



# APA Colorado Board Meeting

## MINUTES

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Friday, July 12, 2019

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

The meeting was called to order at 10:00 a.m.

### **Roll call:**

#### **Present:**

Michelle Stephens, President  
Nick Vander Kwaak, VP External Affairs  
Leah Dawson, Secretary/Treasurer  
Allison Crump, Professional Development Officer  
Anne Miller, Metro Representative  
Maureen Paz de Araujo, South Central Representative  
Susan Wood, Legislative Committee Co-Chair  
Brenden Paradies, EPP Co-Representative  
Anne Miller, Metro Representative  
Mark Williams, Southwest Area Representative  
Manish Shirgaokar, Faculty Representative  
Brandon Cammarata, Western Planner Representative

#### **Absent:**

Anita Seitz, Public Official Representative  
Anna Laybourn, Central Mountain Area Rep  
Emily Alvarez, EPP Co-Representative PH  
Ethan Mobley, Northwest Area Representative  
Joe Green Student Representative  
Vacant - VP of Communications  
Scott Bressler, Metro Representative  
  
Melanie Sloan, North Central Representative

#### **Staff:**

Shelia Booth, Chapter Administrator

#### **Guests:**

none

### **1. Opening Remarks – Michelle Stephens, President**

Michelle welcomed everyone and thanked them for being flexible on the meeting scheduling. She then discussed the Youth in Planning Committee's K-12 Curriculum RFP, noting that it didn't get posted on Google Docs and she would still like to get input from the Board. She asked that it be posted, and all comments provided by the August 2<sup>nd</sup> meeting. She plans to send out the RFP in August. She also requested Board members forward the names of companies they think might be interested.

Michelle then informed the Board that the meeting to discuss a connection between CDR and the Symposium for Sustainable Infrastructure (SSI) happened and they plan to have a follow up meeting to discuss budget and possible dates. APA Colorado will draft a budget based on the 2019 event and present it. Since the process is taking a little longer than anticipated, the event may not occur until 2021 if we can't get it together for 2021.

Michelle then introduced Manish Shirgaokar who just joined UC Denver's MURP program and has been referred by the UC Denver faculty to fill the Faculty Representative position. Manish introduced himself and noted he has transportation planning expertise, just came from Canada and got a PhD from Berkley. Manish discussed his goals and contribution ideas.

Michelle then displayed the Colorado Healthy Places Collaborative's new Planning for Health in a Box and the Creating Healthy Places Guidebook. The university has volunteered their services to handle the distribution and will oversee meetings for a small fee. All the materials are available online. She said the Collaborative is currently out of funding and may approach the Chapter to serve as their fiscal agent until they establish their non-profit status. She said if requested, it would be an arrangement where the Chapter might take a percentage for administrator fees.

Michelle then discussed 5b and that she will be asking that be tabled until the next meeting.

## **2. Consent Agenda:**

- a. Minutes May 24, 2019 – Shelia Booth, Chapter Administrator**
- b. Minutes Email Vote Chapter Support of Great Place Nomination – Shelia Booth, Chapter Administrator**
- c. May & June 2019 Financial Report – Leah Dawson, Secretary/Treasurer**
- d. Presidential Appointment Planning Faculty Representative – Michelle Stephens, President**

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 Maureen***

***Discussion: None***

***Vote: Unanimous***

## **3. Chapter Administrator Report – Shelia Booth, Chapter Administrator**

### **a. 2019 Conference Update**

Shelia stated that conference registration is running smoothly and there are 248 registrations thus far with an income of \$70,393. She said that sponsorships are still down and asked the Board to start making calls. She would like to see sponsorship at \$30,000 by the end of July. Shelia then reviewed the conference receptions and keynote events. She concluded by noting that the catering prices are higher therefore the conference costs will be more this year.

Shelia then asked if there was anything specific that the Board would like Minicozzi to discuss in his Thursday afternoon workshop. Mark noted that he had heard him before, and someone had pointed out that they felt he overlooks the costs of infrastructure. The Board discussed if this might be a good suggestion for a point-counter point presentation and involve TischlerBise. Shelia said she would follow up with Mark.

### **b. Other - none**

## **4. Old Business**

### **a. Development Plan Update – Michelle Stephens, President**

Michelle showed the updated format for the development plan. She reminded the Board that the Development Plan has a 5-year timeframe and the Action Plan is 1 year. She

then suggested reviewing the document and adding Action Items as needed and removing any existing items that Chapter is already doing or has completed.

The Board began reviewing and making changes to the document. After the discussion was completed, Michelle said she would provide the revised document to the Board for final approval at the next scheduled meeting. She asked the Board to email her any additional action items they felt should be included that were not discussed.

