>	<b>-38,276.59</b>	<b>81.19%</b>

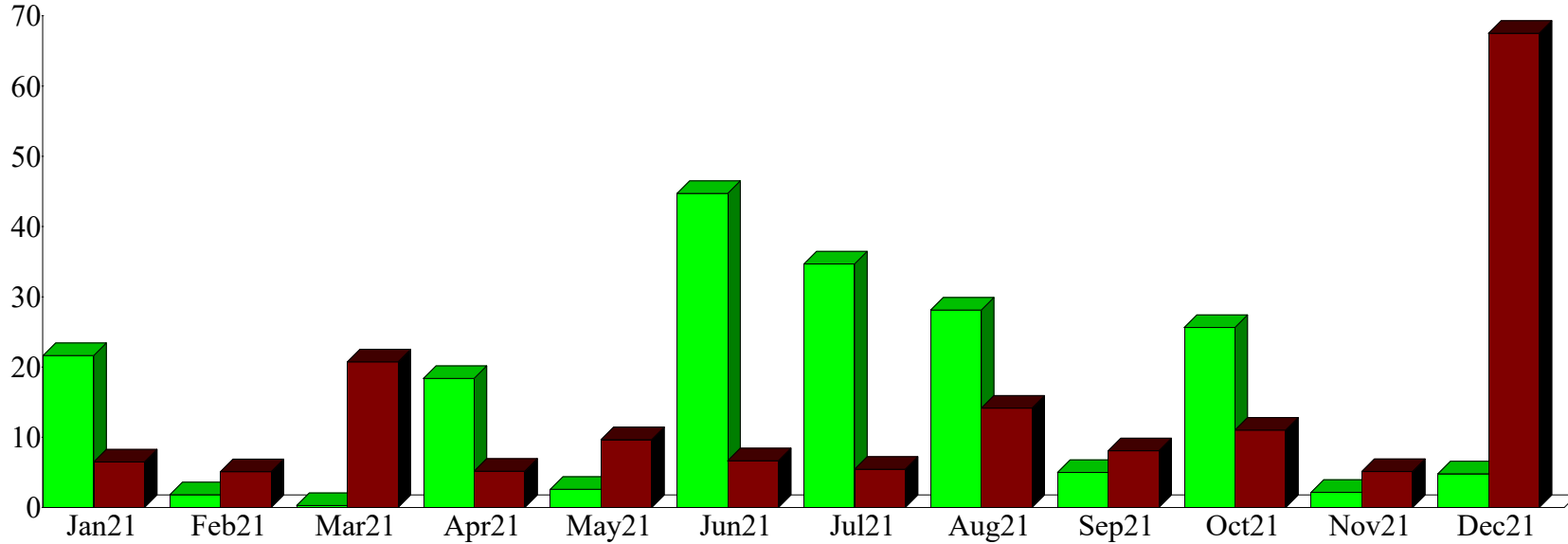
APA Colorado  
**Profit & Loss Budget vs. Actual**  
January through December 2021

	<b>Jan - Dec 21</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Net Ordinary Income</b>	24,653.96	-19,845.00	44,498.96	-124.23%
<b>Net Income</b>	<b>24,653.96</b>	<b>-19,845.00</b>	<b>44,498.96</b>	<b>-124.23%</b>

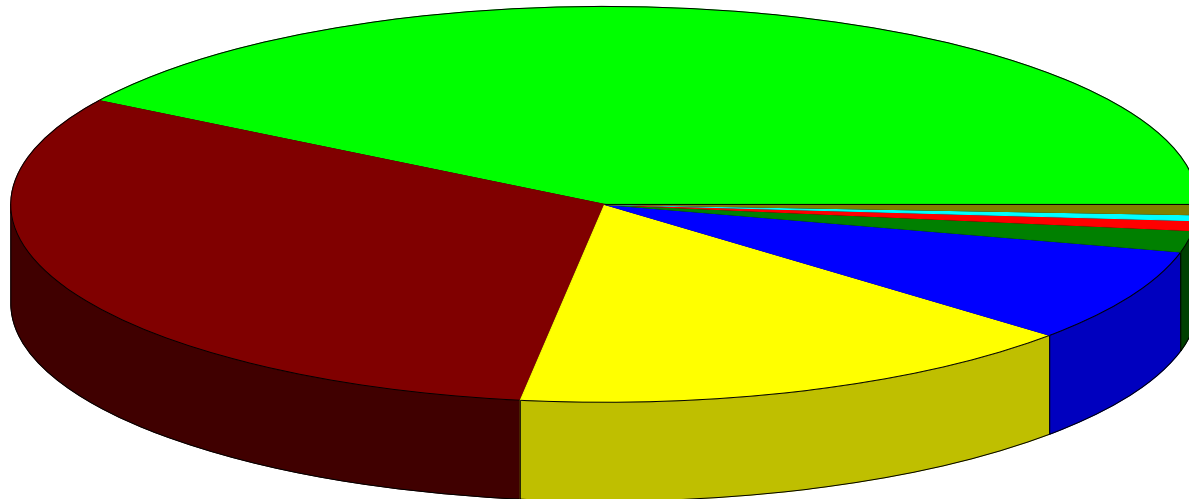
Income and Expense by Month  
January through December 2021



