



APA Colorado Board Meeting

MINUTES

Friday, March 13, 2020

Video Conference

The meeting began at 2:07 p.m.

Roll call:

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

1. Opening Remarks – Michelle Stephens, President

Michelle said she wanted to have a short discussion about COVID-19 and inquired how employers were handling the situation. Summer said Boulder County is technically open, but they are meeting people by appointment. They are putting procedures in place to continue taking in applications and are working on what to do with public hearings and public meetings. Brandon said the City of Aurora is still open with business as usual but getting prepared in case things continue to degrade. Allison said the City of Boulder has announced that all libraries, recreation centers and senior centers will be closing. City employees are encouraged to work remotely if they can and they are drafting policies. Ignacio said that RTD is minimizing social contact and that the bus and train services may be reduced in the future if needed.

Michelle then asked if there was anything specific the Chapter should be doing. She noted that the 2020 Planners' Day at the Capital has been cancelled but NPC 20 is still going. Maureen stated that the Transportation Symposium is considering a possible postponement. She then said her employer, Wilson & Company, will be working as usual unless there are government directives. Allison said the AICP Exam Prep is still currently scheduled, but she is looking to possibly change to an online only option.

Sarah said she would send a couple of COVID-19 articles and some links to data from ESRI (COVID-19 GIS Hub). She said Planetizen also has interesting articles and Summer said Johns Hopkins also has a good interactive feature. Michelle said that ELGL (www.elgl.com) is sharing information.

2. Consent Agenda:

- a. Minutes January 10, 2020 – Shelia Booth, Chapter Administrator**
- b. Minutes February 7, 2020 – Shelia Booth, Chapter Administrator**
- c. Minutes Email Vote 1/22/20 Legislative Priorities – Shelia Booth, Chapter Administrator**
- d. Minutes Email Vote 2/26/20 Transportation Letter– Shelia Booth, Chapter Administrator**
- e. January & February Financial Report – Josh Olhava, Treasurer**

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

Motion by Michelle to approve the consent agenda.

Second by Joni

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. Vail May Board Retreat

Shelia reminded the Board that the May 8th Board retreat planned for Vail at the Marriott. The meeting will tentatively begin at 9:00 a.m. and end at 4:00 p.m. She listed those board members who had said they would want a hotel room and asked for confirmation. She then discussed the resort fee and amenities it offered. She said she would be seeking a final headcount via direct email so she could finalize the room block.

b. GSuite & GMail

Shelia said the Gmail accounts are up and running and inquired if everyone was accessing their respective account. She said the next step will be to setup the listservs for the area members and committees, but she would like some assistance if anyone has experience with it. She said she is also looking into some of the free/reduced price Apps that come with GSuite as she had seen Lucid Press listed and it might be one and that could save the Chapter money. She asked the Board if any of them had experience with Google Hangouts or similar Apps to replace Go To Meeting but received no affirmative response.

c. Chapter Website Transition

Shelia said the team has an initial meeting planned for the following week to discuss process and timelines. APA will host a webinar to train everyone but also sent links to some existing recorded training and documents.

d. 2020 State Conference

Shelia said the logo is complete and she will be posting it on the website and marketing materials.

Shelia then discussed the search for a keynote speaker for Thursday morning. The Committee is still looking but are closing in on Beatrice Soto who talks on diversity and inclusivity. Michelle said she had heard the two APA speakers and was a little concerned about the content.

The mobile tour committee has 10 proposed tours at this time. They are now in the process of tying down speakers and schedules for each. There are several walking tours of Vail, some environmental site tours and mountain recreational tours.

Shelia said she is still finalizing the quotes from Bol and Sonnenalp and will decide next week. Bol has submitted a proposal that comes in around \$18K for a venue buy out with 350 attendees. Sonnenalp submitted a proposal which came in at \$30K but has since revised it and Shelia is working to get it lower. The current budget is \$15K since the \$5K for the closing reception has been rolled into the Food & Beverage budget. Vail Resorts said Eagle Ranch was not under their management, but the Committee members said it was a 30-minute drive. Eagles Nest is on the top of the mountain which is closed on September 30th and the quote for Vail Square came in around \$26K.

The conference will be starting at Noon on Wednesday which is a little later than hoped. The hotel contract has the general session starting at noon and the hotel has a group in there until 11:00 a.m. Shelia said she was working with the Marriott to secure a space for registration prior to the General Session start a noon. She is also working with the Marriott and PSAV to see if there is a discount available for AV setup and room set if the same room set and AV are used from the prior group. Shelia then said that the Professional Development Committee is currently reviewing session proposals and will complete the review by the end of the month. Final selections will be made the first part of April with notices going out shortly thereafter.

