



APA Colorado Board Meeting

MINUTES

Friday, January 11, 2019

Wilson & Company Inc.
Key Bank Building
1675 Broadway, Suite 200
Denver, CO 80202

Large Conference Room

The meeting was called to order at 2:04 p.m.

Roll call:

Present:

Michelle Stephens, President
Leah Dawson, Secretary/Treasurer
Nick Vander Kwaak, VP External Affairs
Meghie Tabor, VP of Communications -PH
Melanie Sloan, North Central Representative-PH
Scott Bressler, Metro Representative
Anne Miller, Metro Representative
Anna Laybourn, Central Mountain Area Rep
Ethan Mobley, Northwest Area Representative
Maureen Paz de Araujo, South Central Representative
Susan Wood, Legislative Committee Co-Chair
Emily Alvarez, EPP Co-Representative PH
Brandon Cammarata, Western Planner Representative

Absent:

Allison Crump, Professional Development Officer
Mark Williams, Southwest Area Representative
Andrew Rumbach, Faculty Representative
Brenden Paradies, EPP Co-Representative
Joe Green Student Representative
Anita Seitz, Public Official Representative

Staff:

Shelia Booth, Chapter Administrator

Guests:

Sol Malick

1. Opening Remarks – Michelle Stephens, President

2. Consent Agenda:

- a. Minutes December 2018 Board - Leah Dawson, Secretary/Treasurer
- b. Email Vote Bicycle Colorado Sponsorship – Leah Dawson, Secretary/Treasurer
- c. November & December 2018 Financial Report - Leah Dawson, Secretary/Treasurer
- d. 2019 Year End Financial Report – Leah Dawson, Secretary/Treasurer

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

Motion by Leah to approve the consent agenda.
Second by Scott
Discussion: None
Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2021 & 2022 Conference Contracts

Shelia informed the Board that the contracts for 2021 in Keystone and 2022 in Vail have been executed. She said she did not sign the Crested Butte contract due to size concerns. She queried the Board about putting on registration limitations and said she would seek the 2023 venue later this year or early next year.

b. Committee & Great Places Logo

Shelia showed the Board the logo that was currently in the design phase as recommended by the votes and APA's marketing director. She hopes to have the final committee logos by the end of January. The Great Places logo is still in the works.

c. Annual Meeting & Town Hall February

Shelia said the combination meeting will be held in the metro area. She queried the board members for dates and times. The Board agreed on February 21, 2019 at 11:30 a.m. in a downtown Denver location.

d. First Bank Signatories

Shelia stated that in order to set up the First Bank accounts, a copy of Board meeting minutes authorizing the signatory persons must be provided. She reviewed those who should be authorized for each account and asked the Board to approve the recommended signatory list.

APA Colorado Checking & Savings:

- Chapter Administrator – Shelia Booth
- Chapter President – Michelle Stephens
- Chapter Treasurer – Leah Dawson

PIC Checking and Savings:

- Chapter Administrator – Shelia Booth
- PIC President – TBD
- Chapter/PIC Treasurer – Leah Dawson

APAS Checking and Savings:

- Chapter Administrator – Shelia Booth
- Student Advisor – Ken Schroepel
- APAS President – Mayra Gonzales
- APAS Treasurer – Kenna Davis

Motion by Susan to approve the signatory persons as presented for the First Bank checking and savings accounts.
Second by Leah
Discussion: None
Vote: Unanimous

4. Old Business

a. 2019 Legislative Agenda & 2018 Legislative Survey – Susan Wood, Legislative Committee Chair

Susan stated that the results from the 2018 Legislative Survey show the number one issue for Chapter members is affordable housing. She noted that this is similar to last year but there was a much higher margin between affordable housing and the number two issue of Climate change, which moved up from number 4 in 2018. The number 3 issue is transportation, number 4 is water and number 5 is environmental issues other than climate change. She said the Legislative Committee will use the Legislative Agenda form from last year and update to reflect the changes. She said that the water issue description from last year focused on conservation, but the Committee will broaden it. She concluded stating that the Legislative Committee is comfortable with the 2019 Legislative Agenda and would like the Board to vote to approve it. Michelle asked if the Committee was looking for final board approval, or if the final document would be brought back and they would seek approval later. Susan replied that the Committee would like final approval at this time, and a copy of the final document will be brought back to the board once it is completed.

