



APA Colorado Board Meeting

MINUTES

Friday, March 29, 2019

Video Conference

The meeting was called to order at 10:07 a.m. (Quorum achieved at 10:37 a.m.)

Roll call:

Present:

Michelle Stephens, President
Nick Vander Kwaak, VP External Affairs
Meghie Tabor, VP of Communications -PH
Allison Crump, Professional Development Officer
Scott Bressler, Metro Representative
Ethan Mobley, Northwest Area Representative
Maureen Paz de Araujo, South Central Representative
Susan Wood, Legislative Committee Co-Chair
Brenden Paradies, EPP Co-Representative
Joe Green Student Representative

Absent:

Mark Williams, Southwest Area Representative
Andrew Rumbach, Faculty Representative
Anita Seitz, Public Official Representative
Leah Dawson, Secretary/Treasurer
Melanie Sloan, North Central Representative-PH
Anne Miller, Metro Representative
Anna Laybourn, Central Mountain Area Rep
Emily Alvarez, EPP Co-Representative PH
Brandon Cammarata, Western Planner Representative

Staff:

Shelia Booth, Chapter Administrator

Guests:

None

1. Opening Remarks – Michelle Stephens, President

Michelle reminded everyone to plan to attend the May 17th Board retreat. She noted the agenda was open and asked for discussion items. She said based on previous discussions, the agenda may include revamping the Legislative Committee and general conversations about Area Representative duties. She inquired if the Board would consider drafting the Chapter Handbook since there are several references to it in the new Bylaws. The Board agreed that would be worthwhile. Shelia asked for time to discuss conference ideas. Susan asked for clarification on what the Chapter Handbook would entail, and Michelle said it would be an operations manual detailing how the Chapter and Chapter Administrator run the organization. Michelle said she would also include a short review of Development Plan's Action Items but not a full review the Development Plan.

2. Consent Agenda:

- a. Minutes January 2019 Board – Shelia Booth, Chapter Administrator**
- b. Minutes February 2019 Annual Board Meeting & Town Hall – Shelia Booth, Chapter Administrator**
- c. Minutes Email Vote Chapter Supported FAICP Nominations – Shelia Booth, Chapter Administrator**
- d. Minutes Email Vote Western Planner Sponsorship – Shelia Booth, Chapter Administrator**

- e. **Minutes Email Vote Reconsideration of Western Planner Sponsorship - Shelia Booth, Chapter Administrator**
- f. **Minutes Email Vote Sponsorship of SSI-3 - Shelia Booth, Chapter Administrator**
- g. **January & February 2019 Financial Report - Shelia Booth, Chapter Administrator 2019 Year End Financial Report – Leah Dawson, Secretary/Treasurer**

Michelle introduced the consent agenda items and noted that Shelia had requested Item 2g January & February 2019 Financial report be removed. Michelle asked for comments on the remaining items. Hearing none, she asked for a motion.

Motion by Susan to approve the consent agenda.

Second by Allison

Discussion: None

Vote: Unanimous

Shelia stated there was an issue with the QuickBooks data and she may need to reenter some transactions. She suggested the report be tabled until those corrections could be made, and the report sent via email vote or presented at the May 17th meeting.

Motion by Mehgie to table Item 2g until the next meeting or to review via an email vote.

Second by Maureen

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2019 Conference Update

Shelia showed the Board the draft logo, noting the color scheme and some font will be changing. She then discussed the two potential keynote choices and options for the opening and closing reception. She asked the Board if they felt the distance to Snowmass Village warranted an earlier start/offering of breakout sessions and mobile tours. The Board agreed that offerings were warranted.

Shelia asked the Board if they felt there was a need or desire to offer transportation to/from the conference like was done for Telluride. Michelle stated that if offered, it should be two or three smaller busses or vans rather than one large one and the pickup locations identified on the registration.

Shelia discussed the research to date on the conference registration programs. She noted that one offered streamlined session submission, registration and app for under \$10,000. Others were less and offered registration and app combinations. Still others just offer registration.

b. 4 Corners Reception

Shelia said APA Arizona is joining this year. Thus far there are 115 registered for the reception.

c. Other

Shelia said she had a lead on an intern with planning and graphic design/web design experience. She said she hoped to have this person work on the transition to the APA webpage.

