



APA Colorado Board Meeting

MINUTES

Friday, May 8, 2020

Video Conference

The meeting began at 2:01 p.m.

Roll call:

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

1. Opening Remarks – Michelle Stephens, President

Michelle welcomed everyone and said she hoped to keep the meeting short.

2. Consent Agenda:

- a. Minutes April 3, 2020 Board – Shelia Booth, Chapter Administrator
- b. Email Vote April 17, 2020 Ballot - Shelia Booth, Chapter Administrator
- c. Email Vote April 23 Final 2020 Ballot - Shelia Booth, Chapter Administrator
- d. Email Vote April 29, 2020 Chapter Delegates - Shelia Booth, Chapter Administrator
- e. April 2020 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 Josh

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. Payroll Protection Program

Shelia said she applied for and the Chapter was approved for a Payroll Protection Program loan. The application has been approved and the loan documents should be signed the week of May 4th. If funding holds, the load should be for just under \$9,000. The PPP does not have to be paid back if the employees are retained.

b. Membership Reduction

Shelia reminded the Board that at the last meeting they discussed anticipated membership reductions due to budget cuts for our member organizations. The Board requested information on what cuts might look like for the next year. Shelia reviewed the historical income figures for memberships, noting the declines around 2008 & 2010. Shelia said she wasn't clear on why membership income fell again in 2010. She then presented membership income estimates based on 10%, 25% and 50% reductions in membership fees using 2019 figures. In summary a 10% loss equates to a \$20,138 income reduction, a 25% loss equals a \$29,516 reduction and a 50% loss would be a reduction of \$44,676.

2:20 PM Greg Moberg

Tried to chime in but my phone must not be working well. Thanks so much for the detailed description and looking into the future as our budget is concerned. This may be a long-term issue. The reason we saw a drop in 2010 is because planners were not laid off until that year and I believe the same will happen though might be quicker if it gets as bad as some are discussing.

c. Town Hall Events

Shelia stated that during the month of May, APA Colorado hosted five town hall events covering the topics of virtual planning office, community engagement, resiliency and recovery, healthy communities and transit. All the virtual events were held on Thursday mornings at 9:00 a.m. and offered 1 CM for attendees. Attendance at each event ranged from 120-145 attendees. DRCOG stepped in at the third event and offered to host them on their webinar platform. Sarah agreed that they were well attended and Michelle noted that several other Chapters had inquired how we did them and that they were well done.

d. Newsletter

Shelia said the May Planning Matters newsletter theme is "Tools for Planners and Professional Development" and thus far there have not been any articles submitted. She asked the board for assistance in tracking down authors. Michelle said she had reached out to her network and expected three articles. Sarah said she had also contacted folks for assistance and was expecting three or more. Shelia said she would reach out to sponsors again.

e. Website Migration

Shelia said the team will begin their meetings with APA next week. They have reviewed and drafted the new menu and will begin migrating materials. Board members will be asked to review their applicable sections of the website and draft new language if needed. Sarah thanked Hadley for her work on the menu.

f. 2020 State Conference:

Shelia said that session notification emails were sent and those selected have until May 8th to respond. Notifications included information about possible cancelation or reductions in sessions if the pandemic lingers or surges again. The program has been modified to delete the opening session on Wednesday and ending earlier on Friday. At this point the plan is for one keynote, a

pandemic panel and a Fast, Funny & Passionate general sessions. The Wednesday opening reception is still on hold and sponsorships have not changed.

Joan said she is attending TDM in the fall and they are offering scholarships for the local chapter. She suggested allocating funds from committees to members so they can attend the conference. Shelia replied that all committee and representative budgets are assumed to be cut and there most likely won't be any funds available for conference scholarships. She did note that the registration will be opened later and that she will be considering a reduced registration price since the overall offering is smaller. She will present this information to the Board.

4. Old Business

a. Chapter Manual - Michelle Stephens, President

Michelle reminded everyone that the goal is to complete the Manual by December. She then reviewed what Maureen submitted and said she liked the outline but wants more detailed information such as how many hours a week is spent on email, how to plan an event, what email is used to contact people, etc. Conor reviewed his interpretation for the Committee Charter and offered to keep moving forward. Michelle will create a list of questions that she wants representative and committees to address and email it out. Susan said she and Shaida will work on the Legislative documents since Susan will be stepping down. Michelle suggested an "idea drop" box for questions that always come up.

5. New Business

a. 2020 UC Denver MURP Student Scholarship – Shelia Booth, Chapter Administrator

Michelle said that UC Denver contacted Shelia regarding the Chapter scholarship and submitted a recommendation for two students. She said she and Joni discussed the scholarship and felt it was important to find the money for it to support students. They agreed on a \$1500 total and noted that we do not anticipate any funding from the Transportation Symposium this year. Susan said that we typically get all the applications and review them against our criteria and Shelia replied that UC Denver had technical issues this year which precluded that. They were switching software programs when they were sent home and also had technical issues with the existing system and the transfer. The Director was able to review all of them before this happened and recommended the two in the report.

Motion by Susan to award \$750 each to the two students.

Second Sarah

Discussion:

Vote: Unanimous

Sarah said she appreciated the decision to find funding for the scholarship because the future is with the students and it supports the Chapter and our overarching goals.

2:28 PM Bradyn Nicholson

Thanks for supporting MURP students!!

6. Committee Representative Updates

a. **APAS – Max Morgan:** No report.

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

Julia was not able to attend but reported that the Awards Committee received 16 nominations. Reviewers have been placed into two separate review teams and will be meeting later this month to go over the rankings.

