



APA Colorado Board Meeting

MINUTES

Friday, April 3, 2020

Video Conference

The meeting began at 2:01 p.m.

Roll call:

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

1. Opening Remarks – Michelle Stephens, President

Michelle thanked everyone for coming. She noted most might have virtual meeting fatigue and her goal was to keep meeting short and concise. She wanted to save time for everyone to share their current experiences.

2. Consent Agenda:

- a. Minutes March 13, 2020 – Shelia Booth, Chapter Administrator
- b. March 2020 Financial Report – Josh Olhava, Treasurer

Michelle introduced the consent agenda items and asked for comments. Joni said the March 13th minutes need to be corrected to show she was in attendance. Hearing no other comments, Michelle asked for a motion.

***Motion by Michelle to approve the consent agenda with changes
Second by Sarah
Discussion: None
Vote: Unanimous***

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. Vail May Board Retreat

Shelia confirmed that the May 8th board retreat cannot be in Vail, as the resort will be closed through May due to the pandemic. She inquired if the May meeting should still be a retreat or a regular meeting instead. Michelle said this year we were going to focus on the manual, but Joni, Shelia and Michelle can circle back to discuss options. If anyone has thoughts about what should or could be done, they should email Shelia. Michelle noted that the 5-year Development Plan is updated through 2020 and President Elect can choose to update it during his/her one-year term.

b. GSuite & GMail

Shelia said she is still working on the listserv for chapter only members and area members.

c. Chapter Website Transition

Shelia said the website transition team met and reviewed the transition mapping. The next step will be to assign webpages to individuals for review and rewrite. The goal is to complete the transition by August or September and showcase it at the conference.

d. 2020 State Conference

Shelia said that planning has slowed but still moving forward. She anticipates that the registration and sponsorships will be down due to budget cuts within member organizations. The Board discussed what the conference might look like and asked about the contract. Shelia noted that the contract does have “pandemic” included and that the Chapter is covered if the pandemic is extended to or activated again in the fall. Michelle said that other chapters are working through their conference “what ifs” and we should communicate with them.

4. Old Business

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

Josh reviewed the redlined budget noting all the areas that have been affected. He said the budget is more conservative on the conference income and expenses. Michelle asked Shelia to run numbers on lost memberships to get a visual on what it might look like financially this year and next. Shelia said APA has extended membership for a few months for those who didn't renew on time. Manish asked if membership cost could be reduced and Michelle informed him of the fee structure set by APA. Manish said it would be helpful to offer CM credits and learning opportunities for 30 minutes sessions online. This type of short event could keep members engaged even in isolation. Michelle agreed and reference the previous day's Town Hall on the virtual planning office and the high attendance. She asked the Board to consider offering 30 minute or more/less offerings via Go to Meeting and they concurred that it would be a good option.

The Board also discussed the large number of articles written by non-planners about how cities will work post-pandemic. Michelle questioned why planners aren't doing those articles and webinars.

The Board concluded the discussion with agreements that the Board should find ways to get additional funding without hitting members for those funds. The Board should continue to reach out to sponsors and let them know that planning is still happening, and planners need their assistance.

Question – Joanie Lyons: I can't talk since I have some audio feedback, but I really liked a Toole Design group webinar they did on rebalancing streets for people! Some of the topics they had in the webinar were awesome for CM credits. People can also still register for the webinar to re-review the content from their recording.

b. Chapter Manual - Michelle Stephens, President

Michelle reminded the Board that the Chapter Manual has been a wish list item for her. She wants to have it available for newly elected Board members as an introduction and "how to" guide. She said she had hoped to complete it during the Board Retreat, but it will now need to be accomplished by individuals over the spring and summer. year. Each board member/position will be required to draft a job description.

Michelle then asked for one volunteer committee and board member. Conor offered the Sustainability Committee. He said he envisions the document to be high level bullets, sources that they look to, etc. He plans to come at it from a top 10 list of things you need to know. Michelle reminded him to drop in the Committee Charter that was drafted last fall.

Maureen said she would volunteer to her Area Representative board position. Susan said she would help as needed. Shelia said she would provide both the committee and area representative job description that were drafted with the last bylaws.

