



APA Colorado Board Meeting

MINUTES

Friday, January 10, 2020

Wilson & Company Inc.
Key Bank Building
1675 Broadway, Suite 200 Denver, CO 80202

The meeting began at 2:07 p.m.

Roll call:

Present:	Absent:
Michelle Stephens, President	Mark Williams, Southwest Area Representative
Josh Olhava, Treasurer	Allison Crump, Professional Development Officer
Sarah Davis, VP of Communications	Anne Miller, Metro Representative
Julia Puester, VP External Affairs	Vacant, Student Representative
Hadley Peterson, Metro Representative	Scott Bressler, Legislative Committee Representative
Mark Truckey, Central Mountain Area Rep	Joni Marsh, President Elect
Maureen Paz de Araujo, South Central Representative	Vacant, Public Official Representative
Summer Frederick, North Central Representative	Manish Shirgaokar, Faculty Representative
Greg Moberg, Northwest Area Representative	
Susan Wood, Legislative Affairs Representative	
Brandon Cammarata, Western Planner Representative	
Izabela Petrykowska, EPP Representative	
Joan Lyons, EPP Committee Representative	
Bradyn Nicholson, Healthy Communities Committee Representative	
Shaída Libhart, Legislative Committee Co-Chair	
Ignacio Correa-Ortiz, EDI Committee Chair	
Staff:	Guests:
Shelia Booth, Chapter Administrator	KC McPhearson; Karl Barton

1. Opening Remarks – Michelle Stephens, President

Michelle thanked everyone for coming and did roll call.

2. Consent Agenda:

- a. Minutes November 19, 2019 Board – Shelia Booth, Chapter Administrator
- b. November & December Financial Report – Josh Olhava, Treasurer
- c. Ratification of Presidential Appointment of Committee Chairs and Representatives – Michelle Stephens, President

Michelle introduced the consent agenda items and asked for comments. Hearing none, she asked for a motion.

Motion by Josh to approve the consent agenda.
Second by Hadley
Discussion: None
Vote: Unanimous

3. 2019 Year End Financial Report

Josh reviewed the financial report information. The conference hurt the budget most and had a big influence on the net loss. He asked for questions and hearing none, asked for a motion.

Motion by Sarah to approve the 2019 Year End Financial Report as submitted
Second by Maureen
Discussion: none
Vote: Unanimous

4. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. First Bank Move

Shelia stated that the First Bank accounts have been opened and she's waiting on checks to be delivered before closing the Wells Fargo accounts. She noted that the Chapter's application for a credit card was denied by First Bank for \$50K and she will be contacting them to see if it could be approved at a lower amount. In the meantime, she will continue to keep and use the Wells Fargo visa.

b. 2020 Town Hall

Shelia said a PowerPoint template will be sent out mid-January and all Board members and Committees will be required to provide a report at the Town Hall. Micelle said presentations should be no more than 2-5 minutes.

c. Chapter Website Transition

Nothing new to report.

d. G-Suite & G-Mail

Shelia said she has nothing new to report and asked if there was a Board volunteer who would be willing to take this on. No one volunteered and Shelia said she would continue to work as time allowed.

e. 2020 State Conference

Shelia said the conference planning committee had its first meeting in December and a second is scheduled for January 14th. The theme is RISE Colorado and the conference name has been changed to Colorado Planning Conference. The conference name was chosen after looking at other chapter's conference names. Most were either State Planning Conference or "State Name" planning conference. APA is also working to send staff to do plenary presentations and workshops.

f. Other

Shelia then announced the Michelle was the recipient of the Chapter Presidents Council Leadership award. The award will be given to Michelle at the NPC in Houston in April 2020.

5. Old Business

a. 2020 Chapter Budget – Josh Olhava, Treasurer and Shelia Booth, Chapter Administrator

Shelia summarized the proposed changes to the approved 2020 budget, noting that the changes were triggered by an error in the calculation field. After reviewing the year end financials, she also found areas where other changes could be made to both income and expenses to reduce the final net loss from \$5,000 to \$3,000. Michelle asked about the lobbyist line item and Shelia responded that any increase would be included in the 2021 budget.

