



APA Colorado Board Meeting

MINUTES

Friday, June 5, 2020

Video Conference

The meeting began at 1:03 p.m.

Roll call:

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

1. Opening Remarks – Michelle Stephens, President

Joni welcomed everyone.

2. Consent Agenda:

- a. **Minutes May 8, 2020 Board – Shelia Booth, Chapter Administrator**
- b. **Email Vote May 12, 2020 Chapter Support of NLC Letter- Shelia Booth, Chapter Administrator**
- c. **May 2020 Financial Report – Josh Olhava, Treasurer**

Joni 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 Maureen

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. **Website Migration**

Shelia showed the Board the new website and asked them to review the main menu over the next week and provide feedback on the intuitiveness of the menu items.

b. **Conference Survey**

Shelia reviewed the proposed survey she plans to send to membership in the next week. The questions focus on members ability to attend an in-person and/or virtual conference. Questions include inquiries about budget cuts, ability to attend the in-person and a desire to attend a virtual conference. Anne suggested adding questions about time commitments to attend a virtual conference (e.g. How many hours in one day; how many days.) Julia asked if in-person conference attendees would be able to access the virtual conference sessions, and Shelia replied that was desired but would depend on the platform.

c. **2020 State Conference**

Shelia said she would review the Virtual Conference topic later under New Business. She said she met with the committee the previous month but hasn't done much work while researching the virtual platforms.

4. Old Business

a. **Chapter Manual - Michelle Stephens, President**

i. **Board Officer & Representative Job Descriptions**

Shelia reviewed the descriptions submitted by the Southwest Area Representative and the questions emailed by Michelle. The Board discussed that much of the material is repetitive and could be consolidated into one document. Shelia will draft the document and seek information from the Area Representatives to address Michelle's questions about time spent checking email, phone calls, board preparation, etc. For areas that have specific additional needs or tasks, those can be added as notes at the bottom of the document.

ii. **Sustainability Committee Charter**

Conor presented the Sustainability Committee draft and said his plan was to hit the high points - the key bits of what they do, how they do it, how long it takes, etc. He said his draft also includes "Tips & Tricks" and "Best Practices" sections. He concluded that he would continue with the draft and complete it before the next meeting.

iii. **Legislative Committee Charter**

Susan said the Committee hasn't had a chance to work on it yet, but they will finalize a draft together and bring back to the Board.

Sarah noted that Gmail can be set so that everyone's chapter @apacolorado.org email will forward to a personal email address if there are issues remembering to check the Chapter email inbox.

5. New Business

a. **2020 Chapter Awards – Julia Puester, VP External Affairs & Awards Committee Co-Chair and Daniel Murray, Awards Committee Co-Chair**

Julia presented the recommended Chapter Award winners. She said there were 17 applications with a good majority getting awards. Those who were not selected will receive a letter with explanation on why and if they should resubmit. Julia then reviewed all the Honor and Merit award recommendations. The Board talked about the activity book and noted it can be downloaded from the Westminster website. Joan said she wanted to apply for the Growing Water Smart award but wasn't clear if they were eligible since they hadn't taken any photos. Michelle noted the criteria for that award was submitted by the Sonoran Institute. Julia said the photos are tied back to the requirements for an APA award which has more stringent requirements. Everyone thanked the awards committee for their work.

Motion by Sarah to approve the 2020 Chapter Award recipients as recommended by the Awards Committee

Second Michelle

Discussion:

Vote: Unanimous

b. **2020 Virtual Colorado Planning Conference – Shelia Booth, Chapter Administrator**

Shelia reviewed the various platforms, cost and information she had gathered. Michelle asked the Board to indicate if their preference was an in-person event or virtual event. Most of the Board indicated a virtual event.

Sarah asked people to explain why they only wanted a virtual event. Summer stated that she had attended the APA virtual conference and it was challenging to make time to sit through everything in real time. Since all the sessions were recorded and attendees could view them and get credits for up to a year, the cost was worth it, and she wasn't worried or pressured to attend in real time. She said she tried to watch at least one live video a day. Michelle said she wanted the virtual because she feels we won't have the attendance to offset the effort and costs of planning and hosting an in-person event. She suggested not doing either one and instead advertise or partner with what others are doing. This would allow time to focus on localized events using the Area Representatives such as facilitated meetings or a keynote who can road trip around the state. Josh said that idea might be a good financial choice.

Some Board members suggested doing a webinar series over the rest of the year. Shelia suggested utilizing October's National Community Planning Month status and doing a month-long event there. The Chapter could seek sponsors for the overall event or each individual event. Summer asked if something like this would require members to register for the entire month-long event or could it be individual events. Shelia noted there could be various ways to register. Josh said that some who signed up for the APA virtual conference might not need to register for the state one since there were so many CM opportunities remaining. Joni said the option to be able to watch all year is a good one and that a virtual conference cost is much less for a Planning Department budget than an in-person event. In-person events like the state conference average \$1600-\$2000 per staff person for lodging, meals and registration.

