



APA Colorado Board Meeting

MINUTES

Tuesday, November 19, 2019

Downtown Colorado, Inc.
1420 N Ogden, Denver, CO

The meeting began at 3:10 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	Brenden Paradies, EPP Co-Representative
Anne Miller, Metro Representative	Rachel Nyart, Student Representative
Maureen Paz de Araujo, South Central Representative	Summer Frederick, North Central Representative
Mark Williams, Southwest Area Representative	Anita Seitz, Public Official Representative
Nick VanderKwaak, VP External Affairs	
Susan Wood, Legislative Committee Co-Chair	
Allison Crump, Professional Development Officer	
Manish Shirgaokar Faculty Representative	
Brandon Cammarata, Western Planner Representative	
Staff:	Guests:
Shelia Booth, Chapter Administrator	Joni Marsh; Greg Moberg; Julia Puester; Mark Truckey; Hadley Peterson; Josh Olhava; Joan Lyons; Andrew Williams; Iza Petrykowska; Kylie Brown

1. Opening Remarks – Michelle Stephens, President

Michelle had those in attendance introduced themselves, clarified voting and non-voting members for the meeting and thanked everyone for coming. She reminded everyone of the new bylaws taking effect January 2020.

Michelle then informed the Board of a conversation she held with the Sonoran Institute regarding a partnership with the Chapter. The Sonoran Institute has been doing land use and water training and

have reached out to partner on this endeavor. The partnership might include a water track at the annual conference and a joint "water smart" award. She said the conversation concluded with both agreeing it sounded like a possibility and the Sonoran Institute will draft an MOU for the Board to consider. Depending on the timing, the MOU will be reviewed and approved by email vote or at the January meeting. Allison, Julia, Shelia and Michelle will word smith and review the MOU before it goes to vote.

2. Consent Agenda:

- a. Minutes October 4, 2019 – Leah Dawson, Secretary/Treasurer**
- b. October 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 Maureen to approve the consent agenda.

Second by Allison

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. Plan Finder

Shelia said she was contacted by Chris Haller with Urban Interactive Studio last month regarding Plan Finder (emails below). Chris stated that he would like to shut it down due to outdated software. Our options are to rebuild and host on our own or abandon it. Michelle stated that we don't have the resources to invest in it and should allow it to be abandon. The Board asked if there would still be the ability to link to it and Michelle said no. She noted that Chris is working to create a Great Projects form for projects around the world and the Chapter might be able to tie into that. The Board inquired if APA could take it over and Michelle said the code is out of date and would have to completely rewritten. She noted that they have their Great Places map and maybe they could use the same code.

b. 2020 Town Hall

Shelia said the 2020 Town Hall & Annual Meeting event has been scheduled for Friday, February 7th in Denver at the DRCOG offices from 2:00 – 5:00 p.m. and will be followed with a Happy Hour. Michelle stated that all Board members are expected to participate, preferably in person. She also asked Shelia to have a plan in place if the weather is bad.

c. Chapter Website Transition

Shelia said that APA has set up our website and she will begin working on the transition over the next few months with the help of Michelle, Sarah and anyone else who would like to assist.

d. G-Suite & G-Mail

Shelia said the Chapter has been approved for a free G-Suite account through Google and that it will serve as the hub for all the Chapters documents, allow interactive reviews and will

also provide g-mail accounts for all board members. She said she will be setting up G-Suite and G-Mail and inquired if anyone could volunteer to help. Sarah said she would ask the OCC if there was interest in helping.

e. Chapter CM Renewal

Shelia said the Chapter's CM Provider application renewal is due by the end of this year and she has routed the draft application to Michelle, Joni and Allison for review and comment. She asked if there were any comments on the draft and heard none. She said she will submit the application in December.

f. 2020 State, Area & Committee Events

Shelia reviewed the planned events for the remainder of the year and encouraged the Board members and committees to hold a holiday party. She hoped each board member and committee will commit to holding quarterly events in 2020.

g. 2020 State Conference

Shelia informed the Board that the 2020 conference is scheduled for September 30-October 2nd in Vail. She said she would like to change the name from 2020 APA Colorado State Conference to 2020 APA Colorado Planning Conference or 2020 Colorado Planning Conference. The Board discussed the options and agreed that the name change was acceptable. She then said she would like the Board to approve using the Chapter's mission statement of Resilient. Inclusive. Sustainable. Equitable. (RISE) acronym for the conference theme and the Board agreed. Shelia then said she will be asking the Board to select the conference Keynote. The Board discussed some options. She concluded by reminding the Board that the Budget oversight committee will be Staff, President, Treasurer and Conference committee chair and that the Call for sessions will go out at the beginning of the year.

