



APA Colorado Board Meeting

MINUTES

Friday, October 4, 2019

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

The meeting began at 2:06 p.m. without a quorum. Quorum established at 2:16 p.m.

Roll call:

Present:	Absent:
Michelle Stephens, President	Anna Laybourn, Central Mountain Area Rep
Leah Dawson, Secretary/Treasurer	Ethan Mobley, Northwest Area Representative
Sarah Davis, VP of Communications -PH	Emily Alvarez, EPP Co-Representative PH
Scott Bressler, Metro Representative	Nick VanderKwaak, VP External Affairs
Anne Miller, Metro Representative	Allison Crump, Professional Development Officer
Maureen Paz de Araujo, South Central Representative	Manish Shirgaokar Faculty Representative
Mark Williams, Southwest Area Representative	Brenden Paradies, EPP Co-Representative
Summer Frederick, North Central Representative	Brandon Cammarata, Western Planner Representative
Susan Wood, Legislative Committee Co-Chair	Rachel Nyart, Student Representative
Anita Seitz, Public Official Representative	
Staff:	Guests:
Shelia Booth, Chapter Administrator	Julia Puester, Hadley Peterson

1. Opening Remarks – Michelle Stephens, President

Michelle thanked everyone for coming and did roll call. She said the one additional voting member was necessary for a quorum and that Sarah was on her way. She polled those in attendance to see who had attended the conference.

- a. **Development Plan Update:** Michelle said this was on her list of “to do” items and she hoped to have it drafted and ready for the next meeting.
- b. **K-12 Curriculum:** Michelle said the item would be on hold based on the current budget issues.

To move things along until a quorum was established, Michelle suggested starting at the end of the agenda with Board member and Committee Updates.

8. Board Member Updates

- a. **Central Mountain, Anna Laybourn:** No report
- b. **Denver Metro Area, Scott Bressler & Anne Miller:** Anne said they are continuing to join and promote other events in the area that pertain to planners. The group discussed the upcoming event with DCI and inquired if there would be VIP tickets and a chance to speak. Shelia confirmed.
- c. **North Central, Vacant:** No report.
- d. **Northwest, Ethan Mobley:** No report.
- e. **South Central, Maureen Paz de Araujo:** Maureen said she was continuing to work with her allied groups. They were discussing an October lunch and in November they will tour the traffic operations center.
- f. **Southwest, Mark Williams:** Mark stated that he was working on a joint happy hour event with AIA and ASLA on November 1st. He will provide information to Shelia for the Chapter event calendar.
- g. **Planning Faculty, Manish Shirgaokar:** No report.
- h. **Public Official, Anita Seitz:** Anita stated that is on the 239 working group to plan for emerging technologies. She requested feedback and information from the Board if they had anything to share. Anita said she was on the committee for incentivizing electric vehicles and that the committee commitment ends in mid-November. Maureen said she could provide information from her report/presentation. Susan mentioned the legislation that failed for incentivizing electric vehicles.
- i. **Western Planner, Brandon Cammarata:** No Report.

9. Committee Updates

- h. **Membership Committee – Maureen Paz de Araujo, Committee Chair –**
Maureen said that she had completed the membership and “how to get involved” brochures for the conference.
- j. **PIC Board – Maureen Paz de Araujo, President**
Maureen said the Board had not met.
- k. **Professional Development Committee – Allison Crump, Chair**
Summer said that she and Allison held the exam workshop at the conference. Attendees were from around the state.
- l. **Sustainability Committee – Anne Miller, Board Liaison**
Anne said the Committee is considering a joint holiday party with AIA, ASLA and CNU in December. They inquired if the event should be a Chapter or Committee event. Anne will have them reach out with additional details as the Chapter has already committed to a

holiday party with DCI. Michelle said she had reached out to the Committee to work with her on SSI4.

m. Youth in Planning– Michelle Stephens, Board Liaison

Michelle said the Committee hopes to do a Youth Summit in 2020 and hope to move forward with the curriculum RFP in the future.

Sarah arrived and a quorum was reached at 2:16 p.m.

2. Consent Agenda:

- a. Minutes August 30 2019 Board – Leah Dawson, Secretary/Treasurer**
- b. August & September Financial Report – Leah Dawson, Secretary/Treasurer**
- c. Appointment Ratification for Summer Frederick as North Central Area Representative – Michelle Stephens, President**

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

Motion by Sarah to approve the consent agenda.

Second by Leah

Discussion: None

Vote: Unanimous

3. Executive Session

- a. 2019 Conference – Shelia Booth, Chapter Administrator**
- b. Chapter Administrator Annual Review – Michelle Stephens, President**

The board entered executive session at 2:22 p.m.

Motion by Anita to enter into executive session.

Second by Sarah

Discussion: none

Vote: Unanimous

The board closed the executive session at 3:20 p.m.