Michelle reviewed the proposed Table of Contents and asked Shelia to post it in the GDrive for comments. Michelle asked the Outreach & Communications Committee to draft the Communications section of the manual. She asked Area Representative to assist in drafting the Events section. Maureen stated that having venue lists and contacts is helpful. Susan said she felt the TOC was missing a section on the overall coordination with APA National and should include information on divisions, chapters, national, delegates, etc. Shelia inquired where the Legislative Liaison should be placed, and the Board agreed it should be under the Legislative Committee. Michelle said that those with dual roles will need to address both positions. Shelia will place all the available information on the GDrive for the Board to review. Michelle concluded that the Board should create a timeline with milestones to have the first draft in May and these will be actively reviewed at each meeting through September.

Michelle then asked everyone to congratulate Susan on her acceptance into the Fellows. Susan thanked Maureen for helping her.

5. New Business - None

6. Committee Representative Updates

- a. **APAS – Max Morgan:** Max wanted to commend the university leaders for making a quick jump to online learning. He said they have been great with communication. There will be a virtual graduation and all courses have moved online. APAS is still working to elect new board members and those will be announced at the next meeting. Shelia asked him to poll students

to see what their needs are regarding the job market and if there is interest in virtual networking opportunities.

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

Julia said they extended the deadline to April 13th as there were only four applications. She encouraged the Board to help market the program and noted that the Growing Water Smart award was also lacking in submittals. She concluded that the nomination reviews will be the at the end of April and done via teleconference.

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

Ignacio said he has been working from home and it's been stressful and he's busier than ever. The committee hasn't met since March 12th, but they plan to do something soon. He said they would be continuing to coordinate with Brandon on the Native Americans connections. For Pride Fest parade, they are applying for the CPC grant. The parade is still scheduled to move forward, and he'll connect with EPP and APAS for a coordinated effort. He then had Hadley talk about the survey they would like to distribute to membership. The first option is to survey during conference registration with about 10 questions. The other is distribute a chapter wide 20/25 question survey. Questions would include information on planning field, workplace, diversity, inclusion, demographics, etc. The Committee will bring the survey to the board for input and comment. Ignacio then said they submitted a proposal for the conference, and he is willing to do a webinar.

d. Emerging Planning Professionals –Joan Lyons, Committee Representative

Joan clarified that she is the EPP contact for the Pride Fest and they are excited to be working on things. She also noted they are excited about the mentorship program.

e. Great Places Committee – TBD

Shelia said the call for nominations officially opened on April 1st and nominations close on May 18th.

f. Healthy Communities Committee – Bradyn Nicholson, Committee Representative

Bradyn had nothing new from the committee.

g. Legislative Committee – Scott Bressler, Committee Representative

Susan said the State Supreme Court said the legislature could be paused and when they are able, it can reconvene and pick up where they left off. She said the water bill made it to the Governor's desk, but he has not signed it yet. Shaida thanked Susan and previous board members for all the hard work over the years building up to this moment. Michelle stated that the passage of the water bill needs to be highlighted in the Chapter's 2020 Annual Report with a one-page or more spread on the process, relationships, etc. Susan stated that without Sol it probably wouldn't have happened and that overall, we did raise the Chapter's stature at the legislature. They know what our values and issues and that will serve the Chapter well moving forward.

Susan said the Committee is still meeting and had 20 people at the last meeting. She noted there are still 400+ bills that were active when the legislature stopped, and the Legislative Committee will take this time to review each bill more in depth. They had a good conversation about meeting requirements and how planners are able to keep working and moving things forward.

i. Membership – Maureen Paz de Araujo

Maureen had nothing new to report.

j. Nominating Committee:

Shelia said there is currently one person in each of the open positions and that the committee will continue to try to recruit in the offices where the incumbent is not running.