Joan said we could do a lot more push for the mentorship program and that she, Josh and Andrew have been working hard on it. Julia said we could ask the regional reps to host a local tour/site visits, either virtual or in-person, as part of it.

Maureen said the conference survey is a waste of time because the reality is that the in-person event will not work and we should have the conversation to cancel, reschedule for a future date. Sarah said we owe it to the people who volunteered and were chosen to speak to have

data as to why we made this decision. Shelia said she could get a survey out by the next Monday and Michelle said our call with the conference broker would be later next week after we have survey results in hand. Maureen said she agrees about the session proposals and supports the survey.

The consensus of the Board was to a) move forward with a conference attendance survey to the membership on Monday; and b) a conference call with the Chapter's conference broker later in the week after we receive survey results. A committee of Michelle, Josh, Joan, Joni and Maureen will review the survey results, meet with the conference broker to discuss options, and make a decision.

Maureen said that the August Transportation Symposium hasn't been canceled yet, but she thinks it will. Ignacio asked if the two should be combined and Shelia said no. Shelia and Max then talked about impacts to student volunteers for the in-person and virtual events. Shelia noted that either way she will want volunteers.

c. Inaugural APA Colorado Mentorship Program – Joan Lyons, EPP Committee Representative

Joan summarized the work to date on the creation of a Chapter mentorship program. She said the idea is to offer up an inaugural mentorship program for all members who think they can benefit from it. She discussed the highlights of their proposal and noted the program would be overseen by EPP and kicked off at the conference. Without the conference, they would need to have a new plan in place.

The plan is to create a form to send out to individuals when they register for the conference. The form includes information that is needed to best match individuals. Shelia said she would work with them on how to handle without the conference. Shaída asked if there were plans for all levels of planners to be mentors and mentees. Joan said yes, there will be opportunities for every level. There was a suggestion to allow a program for senior level professionals to hear what students are learning in planning school and for students to be mentors for those who are thinking about going back to school.

The Board then began discussing the student Capstones. Michelle suggested Max organize a mini webinar with student presentations and Andrew said it would be great to see the Capstones showcased. Max said he asked outgoing APAS Board members who are staying in Colorado if they might be interested into showcasing their project.

Sarah thanked Joan, Andrew and Josh for moving the mentoring program forward since it was on EPP's list from day one. Sarah asked about the thought process for experience cut off since the 5-year timeline they suggest doesn't match up with APA National's standard. Joan said other state conferences are at the 8-year mark, and Josh suggested 5 years because we want everyone to participate regardless of experience. She said they are open to specific ideas of where the line is. Sarah said since its bi-directional, it shouldn't matter. She then suggested some changes to the topics as they currently lean more toward the public sector and not the private sector. Josh said they could do that; the topics were taken from the APA National guide.

Michelle suggested a "coffee only" option for those who can't or don't want to commit for a year. Joan said the job shadow is a one-day program whereas and the mentorship is a formal long-term commitment. Conor said he liked the coffee idea with possibly a hybrid model allowing a monthly standing coffee. The group noted that a regular interface monthly works, but a mentorship commitment might be too much for some. Michelle thought the definition of mentorship should be clear so that people aren't afraid of it the concept, thinking it's too much of a commitment. Sarah asked about the methodology for matching. Joan said the idea was to have the in-person as a kickoff to mix/mingle, but this may look different with the COVID-19 status of things. Michelle suggested it could be done via a Zoom event.

The Board suggested adding a resume workshop as a component in the program, a reporting component at the end by the participants and mock job interviews.

Sarah asked who should be responsible for reaching out initially, and Joan said they felt it should be the mentor who does the initial contact. Maureen asked if there were specific expectations and Joan said they did have that outlined. Michelle said she could bring in a professional coach to help with the kickoff.

6. Other Business:

Shelia asked if Google meets worked and the majority said yes.

Max said Paige Johnson is the new APAS President and they have 6 new leaders who are excited to jump into the job shadowing for fall. The Board inquired if the job shadow program should change to a virtual event and Max said he would check and report back later.

Shaída said the Legislature may be wrapping up on the 19th. The Committee has created list of things they will be working on over the summer to update the website and communication.

Sarah said OCC will be transitioning to the black and gray logo for the extension of the Chapter's Call to Action. She thanked Ignacio and Hadley for their work and the rest of the Board for their efforts. She then said the next newsletter is set for July with a focus on infrastructure. She thanked everyone who submitted information for the May newsletter. Lastly, she said she received feedback from members, and they would like Area Representatives to use Google Meets to host happy hours or other networking events to support interface with membership.

Conor said the Sustainability Committee held their meeting via Google Meets.

Joan said she has been talking to Hadley about hosting a book club to review The Color of Law. It would be a Bi-monthly discussion going through a few chapters at a time. Shelia suggested getting it on social media.