4. Old Business

a. 2018-2020 Development Plan – Michelle Stephens, President

Michelle noted that the Development Plan/Action Plan is typically approved in July or August and becomes the following year's plans. She clarified that the Action Program is the 1-year work program and the Development Plan are the 5-year goals and tasks. The President Elect, Joni Marsh, will create the Development Plan and Action Program in the year prior to taking over the Presidential office. Michelle said when she inherited the strategic plan when she took office, the CPC was in the process of changing the Chapter Performance Criteria and she was tasked with modifying the current plan to meet the new CPC criteria. After review and revisions over the past few months, she has incorporated changes and suggested changing the name to the Development Plan (5-year) and 2020 Action Program (1 year). She noted that the change will make doing the annual report a little strange because there wasn't an official 2019 Action Program. She polled the Board for any more comments or changes to the document and hearing none asked for a motion to approve.

Motion by Leah to approve the Development Plan and 2020 Action Program as submitted.

Second by Susan

Discussion: None

Vote: Unanimous

b. First Bank Authorization Letter – Shelia Booth, Chapter Administrator

Shelia summarized the history of the proposed move from Well Fargo to First Bank. Michelle stated this has been a goal of hers since she came into office, and it has taken a long time to happen. Shelia listed the persons that would be authorized signatories on the APA Colorado, PIC and APAS accounts and asked the Board to approve the changes and authorize her and the identified persons to sign the letters.

APA Colorado Checking & Savings:

Wells Fargo

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

First Bank

- Chapter Administrator – Shelia Booth
- Chapter President – Michelle Stephens
- President Elect – Joni Marsh
- Chapter Treasurer – Josh Olhava

APA Colorado Credit Card:

Wells Fargo

- Chapter Administrator – Shelia Booth
- Previous Chapter President – Stan Clauson
- Previous Chapter Secretary/Treasurer – Joni Marsh

First Bank

- Chapter Administrator – Shelia Booth
- Chapter President – Michelle Stephens
- Chapter Treasurer – Josh Olhava

PIC Checking and Savings:

Wells Fargo

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

First Bank

- Chapter Administrator – Shelia Booth
- Chapter/PIC Treasurer – Josh Olhava
- PIC President – Maureen Paz de Araujo

APAS Checking and Savings:

Wells Fargo

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

First Bank

- Chapter Administrator – Shelia Booth
- Student Advisor – Ken Schroepfel
- APAS President – Dana Sparks
- APAS Treasurer – Alex Sterling

Motion by Sarah to approve the list of authorized signatories to the financial accounts and reaffirm the move to First Bank.

Second by Allison

Discussion: The members in attendance agreed it was a good move and a long time coming.

Vote: Unanimous

5. New Business

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

Leah presented the draft budget and highlighted the topics and issues.

Income:

- Reduced "Interest" due to less money in the bank
- Reduced PIC interest to \$125 since the loan will be paid off next year.
- Increased Chapter Event Income – Staff will coordinate events
- Kept all Committee and Representative income at \$200. All are expected to host at least one event with registration fee/sponsorship.
- Exception is Legislative Committee – They are at \$750 for Planners Day at the Capital
- Kept Conference registration at \$135K, and increased registration rates by \$5-\$10.

Expenses:

- Reduced Bank Service Charges. This was based on actuals from 2019
- Reduced Board Expenses from \$1,500 - \$750
- Tax Accounting increased to allow for a financial audit \$4,000
- Travel has decreased as Staff is not attending NPC, and less distance for conferences. \$13K to \$8K.
- Scholarship was reduced from \$3,500 to \$2,500.
- National Conference Reception – Increased based on real expenses, the reimbursement from other Chapters goes into Income. This may be different if APA AZ takes over for 2020.