Motion by Maureen to approve the 2019 Legislative Agenda as presented with issue descriptions to be provided by the Legislative Committee.

Second by Nick

Discussion: Michelle asked that the document be placed on the consent agenda at a future meeting and discussed during the town hall in February.

Vote: Unanimous

i. Legislative Liaison Update – Sol Malick, Peak Government Affairs

Susan introduced Sol and stated that the Legislative Committee meeting had 14 in attendance earlier in the day and the group had a dialog. She thinks meeting at noon on Friday works well and said the next meeting will be January 25th. She then asked Sol to talk about the 2019 legislative session.

Sol said Democrats increased majority in both houses and took the governorship. They appointed two majority whips, which is new. He and Stephanie will continue to work with both parties to represent the Chapter. There are over 30 new members, so they are spending their time getting to know them and introduce the Chapter. They are trying to keep the Chapter's profile high.

Michelle asked if there was a way to help with the onboarding of the new legislators and Sol responded that he would put together a list of contacts and a script for Chapter members to utilize. He encouraged all members to call their legislator, especially the new members. He then said the session started earlier this year, which is odd, and said there will be democratic legislation coming through with two democratic chambers. He stated that they anticipate the democrats to take a more moderate approach based on initial conversations. Sol said that there have been 150 bills introduced in the first week and he expects another 50 before the end of the week; he anticipates there could be up to 800 this year when a typical year sees about 600.

The only transportation funding currently on the table was introduced by Republicans. Sol then informed the Board that the party association for the voting population has changed from 33% each for Democrat, Republican and Unaffiliated. Unaffiliated is now 42%.

Sol noted that Governor Polis didn't talk about infrastructure, but he did talk a little about transportation and the water plan. He also discussed full day kindergarten, the cost of health care, department of corrections issues (funding, rehabilitation, mental health, etc.), and family leave. Sol stated that although renewable energy was one of his original issues, he backed off some as he moved along in his campaign.

Sol then discussed the survey results and noted that the number 5 issue – *Environmental issues other than climate change* will need to be defined to give a better direction of what they should track. Susan said it probably falls within the framework of water quality, air quality, etc. She thinks it will be a little harder to define on the agenda but the Committee will do their best. Michelle said health is part of the definition as well.

Anne asked if the Chapter and Committee have determined if we will put forward any legislation or just review those submitted by others. Susan said the Committee has not made plans for any legislation this year, but they could if they could team with a group. Since affordable housing is the number one issue and is an important issue for APA and the nation, they may look at partnerships there. There have been many bills over the past years that haven't passed, and this might be the time for affordable housing instead of water. She said the bill might not be authored by the Chapter, but maybe supported as a joint effort. Sol said there is room and the Chapter could do something this year because the dynamics have changed. There had been some discussion about a climate plan and possible partnerships. Anne said since affordable housing ranked the highest, the Committee and Chapter should reach out to affordable housing partners and groups and to help with legislation. Susan said she looked at all the past affordable housing bills, and some have been reintroduced many times.

Susan then said that there had been previous discussions to hold a legislative reception and the Committee will be looking into that. Susan said the 2019 Planners' Day at the Capital is scheduled for March 21, 2010. Shelia requested a monthly summary to send out to the membership in the weekly eblasts. Nick requested more in-depth articles about legislation for the newsletter. Anne said if there are any bad bills that we need to mobilize around, those should be sent out as needed.

b. Legislative Liaison Annual Review – Susan Wood, Legislative Committee Chair

Susan reviewed the 2018 contract and fee based payments. She stated that the proposed 2019 contract is based on the move back to a lump sum payment. She discussed the improvement in outcomes for 2018 and said she added a scope of work. She did one minor change regarding committee meetings to make it more broad. She said Sol had reviewed the contract and is comfortable with it. The contract includes a 4% raise which falls within the typical range.

