



APA Colorado Board Meeting

MINUTES

Friday, February 7, 2020

Virtual Meeting

The meeting began at 2:00 p.m.

Roll call:

Present:	Absent:
Michelle Stephens, President	Vacant, Public Official Representative
Josh Olhava, Treasurer	Vacant, EPP Representative
Sarah Davis, VP of Communications	
Julia Puester, VP External Affairs	Joni Marsh, President Elect
Allison Crump, Professional Development Officer	Hadley Peterson, Metro Representative
Anne Miller, Metro Representative	
Mark Truckey, Central Mountain Area Representative	
Maureen Paz de Araujo, South Central Representative	
Summer Frederick, North Central Representative	Committee Chairs:
Greg Moberg, Northwest Area Representative	Bradyn Nicholson, Healthy Communities Committee Representative
Mark Williams, Southwest Area Representative	Conor Merrigan, Sustainability Committee Co-Chair
Susan Wood, Legislative Affairs Representative	Wade Broadhead, Youth in Planning Chair
Manish Shirgaokar, Faculty Representative	Ignacio Correa-Ortiz, Equity, Diversity & Inclusion Committee
Max Morgan, Student Representative	Dana Sparks, APAS President
Brandon Cammarata, Western Planner Representative	Shaida Libhart, Legislative Committee Co-Chair
Joan Lyons, EPP Committee Representative	Jeff Liljegren, Great Places Colorado Program Chair
Scott Bressler, Legislative Committee Representative	
Staff:	Guests:
Shelia Booth, Chapter Administrator	Sol Malick, Peak Government Affairs; and Chapter members

1. Welcome & Introductions – Michelle Stephens, President

Michelle thanked everyone for coming. Shelia completed the roll call. Michelle thanked the outgoing 2019 board members for their service, then discussed the size of the new board based on the adopted new Chapter Bylaws. The new Board is larger since committee representatives were added as optional positions. Michelle also congratulated Susan Wood for being APA's new Region 5 Director.

2. Chapter Administrator Report – Shelia Booth, Chapter Administrator

Shelia provided information on membership and the annual conference. She stated that membership numbers provided were as of December 31, 2019 and fluctuate throughout the year. Total membership in 2019 ranged from 1400 to 1550 with the year ending at 1443 including APA and Chapter Only memberships. The area numbers were: Denver Metro – 738; North Central – 300; South Central – 104; Central Mountain – 144; Northwest – 87; and Southwest – 44. There were 147 Public Officials, 149 Students, 718 AICP, 9 FAICP, 40 Life/Retired, 9 Faculty and 31 out of state members. Shelia also noted that only 16% of Chapter members vote in the annual elections.

Shelia informed those in attendance that the conference was just short of 500 attendees in 2019 but has been hovering around 500 for the last three years. She anticipates that attendance will stay in the 500 range and increase over the next few years. She then stated that the goal of each conference is to offer an attendee a chance to earn 16 CM hours, which is half of their required bi-annual reporting period requirement.

Shelia introduced the new conference name, Colorado Planning Conference, noting that it was a takeoff from the National Planning Conference. Also new in 2020, is a Growing Water Smart Track resulting from a partnership with the Sonoran Institute. She concluded by providing the dates, location and theme for the 2020 conference. It will be held September 30th through October 2nd in Vail, Colorado with the theme of “R.I.S.E. Colorado: Resilient. Inclusive. Sustainable. Equitable.

3. 2019 Financial Report – Josh Olhava, Treasurer

Josh introduced himself and began his presentation with a discussion of the 2019 income and expenses. He noted that most of the \$236,223 Chapter income is from the conference and membership dues. Most of the \$317,692 Chapter expenses are from the conference, staff and lobbyist. In 2019, the expenses exceeded income, resulting in a net loss of \$81,469 with most of the financial loss due to the annual conference. The conference was budgeted to have a profit of \$40,000 but instead lost \$30,000 due to missed contract fees and higher food and venue costs. Although the Chapter had approved a budget with a \$25,000 deficit for 2019, the conference loss resulted in a larger deficit. Even with the loss, the Chapter is still financially solvent with a reserve that exceeds the Chapter’s policy of holding 50% of operating expenses. The Chapter’s ending asset balance of \$80,000 is like that in place in 2012.