Shelia said there is currently \$10,000 in sponsorship commitments and the 2020 goal is \$40,000. She encouraged the Board to start making calls, noting that several have done so. Many of the repeat/loyal sponsors have not committed yet, so she asked the Board to reach out to them first. She then said we have one new sponsor thus far this year, Shaw Construction and Otten Johnson is expanding their sponsorship from the past few years. She also has two new sponsors reviewing the offerings and will be following up with them next week.

4. Old Business

a. 2020 NPC Delegates – Michelle Stephens, President

Michelle said COVID-19 is causing havoc with attendees which has delayed her submitting the NPC delegate names to APA. Susan said she is still going and could serve. Michelle said that the Adams County attendee who had volunteered is no longer able to attend due to travel bans. Hadley said she is still planning to attend and could serve. Michelle said the assembly is scheduled for Sunday from 8:30 a.m. to 1:00 p.m. After discussion, Michelle summarized that the recommended APA Colorado NPC Delegates are Hadley, Susan, Maureen and Brad Calvert.

Motion by Michelle to approve the 2020 NPC Delegates
Second by Mark W.
Discussion: None
Vote: Unanimous

5. New Business

a. UC Denver School of Public Affairs Certified Public Manager Program – Shelia Booth, Chapter Administrator and Lisa VanRaemdonck, UC Denver

Shelia introduced Lisa VanRaemdonck to the Board and Lisa introduced the program to the Board. Andrew said he feels it's a good program and Shelia said she felt it was in line with the Chapter's Professional Development goals. Sarah agreed as she started in Public Affairs. After additional discussion, the Board directed staff to work with Lisa to draft an MOU outlining expectation of both parties and bring it back for Board review.

b. On-going Chapter Support of DRCOG's Citizen Academy – Michelle Stephens, President

Michelle said DRCOG continues to run the Citizens Academy that they took over from the Transit Alliance. Due to budgeting concerns, DRCOG is seeking financial support and sponsorship for the ongoing program and would like a \$1000 sponsorship to cover two sessions. Michelle said the program is a great way to introduce planning and planning terms to citizens. Joni said she is in favor as they had two last year in Longmont and found them helpful.

Motion by Joni to approve \$1000 sponsorship
Second by Sarah
Discussion: None
Vote: Unanimous

c. 2020 Denver PrideFest & Parade – Andrew Williams, EPP Representative, Joan Lyons, EPP Committee Representative and Ignacio Correa-Ortiz, EDI Chair

Andrew introduced the item, stating they were seeking guidance from the Board on the best level of participation that would be a good organizational fit. He said the EPP and EDI Committees felt the \$5,000 level isn't necessary and there aren't funds or manpower to cover it. The Committee's felt participation in the parade seemed like the best fit for the group; they didn't feel a need to hand out information this year. Michelle said the intent was to raise awareness within APA Colorado that we support Pride and in a photo op way. Ignacio said EDI discussed it and found there are some synergies to have a presence at this parade. Max said he had contacted the on campus LGBTQ community and they said they could be a resource. All agreed that the Chapter should inform members that we are participating and seek interest in individual participation and support. Andrew felt this would be a good way to test the waters.

Motion by Michelle approve PrideFest Parade participation at \$350.
Second by Allison
Discussion: None
Vote: Unanimous

d. Colorado Tribal Planner Outreach – Brandon Cammarata, Allied Organization Representative and Ignacio Correra-Ortiz, EDI Chair

Brandon introduced himself and Western Planner Resources to the Board. He said a couple of years ago Western Planner had a conference focused on tribal issues. He said he was looking to see if the Board is interested in reaching out to our tribal members in Colorado. Brandon said he had contacted the EDI Committee to see what the two could do together. Some of the things they discussed were who should they reach out to, what are the

jurisdictions, how to engage youth, etc. APA's Indigenous Branch is becoming more active as well. In Alaska they had a tribal element at their conference and Michelle said she was impressed with their connection between tribal residents and the state planners. Max said he has a lot of students who are looking to get involved and be a healthy conduit to next generation of planners coming up.

The Board discussed the task and thoughts on moving forward.

6. Committee Representative Updates

a. **APAS – Max Morgan:** Max introduced himself. He said they had a joint event with EPP. They met the architect who designed the Milk Market and had good attendance. He then said UC Denver is shifting to online learning for now, so there won't be much campus activity. He said their elections are coming up and he will be running for office again and a new group will be coming in April to the APAS board. He said he is currently working on updating the APAS website and then listed a couple of future events to end the semester. He said his role is to put us in contact with students. Andrew said EPP is working on the mentoring program at the conference and looks forward to partnering with APAS on it.

b. **Awards Committee – Julia Puester, Committee Co-Chair & Representative**
Michelle said the call for awards is out and closes on March 23.

c. **Diversity Committee – Ignacio Correa-Ortiz, Committee Chair**
Ignacio said they have had two meetings. They have discussed the Native American issue and finding a good synergy with other committees. They hope to create a list of Native American communities in Colorado that have planning jurisdictions and functions and find people and organization in the planning profession who serve these communities. Ultimately, they'd like to create a link to communities and opportunities for collaboration. He noted that Manish wanted to see if there were opportunities in the future to help with Native American planning and projects.