Motion by Leah to approve the 2019 legislative liaison contract as submitted.

Second by Maureen

Discussion: None

Vote: Unanimous

c. 2019 Budget – Leah Dawson, Secretary/Treasurer

Leah reviewed the two remaining items from the previous budget discussion. The first was the cost for conference equipment. This came in at \$1000 and was added to the office supplies line item. Shelia and Michelle said they had not received information for the audit. Nick said he was concerned about having a net loss. Brandon agreed. Leah said she was ok with reserving the money for the audit for next year and Melanie said she agreed. Michelle stated that the Chapter checking and savings are healthy and since the Chapter will be moving banks this would be a good time to do the review. Michelle said she would like to have a conversation in the future about investing and that she would rather spend the money while we have it to set the Chapter up for the future. The Board continued to discuss the financial review, why it was needed and the value added. The Board discussed the "unbalanced budget" of \$26K in depth and Michelle concluded that the amount could

be off-set if the Board worked hard to raise the funds through sponsorship of events and registration fees.

Motion by Maureen to approve the 2019 budget as presented.

Second by Susan

Discussion: Nick asked if we met our sponsorship goal last year, and Michelle said no.

Vote: Unanimous

i. Legislative Liaison Budget Request – Susan Wood, Legislative Committee Chair

Susan reminded the board that in August 2018 the Board approved a budget amendment to cover additional expenses for the legislative liaison to cover expenses through 2018. She said that, unfortunately, the invoices were not submitted before the end of the year, and therefore she needs budget approval to pay him in 2019 for work done in 2018.

Motion by Nick to approve the budget expense.

Second by Maureen

Discussion: None

Vote: Unanimous

d. 2019 Meeting Schedule – Michelle Stephens, Chapter President and Shelia Booth, Chapter Administrator

Michelle reviewed the meeting schedule month by month and asked the Board for input. She stated the February meeting will be the town hall in downtown Denver and lunch will be provided. Michelle told the Board then need to set aside the time and be prepared to present. Meghie asked if meetings could be moved to Thursday and the Board discussed the option, but agreed to keep the majority on Fridays. The Board continued down the list until all the 2019 dates were set.

Motion by Leah to approve the 2019 meeting schedule as modified.

Second by Scott

Discussion: None

Vote: Unanimous

5. New Business

a. 2018 Annual Report– Shelia Booth, Chapter Administrator

Shelia said a draft of the annual report had been posted. She asked for comments and heard none. She encouraged everyone to review it and offer any further suggestions or edits January 25th. She said she was still waiting on three narratives and that the final design would come after those were inserted. She also requested additional photographs to fill in the space.

b. For Nomination Committee – Shelia Booth, Chapter Administrator

Shelia discussed the nomination and election process. She said she had not received the timeline from APA yet but assumed it would be similar to that in year's past. Michelle asked those hold an office up for election if they would be running again. Those in attendance stated they were undecided. Shelia said she had asked the same member from last year who served as the "member who has never served on the board" if he would serve again. She has not heard from him yet. Melanie, Susan and Michelle said they would volunteer. Anne encouraged diversity.

Motion by Scott to create the Nomination Committee comprised of Melanie, Susan, Michelle and a TBD "member who has never served on the board"
Second by Anne
Discussion: None
Vote: Unanimous

c. Appoint PIC Board – Michelle Stephens, Chapter President

Michelle talked about PIC and the current changes. She noted we don't have a President due to Eric Heil's resignation. Nick volunteered to join the Board.

Motion by Leah to approve the appointment of Nick to the PIC Board.
Second by Susan
Discussion: None
Vote: Unanimous

6. Bylaws Changes

a. Draft Review

Michell began reviewing the remaining issues.