Questions:

Shaída Libhart: Do we have any idea of how we stand financially compared to other state chapters?

Shelia Booth: Yes, I can say we tend to do better than smaller chapters. If you’re more interested in specifics on amounts, I can poll other Chapters to see, but in my experience our budget is larger than most of comparable size. We tend to do better than most and are comparable to other Chapters our size. We don’t compare to larger areas like Texas, California, Florida or New Jersey.

4. Area Representative Reports

a. Central Mountain Area – Mark Truckey

Mark T. said he is a new board member and is looking forward to arranging events in the mountain area. In April he is planning a housing tour and ski day with the Emerging Planning Professionals Committee. Mark discussed specific housing issues in Breckenridge, noting that the housing issue is huge in the mountain towns and across the state. He said

he would be reaching out members seeking information on issues and hot topics that could align with future networking and educational events.

- b. Denver Metro Area – Anne Miller and Hadley Peterson
Anne thanked the outgoing representative Scott Bressler for his work over the past years and highlighted the events and partnerships they had in 2019. She then welcomed Hadley Peterson who introduced planned 2020 goals, with the first event being a “get to know your rep” event.
- c. North Central Area – Summer Frederick
Summer said there were several events planned by local planners in the North Central area in 2019. Those planners worked with the previous representative Melanie Sloan to offer CM and networking events in several North Central Area communities. In 2020 Summer said her goal is to have at least one CM event per quarter. The first will be a joint event in Greeley on water and land use. She also hopes to host events around the area and focus on topics that are of interest to planners in the North Central Area.
- d. South Central Area – Maureen Paz De Araujo
Maureen listed the 14 counties she represents, noting that even though Colorado Springs is the 2nd largest city in Colorado, they don't have very many planners as members. She stated that in the past there has been low attendance at events, so in order to boost attendance she has partnered with other organizations including, WTS Colorado, ASCE, ITE, SAME and others. The groups will partner on presentations and tours and Maureen listed a few of those events. She stated that she will continue to partner with those groups in 2020 and that they plan to offer more social and networking events, expanding the partnerships to include PPACG and some STEM outreach and support.

Maureen then mentioned the Colorado Transportation Symposium and the representation from APA Colorado on that events planning committee.

- e. Northwest Area – Greg Moberg
Greg said he was new to the position and working to figure out what is needed. He said that there has been interest in hosting a Mountain Planner Symposium but that the intent is to start with regional events in 2020 to seek support from members before holding the Symposium in 2021. He plans to reach out to planners who aren't members of APA or APA Colorado in both public and private sectors. He feels there is a large group in the private sector that the Chapter should contact and get a better idea of what their needs are. Greg stated he hopes to conduct a survey in the next month, including members and nonmembers to seek information on why people are members, why they aren't members and what is needed from the Chapter. He concluded by stating he is interested in partnering with other organizations as well and is open to ideas, suggestions and contact information.
- f. Southwest Area - Mark Williams
Mark stated that he's been a representative for three years. In 2019, he did his first joint event with ASLA and had a big turnout. In 2020 he plans to partner again and expand it by inviting the engineering groups.

Mark said he helped organize and get CMs for a DCI event in Durango in 2019 and his goal is to continue offering CM credits in his area. He said the 3rd annual trivia contest was fun; however, he is running out of questions. In 2020 he would like to try something new such as a housing symposium.

5. Special Representative Updates

- a. **Allied Organization Representative | Western Planner – Brandon Cammarata**
Michelle said Brandon would be attending later. She noted that Brandon is the Western Planner Representative and provides updates and connections between the two Boards. She said the 2020 Western Planner Conference will be in Bismarck in August.
- b. **Faculty Representative – Manish Shirgaokar**
Manish said he's new to the board and still learning his position. The biggest issue the faculty is keeping their foot in the industry and how they can stay on top if needs and topics. Build bridges forward between the school and practitioners. Discussion to improve a little more hand holding on job interviewing and placement process. One thing is starting a study to see what challenges planners face in public and private sector in Colorado. His view is that we don't know enough. The everyday life of planners is just not understood enough.