PrideFest 2020 he said he appreciated the vote for participation, and he's interested in seeing it go forward. He said he joined the APA Ambassador program and that the EDI Committee submitted a session for the conference program. They are also drafting a survey to gain a better understanding of the Chapter's membership demographics including gender, ethnicity and our responsibilities in our profession.

d. **Emerging Planning Professionals –Joan Lyons, Committee Representative**
Andrew said that EPP will focus on important career milestones this year, including it in their event and networking. He said they had to cancel a few events such as the Breckenridge housing and ski day and the bike tour in northern Denver. They are hoping to have some new events soon and looking at how to transition over the next couple of months with the response to COVID-19. The Committee will now start focusing on the PrideFest parade planning. Shelia said she would put a Save the Date on the calendar. Shelia then asked if EPP would be the Chapter representation for Meet the Dark Side and YIP Awards programs with Denver Does Design. Andrew said he would take that to the EPP Board for direction.

e. **Great Places Committee – TBD**
Jeff said the Great Places announcement had been sent out and that nominations will open in April. They need help spreading the word and will be asking the Board for assistance. Michelle encouraged the Board to make their own nominations.

f. **Healthy Communities Committee – Bradyn Nicholson, Committee Representative**
Bradyn said the Committee's main focus is on the position statement and that they hope to have it completed by late April or early May. She said they presented work to the Healthy

Housing Coalition and are getting data to incorporate into the position statement. They continue to focus on presentations at meetings and their last one was a presentation on how to host more inclusive meetings.

g. Legislative Committee – Scott Bressler, Committee Representative

Michelle congratulated the committee for getting HB20-1095 passed and said they are just waiting on the Governor's signature.

i. Membership – Maureen Paz de Araujo

Maureen said there isn't an update and that she's looking forward to working with UC Denver students.

j. Nominating Committee:

Shelia said she hasn't received any emails of interested in the open positions. Michelle asked the Board to help recruit members.

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

Sarah said they are gearing up for the March newsletter on housing and will be including a teaser about the Healthy Communities Committee paper. They also have a summary on the Better Boulder event but could use more articles. For the next in-person board meeting she hopes to bring in analytics and she encouraged the Board to get on the APA Colorado social media to like the posts, share, etc. The more you do, the more we pop up in feeds.

l. PIC Board – Maureen Paz de Araujo

No report.

m. Professional Development Committee – TBD

Allison said they are reviewing the submitted conference sessions with plans to review and recommend in April She then said the in-person AICP Exam Prep workshop in March will most likely be changed to an online workshop.

n. Sustainability Committee – TBD

No report.

o. Youth in Planning – TBD

Michelle said they postponed their meeting to next week.

7. Chapter Manual – Michelle Stephens, President and Shelia Booth, Chapter Administrator

Michelle said that the Manual would be discussed in detail at the next meeting on April 3rd. She asked the Board to review the material provided between now and then and offered suggestions if there are other manuals that are exemplary.

8. Board Member Updates

p. Central Mountain – Mark Truckey

No report.

q. Denver Metro Area – Hadley Peterson and Anne Miller

Hadley said she and Anne had scheduled a Meet Your Rep for the end of March, but they are postponing it for later this spring. It will include an adaptive reuse brewery tour.

r. North Central – Summer Frederick

No report.

s. Northwest – Greg Moberg

No Report.

t. South Central – Maureen Paz de Araujo

Maureen said she held a joint event with WTS in February that cost the Chapter \$24. She said there was also a breakfast function with WTS leadership, and she had received some compliments from members who were happy to be included.

u. South West – Mark Williams:

No report.

v. Professional Development Officer – Allison Crump:

Nothing new.

w. Legislative Affairs Representative – Susan Wood

No report.

x. Public Official – Anita Seitz

No report.

y. Planning Faculty – Manish Shirgaokar

No report.

z. Emerging Planning Professional Representative – Andrew Williams

No report.

aa. Student Representative – Max Morgan:

Nothing additional.

bb. Allied Organization Representative – Brandon Cammarata

Nothing additional.

9. Other Business:

Michelle stated that the April 3rd meeting was supposed to be a video only but will now be an in-person meeting in Boulder.

10. Adjourn

Motion by Josh to adjourn at 3:27 p.m.

Second by Joni

Discussion: None

Vote: Unanimous

APPROVED 4-3-20