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

Sarah said there were positive responses from the first Town Hall and they recognized and appreciated the speed at which the Chapter was able to respond. She said there were speakers lined up for the next Town Hall on community engagement. She then stated that the next newsletter will be distributed in May and is the larger format version. This theme is Tools for Planner and Professional Development and it will be timely considering members are working from home and needing assistance. The committee and staff will be reaching out to sponsors that have tools for articles or advertisement. The committee may also reach out to sessions that aren't selected for the conference and use those for newsletter articles and webinars.

Julia said she will be reaching out to the Area Representative to get a better, updated list of media resources.

l. PIC Board – Maureen Paz de Araujo

No report.

m. Professional Development Committee – TBD

Allison said the Committee completed their review call after spending a month reviewing all the sessions submittals. They will be doing a targeted outreach for conference sessions specific to the current crisis– public health, economy, processes, etc. She noted there will be a few less sessions due to less attendance.

n. Sustainability Committee – TBD

Connor said they have a cultural resilience webinar on April 14th, and it relates back to the EcoDistrict theme from last year. In 2020 they will move on to “climate resiliency”.

o. Youth in Planning – TBD

Michelle said the committee met and they are working on additional details for the RFP. They are also going to focus on youth planning summits.

7. Board Member Updates

p. Central Mountain – Mark Truckey

No report.

q. Denver Metro Area – Hadley Peterson and Anne Miller

Hadley said she's talked to a few people about the open area representative position. She said she has a few ideas on things to do on a regional scale to engage members during this time. Anne said she has been immersed in looking at beyond the immediate repose and focused on recovery and what those adaptations look like. Some areas where planners might be interested is in discussion with state agencies to help navigate federal and state resources established to help with recovery. She mentioned the upcoming Town Hall that will be coordinated by DOLA on recovery and resiliency. She also mentioned the Virtual resiliency summit on April 21st.

r. North Central – Summer Frederick

Summer shared that in the region, everyone seems to be in the same boat but in different stages.

s. Northwest – Greg Moberg

No Report.

t. South Central – Maureen Paz de Araujo

Maureen said there were cooperative events prior to things shutting down and everyone is transitioning to everything online at this point.

u. South West – Mark Williams:

Mark said he has been working from home for three weeks and that there is still a lot of work and a lot of construction. He said he volunteered to help APA Michigan with their awards. He noted that the joint ASLA happy hour will be reschedule for later in the year.

v. Professional Development Officer – Allison Crump:

Allison said she would be happy to help with more online CM opportunities.

w. Legislative Affairs Representative – Susan Wood

No report.

x. Public Official – Anita Seitz

Michelle said the position is still vacant and she will work with Joni to fill it. She requested nominations for the position to be sent to her.

y. Planning Faculty – Manish Shirgaokar

Manish discussed how the faculty could be made more meaningful during this time. He then said they are often looking for speakers and he would like to coordinate a call to see if people are willing to talk to the students. He said the faculty struggles as a department to connect with practitioners. They have an interest in planners teaching short courses on topics the program doesn't cover in depth. He'd also like the connections to help in their call for Capstone and studio offerings for students. Ideally, he can coordinate with the Chapter to reach more planners for all of these. He then discussed other opportunities including a joint event hosted on campus offering CM credits, short training session on managing for disasters or other topics. He said the school would like to partner as academic peers on grants to expand funding so that more can be spent on research with less overhead. Michelle appreciated the ideas and felt they would be good to include in the chapter manual for future ideas/reference.

z. Emerging Planning Professional Representative – Andrew Williams

Nothing new to report.

aa. Student Representative – Max Morgan:

Max stated that with the downturn in the economy, people tend to return to school and he'd be happy to talk to people if needed. Michelle liked the idea of reverse mentoring between students in school and those professionals who might want to go back to school.

bb. Allied Organization Representative – Brandon Cammarata

Brandon reiterated the outreach to Native American tribal representation discussed earlier. He then said that Western Planner's conference is scheduled for late summer and that they may need to reevaluate.

9. Other Business:

Susan shared RTD's press release.

Michelle said she will huddle with Shelia and Joni about the next meeting, noting it will most likely not be an in-person meeting.

10. Adjourn

Motion by Maureen to adjourn at 3:43 p.m.

Second by Allison

Discussion: None

Vote: Unanimous

APPROVED 5-8-20