6. Legislative Affairs Representative – Susan A Wood

Susan introduced Shaída Libhart, Scott Bressler and Sol Malick. She said it takes a full crew to have an impact and influence at the State Capital with the legislators. She said that in over the last year she has served as the sole Chairperson for the Committee; however, in previous years there have been co-chairs. This year, Shaída has been added as the Co-Chair and Scott as the Committee Representative to the Board. She feels now having the three will open doors to more outreach.

a. **Sol Malick, Peak Government Affairs**

Sol said he was happy to represent the Chapter and looks forward to continued growth in the Chapter's profile at the Capital. He then discussed the work he does for the Chapter and discussed the difference between proactive and reactive legislative work. He said that proactive work is introducing bills to change laws and help planners across the state and that this year the Committee drafted HB20-1095. He summarized the history of the Committee's involvement with attempts to pass water legislation, beginning in 2016 and noting that each year passage gets closer as the Committee and Chapter build coalitions and strengthen the message. Proactive works requires participants to be smart and strategic. He then said that reactive work is monitoring the 700+ bills that are introduced each year and determining if they have an impact on planning, transportation, infrastructure, etc. and choosing how the Chapter and Committee will react. Positions of support or opposition can be made with the Board's approval, or the Committee may choose to simply monitor in case the bill changes direction and adds a planning element. Susan added that throughout the year and after the session concludes, Sol maintains the Chapter's profile as an expert on planning matters with legislators and allied professional groups such as CML, CCI, etc. She said it's important to maintain those relationships because you can't do anything at the capital if you don't work with others. She said the other essential component is that we want APA Colorado to be THE expert on all the issues related to planning related matters. She concluded that more recently, APA Colorado has become the first stop for many legislators.

b. **Legislative Committee – Susan Wood and Shaída Libhart, Co-Chairs and Scott Bressler Committee Representative**

Shaída said the big push for the Committee during the legislative session is to conduct the review of introduced bills. Since policy is what provides the foundation for planning, the Committee really tries to look at all the bills and any implications there might be to planning. Shaída reviewed the Committee meeting dates and times, stating that they are open to everyone and always offer a video conference or call in option. The Committee is looking forward to working more closely with APA National to increase the Chapter's reach to the federal level and elevate advocacy efforts.

Shaída introduced the 2020 Legislative Priorities and the process that is used to establish those, and the information sheet provided to the legislators. She noted that affordable housing was again at the top of the list, and that transportation was holding steady at

number 2 or 3 the last few years. She clarified that transportation is not limited to roads, it includes biking, walking, etc. She then stated that water planning and conservation jumped up the list this year, which goes well with the introduction of HB20-1095. Shaida said that climate change dropped down the list from last year and that infrastructure was new to the issues and the list this year. The Committee hopes to clarify the type(s) of infrastructure that are of interest and a priority to the membership - technology, roads, etc.

Susan then highlighted the 2019 accomplishments. She said the Committee started in the water conservation legislation in 2019, held the annual Planners' Day at the Capital, conducted the annual legislative survey and did the required bill review and tracking. She talked in depth about the work the Committee did to contact planners across the state to garner interest and concerns with the water conservation bill. She then discussed the Committee's plans for 2020. She said they will be doing many of the same things; however, their current focus is on getting HB20-1095 through the legislature. Shaida talked more about using APA National to increase the Chapter's voice and to gain additional resources.

Susan said the Committee meets bi-weekly during the legislative session on Fridays at noon. The next meeting is February 14th. She announced the 2020 Planners Day at the Capital date of March 19th.

c. **HB20-1095 Water Conservation Bill – Susan Wood, Legislative Affairs Representative**

Susan began a quick summary of HB20-1095, stating it links the state water plan with the master plan updates of Colorado communities and counties. The bill was introduced early in the session and passed through the House Ag Committee. She said there were several who spoke in support and a speaking in opposition. The bill cleared that committee by a vote of 7-4. She concluded that it takes a lot to pass a bill and that this will affect something within the purview of planners.

Questions:

Manish: To the Legislative Committee - How are we engaging the legislature on questions around rapidly developing technologies including electric vehicles and autonomous vehicles? Other states are having discussions around regulating this. This intersects with both energy policy and climate change.