- Board consensus was to remove the Executive Board.
- Board consensus was to implement term limits but to clarify that the term would not apply to those who are appointed to finish the remainder of a vacated term. The term limit would be three (3) two-year terms.
- Chapter positions on public issues: Strike Article 4.8 and address in the Board handbook.
- Officer Qualifications: Generally speaking the Board felt this was a good idea and Michelle said some organizations have a secession plan. The Board agreed to that in section 5.2 to add "unless otherwise determined by the Board." Leadership of APA Colorado is earned by service to APA Colorado.
- Public Official – Leave as is.
- Nominations: Appointed positions – 6.4 In the proposed Policy Handbook there should be a section suggesting a call for interests for appointed positions and address how to handle with incumbent.
- Proxy vote: Michelle said there is currently no proxy voting and the Board agreed they didn't think it needed to be added. **DO A WORD SEARCH TO MAKE SURE ITS NOT INTHERE IN OTHER PLACES**
- Michelle noted that there are some scribes errors that need to be fixed.
- Terms: Michelle stated that newly elected officers will take office on January 1st and not November. Newly elected officers will be encouraged to attend board meetings from the time of the election results announcement until they officially take office.
- Appendix – Michelle said that the Committees and Area Boundary map are incorporated by reference. This would allow the Board to modify those as needed and would no longer require membership vote.
- Metro Area Rep: Michelle stated that as the Chapter grows, the Metro area is becoming larger and might require need more representation. The current bylaws specify A and B. She suggested that if there are more than one the two rotate. She suggested loosening the language in 4.4 to address this concern.
- Appointed Position Terms: The appointed positions have a 2 year term concurrent with the President. The Board agreed to no change.
- Michelle noted that the new bylaws identify Charters for all committees.

Motion by Leah to accept the 2019 Bylaws Draft with the changes discussed.

Second by Maureen

Discussion: Shelia will incorporate the changes and send the final draft version to the Board. Michelle will draft a memo for the membership. The draft will be posted online and advertised for comment over the months before the election begins.

Vote: Unanimous

7. Committee Updates

- a. **APAS – Joe Green, Student Representative**
- b. **Citizen Advisory Committee – Michelle Stephens, Committee Liaison**
- c. **Diversity Committee – Michelle Stephens, Committee Liaison**
- d. **Emerging Planning Professionals –Brenden Paradies and Emily Alvarez, Committee Co-Chairs**
- e. **Great Places Committee – Shelia Booth**
- f. **Healthy Communities Committee – Shelia Booth**
- g. **Legislative Committee – Susan Wood, Committee Chair**
No report from the above committees
- h. **Membership Committee – Maureen Paz de Araujo, Committee Chair –**
Maureen said that during the review of the survey by the Committee they noted that there are different preferences or needs by region. Melanie tweaked the spreadsheet to allow summaries by region and the Board was encouraged to review the information. The Committee will begin doing a planner census to determine where planners and planning employers are located.
- i. **Outreach & Communications Committee – Mehgie Tabor & Nick Vander Kwaak, Committee Co-Chairs**
- j. **PIC Board - Vacant**
- k. **Professional Development Committee – Allison Crump, Chair**
- l. **Sustainability Committee – Anne Miller, Board Liaison**
- m. **Youth in Planning– Michelle Stephens, Board Liaison**

8. Board Member Updates

- a. **Central Mountain, Anna Laybourn:**
- b. **Denver Metro Area, Scott Bressler & Anne Miller:**
- c. **North Central, Melanie Sloan:**
- d. **Northwest, Ethan Mobley:**
- e. **South Central, Maureen Paz de Araujo:**
- f. **South West, Mark Williams:**
- g. **Planning Faculty, Andrew Rumbach:**
- h. **Public Official, Anita Seitz:**
- i. **Western Planner, Brandon Cammarata:**
No report from the above committees

9. Other Business: None

Motion by Anne at 4:29 p.m.

Second by Leah

Discussion: None

Vote: Unanimous

APPROVED 3-29-2019