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

Ignacio said the Committee has not met but will resume activities this month. He then said that the PrideFest parade will be held on a virtual platform and not an in-person event this year due to social distancing. The two Committees decided to not submit for the CPC grant and will not participate in the virtual PrideFest; however, if there is a virtual sponsorship opportunity that is of value to the Chapter, they may pursue that. They are planning to participate next year.

d. Emerging Planning Professionals –Joan Lyons, Committee Representative

Joan said she is continuing to work with Josh on the mentoring program at the conference. She has also been talking with Hadley about virtual events to engage membership such as book clubs.

e. Great Places Committee – Jeffrey Liljegren, Committee Representative

Michelle reminded the Board that the call for nominations closes May 18th.

f. Healthy Communities Committee – Bradyn Nicholson, Committee Representative

Bradyn said the Committee planned the Healthy Communities Town Hall and also have an upcoming webcast on May 18th on the topic of How to Engage Youth in Planning. They are partnering with the Youth in Planning Committee on the webinar. She then said they are continuing to move the policy statement forward and would like to have five people review it before it's submitted to the Board. She requested the Sustainability, Legislative and Outreach & Communication Committees offer one person to do the review for their respective committees.

2:50 PM Bradyn Nicholson

Please email me if you are interested :) --- Bradyn.Nicholson@colostate.edu

g. Legislative Committee – Shaida Libhart and Scott Bressler, Committee Representative

Shaida said the Committee has resumed meetings and they sent a survey to Committee members focusing on the type of information needed to help members, such as reading/reviewing bills and information on the website. They will develop the materials once they know what is needed and hope to have it ready by the end of summer or first of fall. Susan reminded everyone that the water legislation did pass and that it was signed on March 24th by the Governor.

i. Membership – Maureen Paz de Araujo

No report.

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

Sarah reiterated the need for articles for the May newsletter and asked the Board to help recruit authors. She then said they are continuing to work on the website and that Julia is working with Area Representatives and the Committee to scrub the media contact list. There are currently almost 3000 contacts throughout the state, and they are reducing the list to be focus on the media that is most applicable to planning and our mission. She then stated that there was overwhelming positive feedback for the Town Hall series and with that success there have been discussions about future topics for webinars. Sarah said they are continuing their efforts to have a strong presence on social media, but need more likes, shares, etc. There is consistency in postings and interesting topics but there needs to be more outside involvement. Conor asked if there was one platform that we should focus on and Sarah said to pick the one you use the most and help on that one.

k. PIC Board – Maureen Paz de Araujo

No report.

l. Professional Development Committee – TBD

No report.

m. Sustainability Committee – TBD

Connor said the Committee had a technical issue for the first meeting but were able to prep for the water land use online forum that happened the next day. There were planners and developers to talk about water conservation in the real world. They talked about what sustainability in planning means post COVID-19.

n. Youth in Planning – TBD

Michelle said they are cosponsoring a webinar with Health Communities Committee.

7. Board Member Updates

a. Central Mountain – Mark Truckey

Mark said they are looking at closing Main Street in Breckenridge for the summer to allow distancing spaces for pedestrians. He would like to hear from others who might have gone through a similar process. Michelle said she's heard it called Street Space Planning in London and Paris. She said we could share and push out to social media.

b. Denver Metro Area – Hadley Peterson and Anne Miller: No report.

3:02 PM Anne Miller - I'm having trouble my audio, sorry!

c. North Central – Summer Frederick: No report.

d. Northwest – Greg Moberg:

3:01 PM Greg Moberg - Sorry, nothing new to discuss.

e. South Central – Maureen Paz de Araujo: No report.

f. South West – Mark Williams: No report.

g. Professional Development Officer – Allison Crump: No report.

h. Legislative Affairs Representative – Susan Wood: No report.

i. Public Official – Vacant: No report.

j. Planning Faculty – Manish Shirgaokar

Manish discussed the student Capstone projects and the faculty's request for assistance in promoting them to Chapter members. He said that they Capstones this year will be hosted on a website and he would like to have that promoted to Chapter members. Michelle asked if students will be doing videos to introduce their capstone, and Manish said they don't have specifics at this time but would suggest that. Michelle said the Chapter could do a webinar and offer 5 minutes for students to present. Manish said they did discuss that, but they felt that format/platform wasn't beneficial to the students as it would be difficult to moderate. Michelle said she envisioned the webinar being a presentation and a place for students to present their project.

k. Emerging Planning Professional Representative – Andrew Williams: No report

l. Student Representative – Max Morgan: No report

m. Allied Organization Representative – Brandon Cammarata: No update.

3:03 PM Cammarata, Brandon - Western Planner has no update - Thanks and have a great weekend

9. Other Business:

Shelia said she was considering using google meets for the next Board meeting and asked if others had experience with it. She would like to use the free service with the Chapter's GSuite account and see if the Go To Meeting subscription could be canceled or transferred to Go To Webinar. She would also like to find a sponsor for the Go to Webinar. Conor said he has had good experience with Google Meets. Sarah said she also had good experiences and said Board members should access through their APA Colorado email to reduce some of the negative impacts.

3:07 PM

Greg Moberg Mesa County uses Google Meet and Hangout and have had no problems.

3:08 PM Greg Moberg

It is much better if everyone has Google.

10. Adjourn

Motion by Sarah to adjourn at 3:08 p.m.

Second by Mark W

Discussion: None

Vote: Unanimous

APPROVED 6-5-20