Christy Wiseman: National APA legislative priorities for comparison: <https://www.planning.org/policy/priorities/>
Climate change, affordable housing, and infrastructure are highlighted there.

Shaida: To Manish: That's a great question. Some of that is mentioned in our Legislative Priorities sheet that we provided to our legislators this year. We have been very focused and proactive on the water policy side recently and we haven't seen much occurring regarding transportation policies yet this year. I think that's a great point that we can start taking to our representatives about. The most appropriate means for now may be to encourage our members to set up meetings with their representative to talk about how important the issue is and to encourage them to sponsor bills and prioritize getting ahead of technology in transportation as appropriate.

Manish response: Thanks, Shaida. I'm happy to support this effort in any way I can. I can immediately think of two papers that talk about what is happening across the US in terms of regulations.

7. Committee Updates

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

Sarah thanked the previous co-chair Nick VanderKwaak, VP External Affairs for his work while in office and for staying aboard the committee after leaving the Board. She said he helped bridge the gap when Meghie Tabor, previous VP Communications, left office last year. Sarah said the committee is 8-10 people, that they hold monthly conference calls and that they oversee the newsletter, social media and website. She stated that in 2019 the committee took over social media and are trying to have a consistent presence. In 2020, the Chapter plans to launch a new website and the committee will help with content migration. Sarah then discussed the Chapter's newsletter, *Planning Matters* and said the 2020 newsletter themes have been set. She said the newsletter should be used to highlight plans and projects that members are working on.

Julia said the committee is looking to build on the exiting partnerships with allied professional organizations and similar groups, strengthening the relationships and she asked for partnership suggestions and ideas. Julia said the committee will be assisting on the regional level with partnerships.

b. **Professional Development Committee – Allison Crump, Chair**

Allison noted that this is her 4th and final year as PDO. She discussed the committee and its duties, noting they help those who want to get AICP certified and those seeking CM credits to keep certification. Allison said she hosts two annual AICP Exam Prep workshops each year: one in the spring and one at the fall conference. She said the AICP exam pass rate for Colorado is 70%, above the national rate of 62%. For AICP Candidates Colorado's pass rate is around 60%, which is also higher than the national pass rate of around 55%.

She said the committee reviews CM proposals for events, with their biggest activity being the review and selection of conference sessions, workshops and round tables each year. She announced that the Call for Session is currently open with a deadline submittal date of February 17, 2020. There are typically between 75-100 submissions, and this year the proposals will be reviewed in March with notifications being sent shortly thereafter. Allison noted that the committee could use more members and those interested should contact her.

Allison said that she registers for the NPC each year to attend the PDO meeting to network and share ideas with other PDOs. At the 2019 NPC in San Francisco she learned about upcoming changes to the AICP CM requirements. She summarized the changes to the Law and Ethics requirements, and proposals for new mandatory CM for Equity and another rotating/designated topic. She said she would also be looking to offer more Ethics and Law CM opportunities outside of the annual conference.

c. **APAS – Dana Sparks, APAS President**

Dana reviewed all the events from 2019 including joint events with the Sustainability and EPP Committees. She reviewed the job shadowing event for 2019, noting it had 40 student participants. She said they did a joint panel discussion with the Health Communities Committee, Master of Urban Planning Alumni Association and WTS Colorado on the future of street safety. She then introduced Max Morgan who recently stepped in to fill the vacant Student Representative Board position.

Max reiterated that he has only been in the position for one week and he looked forward to working with the Chapter and the Board. He reviewed planned events for 2020, including the housing and zoning panel discussions, High Line canal tour, fall job shadowing and conference volunteering. He offered to accept communications from the Chapter on various ways students can help. He said students are always looking for opportunities to plug into other committees or assist/partners with area representatives.

Questions:

Ignacio Correa-Ortiz: For APAS, please count on me for the zoning event if you need a Denver Planning Board member.