***Motion by Sarah to approve the revised 2020 Budget
Second by Hadley***

Discussion: Sarah appreciated the effort to find money.

Vote: Unanimous

b. 2019 Annual Report – Michelle Stephens, President and Shelia Booth, Chapter Administrator

Shelia reviewed the draft annual report with the Board, reminding them that the final version is due to APA by January 31st. She noted she is still missing content from a few committees and Board members and asked them to submit soon. Michelle proposed that the Board review and approve the draft report with modifications for submittal to APA by the 31st with final approval of the report happening at the Town Hall meeting in February.

Michelle reminded everyone that this is the 3rd annual report for the Chapter and thanked everyone for completing the google form. She asked everyone to review the draft and provide comments. The final version will be submitted to APA and posted on the website. Michelle would like to print out a few copies to give to sponsors. She also said that several writeups and sections vary in size and content; she will be working with Shelia on this to create a more consistent content. She concluded that this will be happening again in less than 11 months and encouraged everyone to think of content throughout the year. Sarah requested that the next google form provide an option to have the form responses emailed to them.

***Motion to approve the draft layout of the annual report for deliver to APA
National by January 31st with final approval to Town Hall meeting.***

(Michelle said we can send an edited version if needed)

Second by Julia

Discussion

Vote: unanimous

Joan inquired if a voting representative for a committee is absent at a Board meeting, could the non-voting committee representative vote in their place. Michelle responded that it currently isn't addressed in the Bylaws but could be addressed in the Chapter Manual and the Committee Charters. Until then, the committee representative could not vote in their place.

6. New Business

a. 2020 Legislative Agenda – Susan Wood, Legislative Affairs Representative

Susan said she has been acting as the only committee chair for the last year and the Committee has done well; however, she feels it could do more with more leadership and members. She said that over the past year, there have been more active members and people stepping up to tackle assignments. She said that Shaida Libhart has stepped up as co-chair and that Scott Bressler stepped up as Committee Representative and as a co-chair waiting in the wings. When Susan steps down, Shaida and Scott will then serve as co-chairs.

Susan said the Committee continues to meet biweekly and are also figuring out ways to work with APA National more. She then said there was new information about water planning to go along with the water conservation bill they are running.

Susan then discussed the legislative agenda for 2020. She said Shaida drafted the legislative agenda document, included an expanded list of topics at the bottom, and will present it to the Committee. Susan said they are proposing to change the name of the document from Legislative Agenda to Legislative Priorities to match nomenclature used by APA. The name change and the actual document have not been approved by the Committee yet, so they will review it on January 17th and then seek final Board approval after that. Once the document is approved by the Board, Sol will distribute it to legislators. Michelle thanked Susan and the Legislative Committee for the work.

Brandon asked about the reference to R.I.S.E. in the Chapter's mission, noting it's a well-known term. Maureen said it's also used at TRB. The Board consensus was that it is widely used but fits the mission of the Chapter. Susan then said that committees should contact her if they find bills, they want the Legislative Committee to track, take a position one, count votes, etc.

b. 2020 Newsletter Publication Dates & Themes – Sarah Davis, VP Communications

Sarah said the Outreach and Communication Committee (OCC) held a brainstorming session and came up with 14 topics. They narrowed it down to those presented, including youth in planning, housing, growth management, tools for planners (professional development issue), infrastructure, cannabis and chapter awards. The mini newsletters also include links to articles on local, state and national level and she requested Board members forward her any links if they find something worth sharing. The full newsletter in May will highlight tools for planners and the OCC will be working with Planning Development Committee on articles. They would like to highlight companies that have cool tech tools.

***Motion by Susan to approve the 2020 Newsletter themes and dates as presented
Second by Hadley***

Discussion: Susan said they have spent a lot of time on the water conservation bill and she thinks water would be a good topic in the "infrastructure" edition. Sarah said they were trying to keep the article themes broad to increase the ability to get articles. She said the OCC can review and possibly make changes as needed. Julia asked how long articles should be and Shelia said a minimum of 250 words.