7. Adjourn

Motion by Andrew to adjourn at 2.56 p.m.

Second by Sarah

Discussion: None

Vote: Unanimous

Greg Moberg
12:55 PM

Shelia, just to let you know, I don't have a mic or video, but I'll be listening and can vote by chat.

It's pretty easy once you have used it.

Greg Moberg
12:57 PM

Yep.

Anne Miller - DOLA
1:42 PM

Nice job!

Greg Moberg
1:46 PM

Aye.

Manish Shirgaokar
1:46 PM

Aye

Anne Miller - DOLA
1:58 PM

virtual

Sarah Davis

1:58 PM

Don't have a personal preference - would prefer to defer to membership.

Manish Shirgaokar

1:58 PM

virtual

Michelle Stephens

1:58 PM

virtual

Conor Merrigan

1:58 PM

virtual

Brandon Cammarata

1:58 PM

virtual

Michelle Stephens

1:58 PM

but I really miss hanging out with people!

Joni Marsh

1:59 PM

no strong preference but virtual may be what we need to do as this will continue on.

Max Morgan

1:59 PM

Virtual will probably be a well-received option by students, for what it's worth.

*it's

Conor Merrigan

1:59 PM

would be cool to have local viewing/collaboration groups for a virtual as a hybrid

Scott Bressler

2:00 PM

We may need to focus on Virtual for this year. I don't have a preference (as I think we may end up being forced into the virtual decision.

Maureen Paz de Araujo

2:00 PM

I like both staggered - I personally will probably be very cautious on the in-person and think others may be too and I'd like everyone to get this opportunity if possible.

Susan Wood

2:00 PM

I think it would be great if we could do in person, with a virtual option, but I am not sure in person is viable right now. I think the survey you mentioned to find out if people would attend or if their employers would pay for it, is needed prior to making the decision. Also, my apologies, but I have to leave the meeting.

Greg Moberg

2:00 PM

I wish we could just open up with no need to do virtual meetings but I'm afraid we will need to go virtual.

Shaida Libhart

2:01 PM

virtual. I really think that getting together in person, but it's risky and I'm not sure worth the cost and risk to do both. I think that with virtual a few nice options to have it be more interactive would be nice.

Anne Miller - DOLA

2:01 PM

I think that's a good thing.

Joni Marsh

2:01 PM

I like that idea Michelle

Julia Puester

2:06 PM

I am leaning toward virtual at this point unfortunately, wish I could say I think that in person will be successful.

Anne Miller - DOLA

2:06 PM

I would not attend more that 2-3 hours at a time.

Greg Moberg

2:07 PM

We will not get as many people attending a virtual conference, but I think we need to be cautious as we have no idea where COVID is going now that everybody is getting closer.

Greg Moberg

2:30 PM

Shaيدا has a really great point, there are many younger professionals who need mentoring because they are in an office where they do not feel comfortable discussing with those in the office.

Greg Moberg

2:35 PM

I will be signing up as a mentor.

Anne Miller - DOLA

2:36 PM

I like the informational interview option and do this a lot.

Greg Moberg

2:38 PM

Resume and job interview help...

Max Morgan

2:39 PM

Good idea, Greg. Absolutely.

Greg Moberg

2:41 PM

Don't forget retired planners. There is a lot of knowledge out there.

Josh Olhava

2:41 PM

There was a thought to have a resume type workshop built into this at the conference. So, a one-day type of mentorship and then the longer 9-month type of commitment. And really leave it up to the mentor and mentee to take it from there.

Shaيدا Libhart

2:41 PM

Great point, Greg!

Michelle Stephens

2:41 PM

Yes Greg!

Greg Moberg

2:43 PM

I agree, it should be the mentor, and yes, they are scary.

Ignacio Correa-Ortiz

2:43 PM

Count me in as a mentor

Michelle Stephens

2:43 PM

Minotaur / Mentor? Just dropping a mental image :)

You

2:44 PM

Thanks for that Michelle. :|

Greg Moberg
2:48 PM

Yes, this is what we use in Mesa County.

Ignacio Correa-Ortiz
2:49 PM

I will send Sheila EDI Committee meeting notes.

Greg Moberg
2:49 PM

Sorry, nothing from me. I need to get working on a couple of things and just haven't had the time due to everything going on.

Michelle Stephens
2:50 PM

Thanks Ignacio! Looking forward to reading it. Feel free to reach out if you have anything that needs Board approval or resources.

Greg Moberg
2:52 PM

I agree. I wasn't able to get involved with the conversation, but the final document was very well done and something we can use to keep working forward.

Anne Miller - DOLA
2:56 PM

Have a nice weekend, all!

Greg Moberg
2:56 PM

Aye

Thanks everybody, stay healthy.

APPROVED
SEPTEMBER 3, 2020