Shelia mentioned that Denver was approved for NPC 2025; however, they didn't inform the Chapter of the award. She and others found out by looking on the APA website at future venues. Susan noted that they would have come for a site tour and it would have been an opportunity to host staff. Shelia will discuss during the Chapter Administrator meeting at NPC.

4. Old Business

a. 2019 Legislative Agenda – Susan Wood, Legislative Committee Chair

Susan shared the final draft of the 2019 Legislative Agenda during the Legislative Update. She noted the Board had previously approved the item but wanted to see the final draft.

5. New Business

a. EPP Mentoring Program – Brendan Paradies, EPP Co-Representative

Brendan asked the Board to review the documents and hoped to discuss further during the May 17th meeting. He stated that the plan is to rollout the program in August.

b. 2019 Chapter Ballot Approval – Nominating Committee

Michelle noted there wasn't a quorum to approve the ballot and directed Shelia to distribute the item for an email vote immediately after the meeting. She then informed the Board that there were at least two interested candidates for all open positions. She noted that the area representative positions had the most interest. Shelia said that this was the most robust ballot she recalled. Michelle then stated that all candidates who had submitted a letter of intent were recommended for the ballot.

c. Colorado Great Places Program – Jeff Liljegren, Great Places Committee

Shelia shared the application, criteria and marketing information provided. She said she and the Committee Chair, Robin Becker, had a call planned for Monday to discuss. The Committee's goal is to begin marketing and open the call for nominations in April. Shelia noted that the Committee may need assistance and asked the Board to step in to assist if needed.

6. Committee Updates

a. APAS – Joe Green, Student Representative

Joe said the students had been busy in March. He said a recent event was Students Day at the University and they did a treasure hunt around campus and downtown Denver. He then shared that elections are underway for the new APAS Board and the winners should be announced soon. The new Student Representative will be introduced at the May retreat. Joe noted that this is his last official meeting, but he will try to remain active and join a Committee. He then stated they have an upcoming event titled Zoning for our Future that will be held on campus with Don Elliot, Peter Park and Ken Schroepfel moderating. The next event will be a Lunch & Learn in April focusing on community engagement.

Michelle then stated that APA Colorado will again partner with MURPAA to host a Capstone reception in April/May. The event was successful and appreciated last year and the Chapter will co-host again. She will provide more details as they are made available and asked the Board to make plans to attend and support the MURP program and students.

b. Citizen Advisory Committee – Michelle Stephens, Committee Liaison

No report but it might be discussed at the May meeting.

c. Diversity Committee – Michelle Stephens, Committee Liaison

Michelle said the Committee is still meeting. She noted that APA has asked what Chapters are doing for diversity and she will submit the formation of the Committee along with their mission statement. Shelia asked Maureen to submit the joint WTS events for Michelle to add to the report.

d. Emerging Planning Professionals – Brenden Paradies and Emily Alvarez, Committee Co-Chairs

Brendan recounted the panel discussion event EPP held after the Planners’ Day at the Capital event in March. He said they are also planning an AICP trivia event in April and are flushing out programs for the summer and fall.

e. Great Places Committee – Shelia Booth – No further report.

f. Healthy Communities Committee – Shelia Booth – No report. Michelle said she worked with the Committee Co-chairs to write the APA Colorado statement for the Coalition and she will share it with the Board.

g. Legislative Committee – Susan Wood, Committee Chair

Susan stated that she attended the EPP event and felt it was a great event that she hopes will be held again next year. She then recapped the 2019 Planners’ Day at the Capital event noting they had almost 30 attend and the attendees were very engaged, asked good questions and were enthusiastic. She said the event opened with the representative from Fort Collins area who sponsored the water legislation the last time around.

Susan then discussed some of the current bills. The Committee voted to support the Oil & Gas bill because it supports what local governments can do to support their communities. She stated this bill will probably pass. The next bill discussed was the climate change bill HB 1261. The Committee has not taken a position yet but will discuss at the next meeting. She believes it is a tough one, but they will most likely support it. She then talked about the transportation bills. There is current one with a two-part approach. The first is the referendum to refer bill to local government that would go on the November ballot. If the citizens pass it, the funding portion will be put into effect. She concluded that there will likely be more transportation bills this session.