Dana Repose: Thank you Ignacio!

d. **Awards Committee– Daniel Murray and Julia Puester, Co-Chairs**

Julia said she has been co-chairing and participating on the committee for six or more years. She said the committee meets after the awards nomination window closes and that all meetings are via conference call or video conference. She noted that the Committee oversees the call for award nominations and reviews the submission. Julia stated that there are currently 6 consistent volunteers and that the committee could use more help. She noted that there were more nominations in 2019 (24 nominations) than previous years, and the Committee recommended 8 merit, 5 honor and 2 leadership winners. The award recipients were honored during the annual conference in Snowmass Village. Julia introduced the timeline for the 2020 Chapter awards and the new partnership with Sonoran Institute for the Growing Water Smart award. She concluded that the 2020 awards ceremony would be like that in 2019, a breakfast ceremony prior to the keynote address.

e. **Great Places Program Committee– Jeff Liljegren, Chair**

Jeff introduced the Great Places in Colorado awards program. He said he took over for Robin Becker who was the chair in 2019 and got the program off and running. Jeff said the Colorado Great Places program builds off APA National's Great Places program, but it is just for Colorado places. The Committee chose to utilize APA National's four criteria which were: 1) A true sense of place; 2) cultural or historical interest; 3) community involvement; and 4) A vision for tomorrow. He said a great place should also have the characteristic of a livable built environment, harmony with nature, resilient economy and healthy community. 2019 it was the inaugural year of the program and they received 5 nominations and awarded one designation to Olde Town Arvada, a Great Neighborhood. Jeff reviewed the Olde Town Arvada award, why they were chosen and how they were celebrated. He reviewed the 2020 timeline and said the goal is for everyone to forward the notice statewide to get the word out. He concluded by asking for volunteers to help.

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

Joan said that EPP has had quite a bit of involvement with other Chapter committees and area representatives. She noted that historically, EPP has done a lot of social interaction, but they are expanding to engage young professions through programs like mentoring and educational events. They have plans for 2020 such as a Bourbon Ski Sprawl in Breckenridge, a mentor program at the conference and participation at the Pride 2020 parade. They also are planning to add an education element to the Bourbon sprawl events. She talked about the various events that are planned

g. **Equity, Diversity & Inclusion Committee – Ignacio Correa-Ortiz, Chair**

Ignacio introduced himself and identified his small group of committee members who are helping to get the committee going. He said that there are two documents they plan to use for their guiding principles. The first is the [APA Diversity & Inclusion strategy](#) and he recommended that everyone ready it. The committee plans to take small steps and acquire some data about membership and planners across the state. He asked for more volunteers and said he knows the committee will continue to grow and reach become more active in the Chapter. They want to identify and influence the next generation of planners.

Questions:

Manish: Ignacio, the EDI Committee has wonderful ideas. I can see an intersection between this Committee's interest and some work that I mentioned about a potential study about planning as a profession within Colorado. Let's talk.

h. Healthy Communities Committee – Bradyn Nicholson and Elizabeth Winne, Co-Chairs

Bradyn said that based on their committee surveys, committee members want resources, presentations and education opportunities instead of events. She reviewed the 2019 events including the Healthy Communities Symposium and the Meeting in a Box collaboration with CHPC. For 2020 they completed another member survey and plan to continue hosting online meetings with presentations focused on community engagement, collaborations and transportation equity. They plan to create list of sample land use regulations that encourage healthy community and an inventory of funding opportunities focused on health and the built environment.

i. FAICP Advisory Committee – Maureen Paz de Araujo

Maureen informed the attendees that this isn't a standing committee but comes into use every other year during the biennial FAICP nomination window. She reviewed the FAICP nomination process and said the Chapter is trying to get more FAICP designations in Colorado. She then discussed the 2019 process, noting there were four members initially suggested and recommended as Chapter supported nominees. One dropped out, two submitted their nominations and the final moved from Chapter supported to Division supported. Those who were successful will be announced and inducted during the 2020 NPC in Houston this April.

i. Membership Committee – Maureen Paz de Araujo, Chair

Maureen identified committee members, noting that three of the 6 have rotated off the Board. She said she will be recruiting new members and anyone who is interested in serving should contact her. She then discussed the 2018 membership survey and the Committee's efforts to provide regional aspects of the survey. The regional aspect showed that some areas are lacking in membership numbers and now the committee needs to determine why planners are not members of APA. She then said that the committee updated the membership brochure and created a "how to get involved" brochure. She said the Outreach & Communication Committee will be taking these documents over and updating them as needed and ensuring they meet the branding requirements. Maureen also said the Committee would like to create a new member welcome packet. Currently they receive something from APA and an email from the Chapter Administrator; however, the Committee would like to have something more formal to send out to new members. She concluded that they hope to capitalize on the regional analysis that was done and move forward with goals and action plans in 2020.