Vote: Unanimous

c. Sonoran Institute MOU – Michelle Stephens, President and Shelia Booth, Chapter Administrator

Shelia summarized the request from the Sonoran Institute regarding a Growing Water Smart track at the conference and a Growing Water Smart award. Sarah asked if there should be a press release and everyone agreed it was a good idea. Brandon asked if they partner and do similar tracks with other Chapters or groups and Michelle said no; APA Colorado is the first. Michelle said that Waverly Klaw has volunteered to coordinate with the board and that this partnership is a way to tighten the relationship with land use and water. Susan said she has met with the Babbitt Center, which is tied to the Lincoln Center and Sonoran Institute and all are based in Arizona. Michelle asked for any additional comments or questions, and hearing none she asked for a motion.

Motion by Sarah to approve the MOU with Sonoran Institute as presented.

Second by Josh

Discussion: Ignacio asked what Growing Water Smart is and Michelle said it's a program on water and land use education.

Vote: Unanimous

d. 2020 Nominating Committee – Shelia Booth, Chapter Administrator

Shelia said the election season will be starting in February. The Chapter will be working with APA again on the consolidated elections, but she has not yet received the 2020 election timeline. She then reminded the Board of changes to the Bylaws as it relates to elections and reviewed the 2019 election calendar. She then discussed the requirements for the Nominating Committee from the new bylaws and asked for volunteers, noting the requirement for at least one committee member having never served on the Board. a Hadley, Joni and Michelle volunteered. Maureen asked about term limits and Michelle confirmed that Board members can serve three consecutive terms. The Board suggested finding someone from Southwest or South Central to fill the “never been on the board” position.

Motion by Josh to appoint Hadley, Joni, and Michelle and authorizing Michelle to appoint the final person who has not previously served on the Board.

Second by Hadley

Discussion: None

Vote: Unanimous

7. Committee Representative Updates

a. **APAS – TBD:** Shelia informed the Board that the current representative resigned and she has contacted APAS and MURP Faculty to find a replacement.

b. **Awards Committee – Julia Puester, Committee Co-Chair & Representative**

Julia said the award nomination window will open in February and the deadline, review and notification dates have been set. Michelle asked if the committee had enough volunteers and Julia replied that they have six committee members who are consistent and feels that is adequate; however, if anyone wants to help, they will take them. Julia said it would be good to seek additional volunteers in February when the nomination window opens.

c. **Diversity Committee – Ignacio Correa-Ortiz, Committee Chair**

Ignacio introduced himself to the Board, stating that he is an architect and urban designer with RTD. He said Susan recruited him because he is the current co-chair of the Equity Diversity and Inclusion Committee with AIA. He noted that the issues are different between the two organizations, but there is also some common ground. Architecture has been dominated by males and he is interested to see if this is similar in planning and in APA. He hopes to see planning and architecture careers become viable options beyond the typical demographics. Ignacio then said there have been three persons express interest in participating on the committee and he would like to recruit more. The first business will be to establish meeting dates and times, then to set a mission statement and goals. He concluded that this is a different paradigm from what he knows, and he hopes to create a future in the profession that is more diverse. Shelia inquired about renaming the committee. It was originally created as the Diversity Committee. Ignacio and Michelle agreed it should be renamed the Equity, Diversity and Inclusion Committee (EDI). Shelia said she would work to get the committee logo updated to reflect the new name.

d. **Emerging Planning Professionals –Joan Lyons, Committee Representative**

Joan said EPP has some events planned that would go well with the EDI committee and she looks forward to the partnership. She then said the committee has about 7 events planned to

include their reoccurring Bourbon Sprawl. She said they plan to partner and participate with Colorado Pride event and are also looking to create new mentor/mentee program. They will be seeking seasoned professionals to step in and help.

Joan then inquired about the use of Constant Contact by the Committee. Shelia responded that the current license is only for one person, but she would be happy to setup a mailing list and work with them on distributions.