Some highlights of the discussion included:

- Implement a “trending topics” list. Identify platform to allow members to react and participate in the discussion. Integrate into existing platforms like LinkedIn. Topics should come from membership. Possibility to tie into webinars and regional trainings. Possibly integrate into one Board meeting each year. Include in the Planner Profile questionnaire. Engage members to identify trends. Anne and Mark will draft a goal for this. Anne suggested: “Proactively research, track, and engage members on future trends and big ideas impacting planning and integrate ideas and actions into chapter activities, including communications and education, in order to poise planners to be adaptive to changing conditions.”
- Media education and engagement. Draft an introductory letter about who we are and what we do. Suggestion to APA that they do a broad marketing piece that Chapters and Divisions can use.
- HB 1261 support and involvement
- Planning Commissioner training and online materials.
- Membership survey needs to be updated.
- Succession manual including committee charters, annual action plan and task schedule.
- Add action plan to promote water and land use and support implementation of the state water plan
- Grow and fully establish the Diversity Committee with charter, mission and goals.
- APA Colorado involvement with Pride Fest in 2020

**b. Reconsideration of the Email Vote for Chapter Support of a Great Places Nomination – Michelle Stephens, President**

Michelle reminded the Board that an email vote had been distributed by the motion to support failed due to a lack of responses/quorum. She and Susan both felt it was worth reconsideration. Michelle said the request was to reconsider the request to support the nomination. After some discussion, Michelle asked for a motion.

***Motion by Susan to reconsider the previous vote and to support the Great Places nomination***

***Second by Nick***

***Discussion: None***

***Vote: Unanimous***

**5. New Business**

**a. Partnership with DCI for Charles Marohn – Michelle Stephens, President**

Michelle informed the Board that Downtown Colorado, Inc. (DCI) has requested APA Colorado partner and sponsor an October event in Denver to bring in Charles Marohn. After some discussion, the Board agreed it would be a good event but that the partnership and sponsorship should include two free registrations and podium time for the Chapter president.

***Motion by Susan to approve a \$1000 partnership/sponsorship with DCI to include two registrations and speaking time for the Chapter President***

**Second by Anne**  
**Discussion: None**  
**Vote: Unanimous**

**b. MetLife Partnership for Members – Michelle Stephens, President**

Michelle said that she had received an email from a MetLife representative to offer insurance at a discounted rate to the membership. She asked the Board if this would be of interest to them or the membership and the consensus was that it was not.

**c. Social Media Intern Draft RFP – Nick VanderKwaak, VP External Affairs**

Nick reviewed the draft RFP with the Board. He noted the RFP could be modified to address either a part-time professional or a part-time intern. The goal is to have someone on board to oversee social media and eventually Chapter communications with the media. He said Brandon had supplied the Western Planner RFP and suggested interviewing the person they hired. Nick concluded that the Outreach and Communication Committee would be meeting again to finalize the draft, then they would distribute it. He asked to have Michelle and Shelia on the interview panel. The discussion continued with questions about the 2019 budget. Susan suggested starting small with just social media and building from there.

**Motion by Nick to allocate money for 10 hours a month at \$15 an hour, plus compensation for conference attendance and to revise the RFP to this affect.**

**Second by Leah**

**Discussion: The Board discussed who and how to distribute the RFP. Nick said the OCC would meet, revise the RFP and post by the end of July.**

**Vote: Unanimous**

Anne inquired how long the position would be offered. Nick suggested giving it through 2019 but Michelle suggested through 2020.

**d. RFP for Style Guide – Michelle Stephens, President**

Michelle asked that the item be tabled until August.

**Motion by Leah to table the RFP Style Guide until the August Board meeting**

**Second by Anne**

**Discussion: None**

**Vote: Unanimous**

**6. 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**

No report from the above committees.

g. **Legislative Committee – Susan Wood, Committee Chair**

Susan said the Committee held a workshop in June to discuss the water legislation. They decided to make a list of planning directors in Colorado and send a survey to them. They hope to get information and support from these leaders so they can solicit their elected officials for support. The committee will meet in August to review the survey responses and to discuss the bill.

- h. Membership Committee – Maureen Paz de Araujo, Committee Chair –**  
Maureen said she and Scott will be working to update the membership brochure and the “how to get involved” flyer.
- i. Outreach & Communications Committee – Mehgie Tabor & Nick Vander Kwaak, Committee Co-Chairs**
- j. PIC Board – Maureen Paz de Araujo, President**
- k. Professional Development Committee – Allison Crump, Chair**
- l. Sustainability Committee – Anne Miller, Board Liaison**
- m. Youth in Planning– Michelle Stephens, Board Liaison**  
No report from the above committees

**7. 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. **Southwest, Mark Williams**
- g. **Planning Faculty, Andrew Rumbach**
- h. **Public Official, Anita Seitz**
- i. **Western Planner, Brandon Cammarata**  
No Reports.

**8. Other Business:**

Nick reminded everyone that Mehgie had resigned since she was moving to California. He noted that they had spoken to two OCC members to seek interest in filling her spot and had two who might be interested. Michelle said she had also spoken with a few and hoped to have someone ready by the next meeting.

***Motion to adjourn by Maureen at 12:02 p.m.***  
***Second by Michelle***  
***Discussion: None***  
***Vote: Unanimous***

**APPROVED 8-30-2019**