\$ in 1,000's



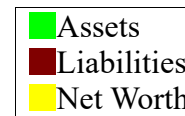
Expense Summary  
January through December 2021



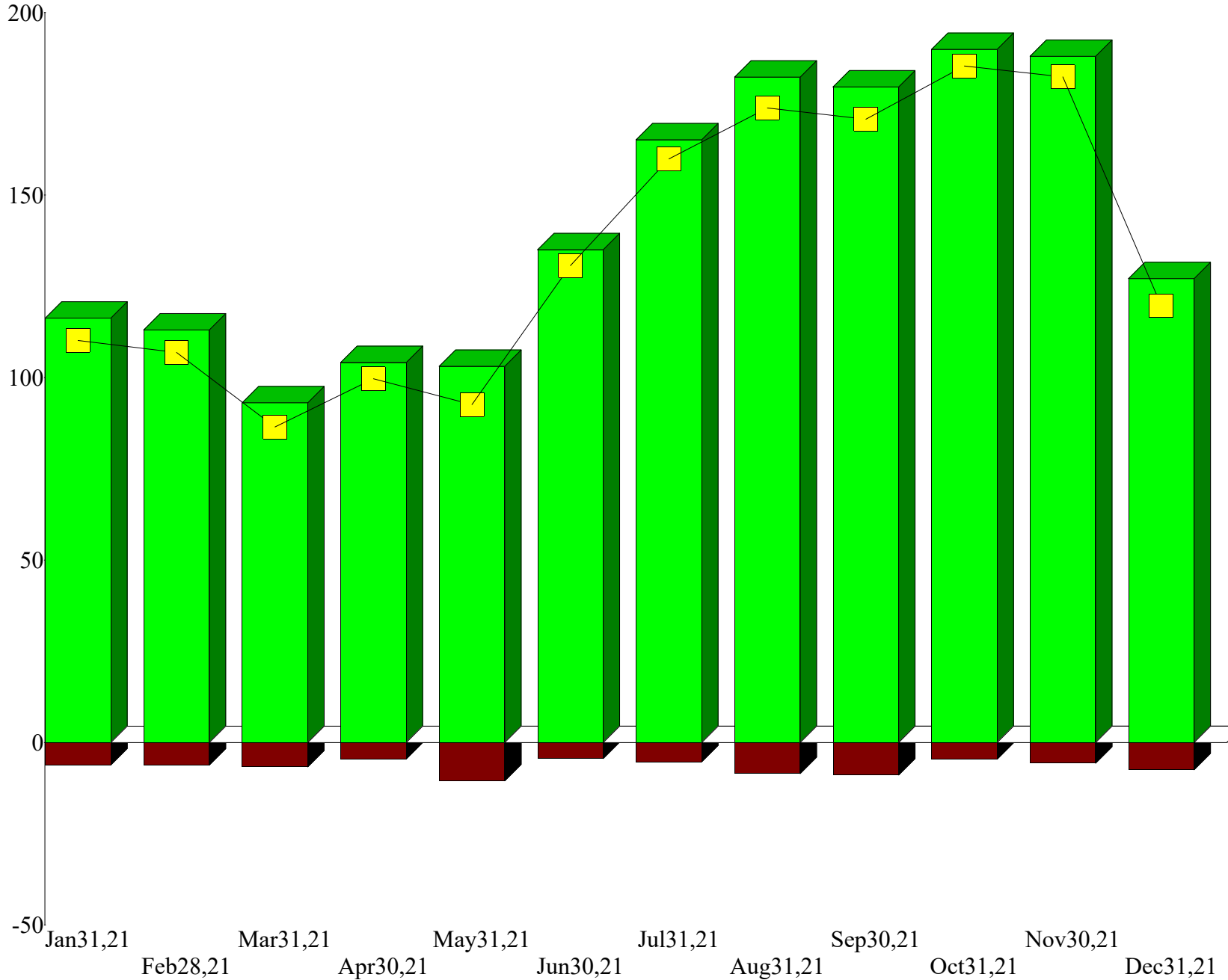
State Conference	41.26%
Personnel	31.63
Legislative Expense	15.80
Administration	7.68
Payroll Expenses	1.88
Education Ex	0.83
Events Exp	0.59
Member Services	0.33
Total	\$165,183.41