Josh said he had ideas for a mentor/mentee program at conference. Ignacio said that at the AIA conference, they have one session on mentoring. Michelle suggested he join the conference planning committee, submit a session and work with EPP on the Pride event.

e. Great Places Committee – TBD

Shelia said the current chair will be stepping down and she is helping recruit a new chair from the current committee. Michelle discussed if the Great Places should be placed under the Awards Committee. She also stated that she wants to have an awards gala in the future.

f. Healthy Communities Committee – Bradyn Nicholson, Committee Representative

Bradyn said the committees focus is on drafting the health and housing and homelessness statements. She said they currently have outline and anticipate the statement will be 5-7 pages. The statement will be presented to the Board later in 2020.

She then said they surveyed their members to see what they want to focus on in 2020, and they said they want to focus more statewide, gather information on how to design equitable public meetings, and how to infuse health and equity in comprehensive plans. They want to create a document of sample language for land use regulations and comprehensive plans. Lastly, she said they are working to compile a list of funding opportunities for the built environment. Bradyn said their meetings are held every 6 weeks via video conference.

g. Legislative Committee – Scott Bressler, Committee Representative

Susan said the water conservation legislation will be presented on the following Tuesday. They have met with the bill writer, the sponsor (Jeni Arndt) and with CML to try to avoid opposition. The current language is permissive in order to avoid opposition. It adds a that a community master plan may have a water conservation policy that is drawn from and meets the goals of the Colorado Water Plan. Although the language is permissive, it is still a step in the right direction, and they are trying to get CML to support it.

Michelle suggested that the Committee provide material that can be submitted to our members that they could in turn forward to their legislators for support. She said that we need to be sure that our members and all planners are made aware of the bill as soon as it is submitted and that we actively seek their support. Susan said she could have something like the Fact Sheet they drafted for the 2017 bill ready by the end of the week after the bill is introduced. The Board discussed various ways it could distribute the information and seek assistance and advocacy from members.

Susan said the bill will go to the Local Government Committee the following week. She said the bill includes funding for full time employee for DOLA for assistance and support of underserved counties, as such it will also go to appropriations. She noted that DOLA already has a temporary position, but this would make it permanent. She said this is one reason CML should support the bill. She then said they are working to get people to come testify at committee, because if the committee sees people lined up to testify, they will be more successful.

Susan then said the 2020 Planners Day at the Capital is scheduled for March 19th. Joan asked if it could be done earlier in the session, and Susan said there are a lot of factors that go into play for the dates. April is too late, but by March many bills are still in the works.

Susan then highlighted the December event with a CM session on water, Jeni Arndt's presentation and a holiday party. She said she would like to do the water panel again and pull in more traditional land use planners. Michelle asked if we could do a webinar in February with the same speakers and Susan responded that it would be difficult to get Jeni but would try.

i. Membership – Maureen Paz de Araujo

Maureen said she got good feedback from Manish and he will have the students help do the census of planners. She said it's difficult to know where there are planners who aren't members and how to do the outreach.

j. Outreach & Communications Committee – Sarah Davis & Julia Puester, Committee Co-Chairs

Julia said they have 10 members on the committee and that they reviewed the newsletter themes at the last meeting. They will be putting specific actions to the 2020 goals and assign them to committee members. She then said that Jena Skinner has taken on the Chapter's social media and that another planner, Allison Trembley who works on communication, will assist as well.