- Representative & Committee expenses reduced to \$250 from \$500. Of note is that these funds have not been used over the past several years; however, if a committee or representative wants additional funding, they can ask for it from the Board or charge a fee to help offset the costs.
- Exception is Youth in Planning Committee – Seeking \$10K to complete a K-12 Curriculum
- Legislative Committee – Expenses for Planners Day at the Capital
- Legislative Liaison and Staff salary was proposed at a 4% increase

Leah concluded that the current budget shows a net loss of \$15,000. Michelle said it's unbalanced but the Budget Committee went conservative on income. She highlighted the Committee's decision to increase conference registration rates to reach the proposed \$135K registration income with a potential fewer attendees. She also noted that the Committee agreed to stay at the \$40K sponsorship since it was met in 2019 but didn't want to increase the line item just to balance the budget.

She then discussed the two new large line items that push the budget into the red: the proposed financial audit and the K-12 curriculum. The Board then began discussing the budget. Michelle discussed the financial audit and emphasized that she and Joni feel the need for an audit because it hasn't been done. She then opened discussion on the K-12 Curriculum line item.

Michelle reminded the Board that thanks to the UC Denver MURP student's Capstone project, the Chapter has an RFP for K-12 curriculum in hand. She noted the delay in getting the RFP out in 2019, where \$6,000 were budgeted, is that there wasn't a volunteer to run the RFP distribution, review, award and project management. Without that person, it may be hard to keep the process on time, on track and on budget. She said she would like to see it move forward as it helps getting planning into schools and would achieve some diversity goals; however, without a dedicated volunteer or hiring someone to manage the process and project it can't happen. Brandon noted that about twice a year Aurora gets requests to talk and that it would be helpful to have a canned power point package. Michelle said the intent of the curriculum package was to have the presentation or activity meet the common core curriculum and the canned PowerPoint would be part of that.

Sarah asked if the \$15K budget deficit included the K-12 curriculum and if ultimately there were more important items to address. Susan asked, if the \$10K would cover the consultant and manager or just consultant; and Michelle answered that it would just cover the consultant drafting the curriculum. Susan said she likes and supports the idea and feels it would help address diversity, but that this may not be the right time because we're cutting other important budgets. Anne said she agreed and wondered if APA National could do a program to help every chapter, and Michelle replied that every state has a different curriculum. Hadley said she worked on the Florida curriculum and that ultimately, Florida doesn't have as many people using it as they thought they would. She felt the cost benefit doesn't seem to match. Michelle compared the creation of the curriculum in Colorado to the Chapter's past endeavors with PIC and Plan Finder; both were great ideas but didn't get the marketing, support and maintenance they needed to be successful. She suggested that 2020 might not be the year to

do the curriculum and maybe the Chapter and Board should tackle something else. Maureen suggested that the Chapter and the Youth in Planning Committee (YIP) look at the ongoing costs of updating and maintaining the curriculum once it is drafted. Hadley said that states usually update curriculum every 5 years and that this would require updating the facilitator guide and the common core standards. The Board also considered if the RFP should be updated to include more Spanish language, and if the Chapter could simply use Florida's curriculum for a year to see if there is interest from the members and the schools to help justify the expense.

The Board discussed other programs and organizations that are going into schools such as the Denver Architecture Foundation, Voices on Canvas and WTS. They discussed moving the line item to the 2021 budget or splitting the expense between 2020 and 2021. Michelle summarized the discussion and polled the Board if they felt the 2020 Chapter Budget should be approved with the curriculum in it. Based on the responses, she said she would contact YIP to let them know the Board would like them to identify ongoing costs and show an interest in the program by holding a pilot program. YIP might consider using another state's curriculum in a school to get feedback and gauge interest by Chapter members by the number who use the program. YIP should also research possible funding and partnerships to help offset the costs.

Michelle then directed the discussion back to the overall budget. Nick asked if the conference expenses could be reduced more and Sarah suggested the Chapter could do a better job of getting income from events. She noted that ULI and others hold themselves to a different standard by charging more. Susan said she's wasn't worried about the balanced budget part and that the Chapter always make it work out. Michelle said the Budget Committee reviewed the conference expenses but that her platform when she ran for office was to make the annual conference "kickass" and she feels the increased attendance is proof that the expense is worth it. She felt the event was and can be trimmed in certain areas, but the Board should not cut those things that make people want to attend. The Board agreed that having Committees and Area Representative hold events throughout the year is very important. The Board discussed the cut in the events budget and the Budget Committee noted that the line item has been \$500 for the past few years and no one has used it. If a Committee or Area Representative wants to spend over their \$250, they can still come back to the Board for the money, acquire a sponsor to off-set the costs, or charge a fee to cover the overhead.