By Account

Net Worth by Month  
As of December 31, 2021



\$ in 1,000's







## APA Colorado Board Commentary

---

**Board Meeting Date:** January 7, 2022

**Subject:** Appointment of 2022 PIC Board

**Board Member/Sponsor:** Shelia Booth, Chapter Administrator

**Development | Action Plan Reference:** LEAD: S-5 Ensure APA Colorado is the go-to organization for planning information in Colorado; A-2 Enhance, market and update the Planning Institute of Colorado (PIC) program and materials.

**Budget/Financial Implications:** Yes  No

**Budget Line Item:**

**Amount Budgeted:** \_\_\_\_\_

**Amount Requested:**

**ACTION ITEM:**

**INFORMATIONAL ITEM:**

**Recommendation:** Appoint 2022 PIC Board

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The APA Colorado Board appoints members to the PIC Board annually. The PIC Board is comprised of five members of the APA Colorado Board. The PDO and Treasurer of the Chapter Board are automatic appointments. The other three positions are open to any Chapter Board member.

Currently, the PIC Board is comprised of:

- President – Maureen Paz de Araujo
- Vice President – Susan Wood
- Secretary/Treasurer – Josh Olhava (automatic appointment)
- PDO – Erin Fosdick (automatic appointment)
- Member at Large – Michelle Stephens

Maureen has asked to be reappointed to the PIC Board. Josh and Erin are automatic appointments per their APA Colorado Board positions. We are seeking two volunteers to serve on the PIC Board for the year 2022.

The PIC Board meets at least once a year, but more as needed. They are currently in the process of overseeing the PIC course updates.



## APA Colorado Board Commentary

---

**Board Meeting Date:** January 7, 2022

**Subject:** Formation of the 2022 Nomination Committee

**Board Member/Sponsor:** Shelia Booth, Chapter Administrator

**Development | Action Plan Reference:** N/A

**Budget/Financial Implications:** Yes  No

**Budget Line Item:**

**Amount Budgeted:** \_\_\_\_\_

**Amount Requested:**

**ACTION ITEM:** X

**INFORMATIONAL ITEM:**

**Recommendation:** approve the Presidential appointment of Morgan Hester and board volunteers to serve on the 2022 Nomination Committee

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Each election cycle, the President is required to appoint a Nomination Committee. The Committee is composed of at least three Chapter members with at least one person who is a member of the Board and one who has not previously served on the Board. We are seeking two or more board volunteers to serve on the Committee. Morgan Hester, Planning Supervisor at the City of Colorado Springs has been recruited to serve as the member of the Committee who has not previously served on the board.

The following board positions are up for election in 2022

- VP Communications
- Treasurer
- South Central Area Representative
- Southwest Area Representative
- Denver Metro Area Representative

The duty of the Nomination Committee is to recruit and vet potential candidates. The Board's policy has been to recruit at least two people for a position that does not have an incumbent running. If the incumbent is running for office, the Nomination Committee does not have to recruit a 2<sup>nd</sup> candidate. The Committee meets 3-4 times virtually between January and May.

The ballot with nominations will be approved by the Board at its April or May meeting. All candidates must have their headshots and candidate statements uploaded by May.

Below is the language from the Bylaws regarding the election and nomination process:

### **ARTICLE V.3 Election of Officers.**

The Chapter's election cycle and dates will follow that of the American Planning Association's.

#### **ARTICLE V.3.A Nomination Committee.**

The President shall appoint a Nominating Committee composed of at least three (3) Chapter members. The Nominating Committee shall include at least one person who is a member of the Board and one who has not previously served on the Board. The Nominating Committee shall take into consideration the desirability of nominating candidates for office who will be representative of the entire jurisdiction of the Chapter, as well as support the Chapter's commitment to diversity and inclusion.