Motion by Sarah to close the executive session

Second by Leah

Discussion: none

Vote: Unanimous

Note: The Board voted to approve a 4% pay increase for 2020 and a \$1750 bonus for the chapter administrator.

4. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2019 Great Places in Colorado Event

Shelia said the ceremony will be held October 21st at 6:00 p.m. at the City of Arvada city council meeting. The Board agreed to host a happy hour after the ceremony. Anne, Scott and Shelia will work with Arvada planning staff to schedule.

b. 2019 Strong Towns with DCI

Shelia said she had requested a registration update but hadn't received one yet. Last report had approximately 50 attendees with the majority of those coming from APA

Colorado. Shelia will be completing the CM application and uploading to the dashboard. Michelle inquired if there were any VIP tickets and Hadley noted that the location had changed and needed to be updated on the APA Colorado website.

c. 2019 Holiday Parties

Shelia said the Chapter holiday party will be November 19th at DCI's office off Ogden in the building foyer and keeping within a \$1200 budget split between the two organizations.

d. Board Orientation

Shelia said she would like to do the Board orientation before the first meeting in January. She noted the next two meeting dates (November 1 and December 6) and inquired if either date worked for the new members. She said the November meeting is scheduled for a video conference and she will be attending the CLE conference on December 5 & 6. After some discussion, the Board agreed to combine the November 1st and December 6th meetings and have one meeting on November 19th before the holiday party. Shelia will contact DCI to see if the Chapter can use their conference room space. If not, both Susan and Hadley offered to host. Orientation will begin at 2:00 p.m. and the meeting at 3:00 p.m.

5. Old Business - None

6. New Business

a. 2020 Budget Committee – Leah Dawson, Secretary/Treasurer

Leah summarized the duties of the committee, noting that staff, current president and current treasurer are automatic appointments. She suggested adding the incoming treasurer and president-elect, then asked for additional volunteers. Scott volunteered

Motion by Sarah to create the 2020 Budget Committee consisting of Leah, Michelle, Joni, Josh, Scott and Shelia.

Second by Anne

Discussion: None

Vote: Unanimous

7. Committee Updates

a. **APAS – Rachel Nyart, Student Representative:** No update

b. **Citizen Advisory Committee – Michelle Stephens, Committee Liaison:** No report

c. **Diversity Committee – Michelle Stephens, Committee Liaison:** Michelle said she had attempted to contact the current chair with no luck and would be looking for a new chair to revive the committee. Susan said she had an idea for a new chair, that he works at RTD and has served in a similar capacity for AIA and would be good. Michelle encouraged her to speak with him.

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

Hadley reported that the Rockies event was fun and that several of them attending the YIP Awards gala. They have another Bourbon Sprawl planned for November and will have a holiday party in December.

e. **Great Places Committee – Shelia Booth, Committee Liaison**

Shelia said there will be a new chair after this year. She commended Robin Becker for her and the committee's work to get the program running.

f. Healthy Communities Committee – Shelia Booth, Committee Liaison

Shelia said the Committee is meeting regularly and two new chairs will be taking over in November. The Committee has expressed an interest in drafting a Chapter policy on affordable housing, health and homelessness. They will be presenting the idea at a future meeting.

g. Legislative Committee – Susan Wood, Committee Chair

Susan said the legislative session will begin in January. Committee representative will meet with the water resources committee on October 24th to educate them on the importance of land use and water planning and are partnering with Western Resource Advocates. Susan said she could not be in attendance but will be on the phone and Denise Balkas will be there in person. Susan then said she had been discussing succession for the committee chair position.

Susan then said that she has been appointed to fill the APA Region 5 representative in January to fill the board position.

Susan then said she was still hoping to do an in-person event in Jeni Arndt's district to give her the Legislator of the Year award. Michelle noted it would be ideal to do it in October and Susan said she would work with Jeni and Summer on a date and location. There was additional discussion that the event could be combined with a North Central area happy hour or educational event to get more attendance.

i. Outreach & Communications Committee – Sarah Davis & Nick Vander Kwaak, Committee Co-Chairs

Sarah said that the Committee met in person at the conference and talked about 2020 newsletter topics and the handoff from Nick to Julia. They are still working to translate the social media position from an RFP to a job description and will post if there is money in the budget next year. Sarah said she has the photos of the conference and will share them. She hopes to use some of them to rebrand and update the website, brochures and other marketing materials. Jenna Skinner volunteered to help with the design as she has a marketing background. Shelia mentioned that APA National establishes quarterly topics and suggested that the newsletters and social media posts follow those. She will see if the 2020 topics are available yet.

Hadley mentioned that she is on the APA Urban Design Division board and they are trying a pilot program to assist communities with an urban design project. She said the project is similar to CPAT.

9. Other Business:

Anne noted that an APA Colorado member, Anessa Janes will be featured in an APA podcast.

Motion to adjourn at 3:58 p.m. by Leah

Second by Sarah

Discussion: None

Vote: Unanimous

**APPROVED
NOVEMBER 19 2019**