Sarah said she's been watching the analytics increase and the members have been interacting more on social media. Shelia noted that even with constant contact the analytics are getting better. Sarah said she will come back to the Board with a report on that, noting that consistency is the key to successful engagement on social media. She said that using more online engagement allows planners across the state to stay connected.

k. PIC Board – Maureen Paz de Araujo

No report.

l. Professional Development Committee – TBD

Summer said that the call for sessions has gone out and closes on February 17th. She said she and Allison will be holding the AICP Exam Prep class in March.

m. Sustainability Committee – TBD

Karl said the committee termed 2019 the year of the EcoDistricts. All committee events were based on this theme. In 2020 they will be doing a webinar on EcoDistricts because they weren't able schedule it in 2019. He then said in addition to the EcoDistricts events, they co-hosted a holiday party with AIA and CNU. Karl said the Committee is now working on 2020 strategic planning and will determine the 2020 theme. Thus far the theme that keeps rising to the top is Climate Resilience, but they will settle on something at their next meeting. They plan to hold three events and a happy hour in 2020. He said the committee meets on the 3rd Tuesday of each month from 8:30-10: a.m. in person and provide a video conference option. He concluded that the Committee is opportunistic, and they look forward to working with the Sonoran Institute to promote the Growing Water Smart program and possibly holding an event with them as well.

Michelle said SSI4 is planned for February 2021 and she would like to get the Sustainability Committee involved.

n. Youth in Planning – TBD

Hadley said the committee will have its first 2020 call the following week. They are looking to provide links to the Florida and New Jersey K-12 curriculums and toolboxes for use by members.

8. Board Member Updates

o. Central Mountain – Mark Truckey

Mark said he hasn't had much activity, but he's looking to organize an event in the next few months.

p. Denver Metro Area – Hadley Peterson and Anne Miller

Hadley said they want to focus on a fall event relating to climate change and hazard mitigation.

q. North Central – Summer Frederick

Summer said she attended the DOLA Planning Commissioner training in Greeley and represented APA Colorado. She said the event was well attended. She then said in discussions with members, some expressed concern about CM credits and asked that more be provided in the North Central Area.

r. Northwest – Greg Moberg

Greg said the biggest challenge in the Northwest Area is the geographic constraints. He said he wants to get something out introducing himself and find out what members in his area want. He said the most consistent topics are growth and water. He then said his big push for 2010 will be to bring in private practice planners, because we're missing a lot from this group. He said he likes working with the younger planners and he'd like to connect with EPP and the mentoring program.

s. South Central – Maureen Paz de Araujo

Maureen said she's continuing to partner with other organizations and they will rotate events again in 2020.

t. South West – Mark Williams: No report

u. Professional Development Officer – Allison Crump: No report

v. Legislative Affairs Representative – Susan Wood

Nothing further

w. Public Official – Anita Seitz

Michelle informed the Board that Anita resigned and that she will be working with Join to find a replacement.

x. Planning Faculty – Manish Shirgaokar

No report.

y. Emerging Planning Professional Representative – Izabela Petrykowska

Nothing new to add.

z. Student Representative – Vacant:

No report

aa. Allied Organization Representative – Brandon Cammarata

Brandon said the Western Planner Board meets once a month and that they are a planning network that's been around for 40 years. He said the journal has been online for three years now and that Colorado is the largest portion of the mailing list and clicks on the website. Western Planner focuses on small towns and rural western development and the 2020 conference will be in Bismarck, ND in the fall. He said they have relationships with multiple APA

Chapters, and that Colorado has donated \$500 the past few years. He will be seeking support again from the Board.

9. Other Business:

Michelle stated that Bicycle Colorado has solicited a \$500 sponsorship from the Chapter. Shelia said we had sponsored at the same rate in 2019. Michelle asked if the Board was willing to consider the request or if they needed additional time and an email vote. The consensus was that the Board could consider the request.

Motion by Susan to approve a \$500 sponsorship for the Bicycle Colorado event.

Second by Sarah

Discussion: None

Vote: Unanimous

Shelia said she needed more planner profiles and requested all new board members submit one and share with at least five people.

Shelia reminded Committees that they could give an award. If they choose to do so, she will need to have all the information by early summer in order to coordinate for the awards ceremony and to get the crystals in time.

Susan said she would send an email vote to approve the 2020 Legislative Priorities after the Legislative Committee reviews and approves them on January 17th.

10. Adjourn

Motion by Josh to adjourn at 3:49 p.m.

Second by Michelle

Discussion: None

Vote: Unanimous

APPROVED 3/13/20