#### **ARTICLE V.3.B Nomination Process.**

In coordination with APA's election cycle, the President shall appoint a Nominating Committee. The Nominating Committee shall issue a call for nominations to all members of the Chapter and actively recruit candidates as needed. The Nominating Committee shall submit a report of its final selection of nominees to the Chapter Board with at least two (2) eligible nominees for each available position, if possible. If an incumbent is running for office, the Committee is not required to recruit candidates if no other nominations have been submitted.

Any Chapter member eligible to hold office interested in serving on the Board in the available positions shall submit a letter of interest to the Nominating Committee. The Nominating Committee will include the interested person(s) and their letter of interest in the list of eligible candidates for final selection of nominees. The final ballot of nominees shall be approved by the Board before submission of said ballot to APA.

#### **ARTICLE V.3.C Election Process.**

The American Planning Association will distribute electronic ballots and tally results of elections on the Chapter's behalf. Officers shall be elected by the affirmative vote of a majority of those Chapter members actually voting. The results of the election shall be posted on the Chapter website. Elected candidates shall officially take office on January 1, following the election.

In the case of a tie vote, members of the Board shall vote to break the tie.

Eligible voters for a candidate for Area Representative shall be limited to Chapter members whose address of record are within the Area represented.

### **Article IV.3 Board Member Terms.**

No Chapter member shall be eligible to serve more than three consecutive terms in the same Board position, with the exception of the Legislative Committee Chair and the Professional Development Officer. The three-term limit shall not include the first term of a Board member whose initial placement was to fill a vacated position due to resignation or removal.



# APA Colorado Board Commentary

**Board Meeting Date:** January 7, 2022

**Subject:** Healthy Communities Committee

**Board Member/Sponsor:** Liz Young-Winne & Roshana Floyd

**Development | Action Plan Reference:** LEAD: S-1 Be relevant, nimble, and out in front of issues and trends. S-2 Advance sustainable planning and other best practices. PARTNER: S-11 Foster interdisciplinary approaches to address planning issues. ADVOCATE: S-14 Promote policies & practices that reinforce planning ideals & provide more planning tools at the state and local levels.

**Budget/Financial Implications:** Yes  No

**Budget Line Item:** \_\_\_\_\_

**Amount Budgeted:** \_\_\_\_\_

**Amount Requested:** TBD

**ACTION ITEM:**

**INFORMATIONAL ITEM:**

**Recommendation:** N/A

- Approval of an amendment to the Healthy Communities Committee Mission and subsequent Committee Charter.
  - The annual HCC member survey in 2021 determined that the mission statement was not well aligned with the current activities or goals of the committee which has evolved over the past few years.
  - The members worked on updating the mission statement through an iterative process in the spring of 2021.
  - The decision was made to wait until 2022 to finalize this new mission statement with the Board.
  - **NEW Committee Mission Statement (2022+)**  
*The APA Colorado Healthy Communities Committee (HCC) is a group of professionals that promote the creation of healthy communities in Colorado.*  
  
*HCC seeks to influence the planning profession by identifying opportunities and strategies that encourage the implementation of healthy community planning. HCC acts as a clearinghouse and resource for best practices and educational opportunities that encourage professionals to integrate health by promoting concepts, language, and policies in their role. As members of this committee, we infuse the recognition that planning has an effect on the determinants of health and we promote equitable practices in planning to further support healthy community principles.*
  - **For reference, the OLD (currently adopted) Committee Mission Statement:**  
*The APA Colorado Healthy Communities Committee is a group of planning professionals that advocates for healthy communities in Colorado. The committee promotes equitable access to healthy food and active living.*

The APA Healthy Communities Committee seeks to influence policy areas that will contribute to the overall health of Colorado and act as a clearinghouse for best practices in healthy community initiatives. Other strategies the committee uses to help create healthy communities includes:

- Providing strategic resources for grant-seeking cities, towns and counties
  - Providing training and networking for planners and other professionals
  - Compiling research and resources about healthy communities that are pertinent to Colorado
- Would like to update the committee charter to reflect the newly agreed upon mission statement.
- General update:
    - Follow Up on Capstone Student Stipend for Colorado Code Project (2021) – Thank you!
    - We have a Capstone Student for Spring 2022 for the Colorado Code Project from the CU Denver MURP program.
    - HCC is sending out our annual prioritization survey that will determine the topics, projects, and activities to be worked on during 2022.