Michelle summarized the discussions and asked if there were other questions or comments about the budget.

Motion by Susan to approve the 2020 Chapter Budget as submitted but to remove the \$10k for the K-12 Curriculum.

Second by Leah.

Discussion: None

Vote: Unanimous

Michelle informed the Board that the travel line item was modified to include sending the President Elect to the Fall Policy and Advocacy conference. She said she felt this is an important event for the newly elected president to attend prior to taking office and that the expense is not identified in the Chapter's financial policies. Susan asked why the Chapter Administrator isn't attending the 2020 NPC in Houston. Shelia said she had suggested the savings and that Michelle will be attending the NPC Board meetings and said she would cover the Chapter Administrator meeting as well. APA Arizona is overseeing the 4-Corners Reception this year and Allison will cover the PDO Exchange. Allison noted that she won't be able to attend NPC and Shelia stated they could find a volunteer to cover for her. Susan said that if there looks to be funding available, she hopes the Board will consider sending staff.

b. 2020 Meeting Schedule – Shelia Booth, Chapter Administrator

Shelia said the proposed schedule shows in-person meetings on the first Friday of every month from 2:00 p.m. to 4:00 p.m. except for July and October where there isn't a meeting and the April meeting which is proposed as a video conference. Michelle offered that in 2019 the Board tried reducing meetings to encourage better participation and attendance but that ultimately, there was less attendance and the Board had a hard time getting a quorum. She said that she received feedback from Board members stating that they felt monthly meeting held them accountable and kept them engaged. She asked the Board for comments and most agreed with monthly meetings. Michelle then suggested that the meeting schedule be revisited at each meeting and reschedule as needed. The Board discussed the various dates and noted that the March 6th meeting should be moved to the 13th due to RMLUI conference.

c. 2019 Annual Report – Michelle Stephens, President

Michelle stated that the Chapter Presidents Council (CPC) reporting deadline is January 31, 2020 and therefore the Chapter's Annual Report needs to be completed and approved by the Board at the January 10th meeting. Michelle said she has created a google form for Board members to use so that all the reports will have a complimentary format. The current board members will be asked to complete the annual report, but the incoming board members will be presenting the report at the Chapter's Town Hall meeting in February. The templates will go out and are due mid-December. Shelia, Michelle and Sarah will draft the report for the Board to review and approve.

d. Bylaws Changes Review – Michelle Stephens, President

Michelle said the new bylaws will take effect January 1, 2020 and then reviewed some of the major changes. She then discussed the need to complete the Chapter Manual that is referenced in the new Bylaws and the proposed schedule to have it drafted by mid-January. Shelia and Susan said it might be difficult to get it completed over the next six weeks with the holidays, annual report and other deadlines. Michelle clarified that her goal is to have the "brain dump" over this time frame and to complete the overhaul over the next twelve months so that the Manual is completed before the new President takes office in 2020.

Hadley asked if we could create a google form for some of the manuals and Michelle said the committee charter forms and the annual report forms are similar, but she could add more specific questions for the manual. Michelle said she would like to see it 80% created by

January and not lose the input of outgoing board members. Anne suggested an email to committees to explain about the committee charter.

Michelle then reviewed her summary of the bylaws. She said the new bylaws allow every committee to appoint a board liaison even if they already have a representative on the board, such as the Legislative Committee. The Legislative Committee will have the Legislative Affairs Representative on the Board but can also appoint a Legislative Committee board liaison. Other committees that have this dual representation include EPP, APAS, OCC, Awards and the PDC. The Board then discussed the Allied Organization Professional Representative. The current wording allows more than one person or organization to be appointed by the President. Michelle noted that she has changed the name of the Diversity Committee to the Diversity, Inclusivity and Equity Committee.

e. 2019 Legislative Liaison Annual Review – Susan Wood, Legislative Chair

Susan summarized the history of Sol's representation of the Chapter and concluded that he has done a good job the last few years. She said he has worked hard over the last few months to position the Chapter well for running the water legislation in the spring. She then stated that last year the Board approved a contract that requires an annual review and during this review, the Board may approve a financial increase based on the CPI and merit. She said she reviewed his contract and scope of services over the past year and except for monthly reporting, he had met everything. Susan said that the CPI is 2.3% and she is recommending a 3% increase but since the budget included a 4% increase, she would like to change her recommendation to that. This would be a 4% increase for a 2020 total of \$26951.