Question:

Manish: Happy to talk more about membership recruitment/issues Maureen. Please share your email so I can get in touch.

j. Sustainability Committee – Conor Merrigan and Karl Barton, Co-Chairs

Conor said the Sustainability Committee can echo the theme of collaboration. In 2019 they picked EcoDistricts as the year-long theme based on membership input. They had two events around that theme and will have a final webinar in March 2020 because they couldn't fit it into 2019. The Committee intends to continue the theme-based plan in 2020 with the goal to offer one educational event per quarter. Conor then said that membership is still high with around 180-90 still on the Committee listserv. They offer in-person and remote access/video conference options for all their meeting to get more statewide participation. This year they had lower student participation and hope to remedy that in 2020. For 2020, the Committee will focus on the Climate Resiliency theme.

k. Youth in Planning – Wade Broadhead, Chair

Wade introduced himself and said the Committee has a strategic plan in place. He discussed their attempt to hold a Youth Summit but said they didn't get the synergy needed between the school district and city. He said that Julia is also involved in this Committee and she's been working to add structure. The Committee worked with a UC Denver MURP student on her Capstone to draft an RFP for K-12 Planning Curriculum. The goal was to have the RFP distributed in 2019 and the curriculum finished by 2021; however, due to difficulties with oversight of the process the RFP is currently on hold. Instead, the Committee is rethinking the process and is looking to possibly borrow curriculum from other states and have local planners use it in their own neighborhood schools to determine if there is an interest from schools, planners and the communities before the expenditure of funds. Wade then said the committee does events/programs with a goal to introduce democracy and decision making as it relates to planning in the K-12 grades. Wade noted that he wrote an article about youth in planning for CML. He concluded that the Committee plans to have Denver area meet-up and look forward to sharing and partnering with others.

8. Adoption of 2019 Annual Report – Michelle Stephens, President

Michelle reviewed the previous presentations by the Board members, noting that they were all a summary of the 2019 Annual Report. She asked if there were any additional questions or comments and hearing none, she asked for a motion to adopt.

Motion by Greg to adopt the 2019 Annual Report as presented.

Second by Allison

Discussion:

Vote: Unanimous

9. 2020 APA Colorado NPC Delegates – Michelle Stephens

Michelle said that Colorado is assigned four delegates by APA and she will be looking for volunteers to serve as delegates for the 2020 NPC. She said that anyone attending who might be interested should contact her. Susan said the Delegates will be reviewing and voting on the Planning for Hazards Policy Guide. They will also be receiving updates and asked for comments on the Climate Change Policy Guide and the Equitable Economic Development and Inclusive Growth Policy Guide.

10. 2020-21 Development Plan & Action Program – Michelle Stephens

Michelle reviewed the 5-year Development Plan and Action Program. She talked about the change to a 5-Year Development Plan and 1-Year Action Plan based on APA's Chapter Performance Criteria. She introduced the seven over-arching goals of the Development Plan, noting these are the things that the action plan items should be working toward. She then discussed the individual action items, the person or committee responsible for each and asked for comments or suggestions. She concluded that she feels all the committees and board members are working to meet these items.

11. Roundtable Discussion – Michelle Stephens

Where do we see the Chapter in 20 or 50 years?

What can we do now to get us there?

Michelle suggested the item be skipped due to the time and the format of the meeting. It would be difficult to have an in-depth conversation by video conference.

12. Other Business

Michelle provided the date and time for the May 1st Transportation Symposium which raises student scholarship funds. She also mentioned the Symposium for Sustainable Infrastructure

(SSIF 4) which is being planned for 2021. She concluded with announcements about the current conference call for session, Chapter award nominations, Great Places in Colorado nominations and open board positions.

13. Adjournment

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

Second by Michelle

Discussion: None

Vote: Unanimous

APPROVED 3/13/20