Susan then said the Committee is considering running the water legislation again this year, noting that CCI and CML would be the toughest competition to get it passed. They were opposed to it the last time because they want the language to be permissive whereas the Chapter wants it to be mandatory. She stated that Sol said it won’t be successful as a late bill unless there is confirmation that it has been “greased” to pass. She and Sol will be meeting with CML and CCI to discuss next week; however, before they take the step to run the bill, she will bring it back to the Board for consideration. If it isn’t run this year, the bill could be run in 2020.

She concluded her update by saying that participation in the Legislative Committee has increased this year. She felt moving the meeting to noon on Friday’s has made easier for participation. She said there are consistently about 4 or 5 who meet in person and several others who call in.

h. Membership Committee – Maureen Paz de Araujo, Committee Chair –

Maureen said the Committee hasn’t met while she’s been tied up with the Transportation Symposium, but she plans to reconvene after April.

i. Outreach & Communications Committee – Mehgie Tabor & Nick Vander Kwaak, Committee Co-Chairs

Mehgie said the Committee has been working to overhaul the social media plan. They have created a strategy to draft the new plan and have working groups to draft eh document. The revised plan will be presented to the Board. Michelle asked if they could present at the May retreat and Mehgie responded that she believed it would be ready. She and Nick will work to identify what needs to happen in the next week or two. Nick said he would like to have the Board review it and place it into the Chapter handbook. Michelle asked that the draft be provided to Shelia for distribution no later than May 10th for the May 17th retreat.

Nick asked if updating the Chapter Handbook will require a Board vote, and Michelle suggested that be discussed at the retreat.

j. PIC Board – Maureen Paz de Araujo, President

Maureen said the PIC Board has had a few meetings and are moving forward with the updates. The Board reviewed the critical update elements and Susan has talked with Graham. Shelia will meet with a lawyer Monday to review the contracts and PIC's rights to the course content. After that, letters will be mailed to the authors and next steps established.

k. Professional Development Committee – Allison Crump, Chair

Allison said the Committee is currently reviewing the conference sessions and will meet next Friday to finalize. Chosen sessions will be notified in the weeks after. She then said that she held the spring AICP Exam Prep earlier in the month, but had small attendance due to weather. She noted that there are a lot of planners signed up for the May exam. She concluded her update stating that she presented an Ethics session at the Rocky Mountain Land Use Institute conference.

l. Sustainability Committee – Anne Miller, Board Liaison

No report.

m. Youth in Planning– Michelle Stephens, Board Liaison

Michelle said the grad student is halfway through crafting the RFP. She will be finished by the May board meeting and the Board will discuss if they wish to move forward with the RFP for the curriculum.

7. Board Member Updates

a. **Central Mountain, Anna Laybourn:** No report

b. **Denver Metro Area, Scott Bressler & Anne Miller:** Scott said he and Anne met in February and are planning a law event in spring. They plan to have a happy hour soon.

c. **North Central, Melanie Sloan:** No report.

d. **Northwest, Ethan Mobley:** No report.

e. **South Central, Maureen Paz de Araujo:** Maureen said she is continuing to work with the allied organizations and is planning an I-25 Gap presentation in May. She continues to promote the other organizations events such as Lattes and Leadership. She said she has been very busy with Transportation Symposium which is scheduled for April 19th. Michelle asked how many had registered and Maureen replied around 230 but they typically see around 500.

f. **Southwest, Mark Williams:** No report.

g. **Planning Faculty, Andrew Rumbach:** No report.

h. Public Official, Anita Seitz: No report.

i. Western Planner, Brandon Cammarata: No Report.

8. Other Business:

Michelle stated that the Symposium for Sustainable Infrastructure – 3 is next Friday, April 5th. She inquired if anyone had registered and noted she had three registrations to give away. Shelia suggested giving one to DCI. Michelle said she would also reach out to AIA and the Sustainability Committee.

Motion to adjourn by Susan at 11:02 a.m.

Second by Ethan

Discussion: None

Vote: Unanimous

APPROVED May 24, 2019