Anne said she expects the monthly reports and would like to see the Legislative Committee follow up on those and provide them for the Chapter members. Michelle noted that this is the Chapter's the biggest expense other than staff and that she expects monthly reports from Sol and/or the Legislative Committee. Susan said that there were monthly summaries at the first of the year, but then they stopped coming and she and the Committee will do a better job of requesting them. She said she will work with the Committee to find volunteers to help track the reports, get meeting notes posted online and other tasks.

Motion by Anne to approve a 4% increase for the Legislative Liaison if he continues to meet his contracted scope of work.

Second by Allison.

Discussion: Manish inquired if the Legislative Committee sets a legislative agenda and Susan replied that they do and will discuss it in the following item.

Vote: Unanimous

f. 2019 Legislative Survey – Susan Wood, Legislative Chair

Susan said the 2019 legislative survey was just completed and that the Legislative Committee conducts the survey every year. The top 5 issues from this year's survey are affordable housing, transportation, water planning and conservation, climate change and infrastructure/roads. Although participation was down from last year, those who responded answered every question which is a new record. She concluded that the survey results will be used to draft the 2020 Legislative Agenda and that document will be presented to the Board

in January for approval. The 2020 Legislative Agenda is a one-page document identifying and defining the top five issues and distributed to the legislators.

6. Committee Updates

- a. **APAS – Rachel Nyart, Student Representative:** No report.
- b. **Citizen Advisory Committee – Michelle Stephens, Committee Liaison:** No report.
- c. **Diversity Committee – Michelle Stephens, Committee Liaison:** No report.
- d. **Emerging Planning Professionals – Brenden Paradies and Emily Alvarez, Committee Co-Chairs:** No report.
- e. **Great Places Committee – Shelia Booth, Committee Liaison:** No report.
- f. **Healthy Communities Committee – Shelia Booth, Committee Liaison:** No report.
- g. **Legislative Committee – Susan Wood, Committee Chair:** No report.
- h. **Membership Committee – Maureen Paz de Araujo, Committee Chair:** No report.
- i. **Outreach & Communications Committee – Sarah Davis & Nick Vander Kwaak, Committee Co-Chairs**

Sarah stated that the Board previously approved money to hire a social media intern, however as a cost saving measure for 2020 the Committee will be taking the lead on a volunteer basis to manage the Chapter's social media presence. She said the volunteers will create and post relevant content and manage any comments or other input received from members across the platforms. She noted that the Chapter Administrator will provide oversight and will continue to post relevant information periodically. She said that since this is a change from prior approvals, she is seeking Board approval.

Motion by Allison to approve the change as presented.

Second by Maureen.

Discussion: None

Vote: Unanimous

- j. **PIC Board – Maureen Paz de Araujo, President:** No report.
- k. **Professional Development Committee – Allison Crump, Chair:** No report.
- l. **Sustainability Committee – Anne Miller, Board Liaison:** No report.
- m. **Youth in Planning– Michelle Stephens, Board Liaison:** No report.

7. Board Member Updates

- i. **Central Mountain, Anna Laybourn:** No report.
- j. **Denver Metro Area, Scott Bressler & Anne Miller:** No report.:
- k. **North Central, Summer Frederick:** No report.
- l. **Northwest, Ethan Mobley:** No report.
- m. **South Central, Maureen Paz de Araujo:** No report.
- n. **Southwest, Mark Williams:** No report.
- o. **Planning Faculty, Manish Shirgaokar:** No report.
- p. **Public Official, Anita Seitz:** No report.
- q. **Western Planner, Brandon Cammarata:** No report.

8. Other Business: None.

Motion to adjourn at 5:00 p.m. by Allison

Second by Sarah

Discussion: None

***Vote: Yay: Michelle, Anne, Maureen, Mark, Manish, Brandon, Allison, Sarah, Nick,
and Susan***

Nay: Scott

APPROVED 3/13/20