



APA Colorado Board Meeting

MINUTES

Friday April 13, 2018

Symetrix Corporation
5555 Tech Center Dr, Suite 100
Colorado Springs, CO 80919

The meeting was called to order at 1:00 p.m.

Roll call:

Present:

Michelle Stephens, President
Leah Dawson, Secretary/Treasurer
Nick Vander Kwaak, VP External Affairs
Allison Crump, Professional Development Officer
Scott Bressler, Metro Representative
Libby Tart Schoenfelder, Metro Representative
Maureen Paz de Araujo, South Central Representative
Mark Williams, Southwest Area Representative
Ethan Mobley, Northwest Area Representative
Anita Seitz, Public Official Representative
Carey McAndrews, Faculty Representative
Susan Wood, Legislative Committee Co-Chair
Eric Heil, Legislative Committee Co-Chair
Brandon Jenson, EPP Co-Representative
Vacant, Western Planner Representative
Kate Lucas, Student Representative

Staff:

Shelia Booth, Chapter Administrator

Absent:

Vacant, VP of Communications
Melanie Sloan, North Central Representative
Anna Laybourn, Central Mountain Area Rep

Guests:

Joe Green, APAS Student Rep 2018-19

1. Opening Remarks – Michelle Stephens, President

1. Michelle thanked everyone for coming; noting it has been a long time since the Board has met.

2. Consent Agenda:

- a) February Annual Meeting 2018 Minutes - Leah Dawson, Secretary/Treasurer
- b) February Board Meeting 2018 Minutes - Leah Dawson, Secretary/Treasurer
- c) Minutes Email Vote 2-14-18 MTDS Sponsorship – Leah Dawson, Secretary/Treasurer
- d) Minutes Email Vote 2-20-18 APAS Spring Trip Funding – Leah Dawson, Secretary/Treasurer

- e) **February & March 2018 Financial Report - Leah Dawson, Secretary/Treasurer**
- f) **Board Ratification of Presidential Appointment: Western Planner Representative – Michelle Stephens, President**
- g) **Board Ratification of Presidential Appointments for NPC Chapter Delegates – Michelle Stephens, President**
- h) **Board Ratification of Presidential Appointment for Sustainability Co-Chair – Michelle Stephens, President**

Michelle introduced the consent agenda items and asked to pull item G. Shelia asked to have Item B pulled for discussion. Hearing no other requests, Michelle asked for a motion.

Motion by Leah to approve the consent agenda.

Second by Scott

Discussion: None

Vote: Unanimous

- b) **February Board Meeting 2018 Minutes - Leah Dawson, Secretary/Treasurer**
Shelia apologized for the late distribution of the minutes and asked if the Board had reviewed them. Michelle stated that she had, and Leah noted one reference to “Lean” should be corrected to “Leah.” Michelle also asked Shelia to add last names to the Michelle references.

Motion by Susan to approve consent agenda item 2b February Board Meeting Minutes with noted changes.

Second by Leah

Discussion: None

Vote: Unanimous

- i) **Board Ratification of Presidential Appointments for NPC Chapter Delegates – Michelle Stephens, President**

Michelle reminded the Board that each Chapter is provided a set number of delegates to represent them at the National Delegate Assembly. Most years the delegates review new policy guides and vote on them. This year, the delegates will only review and offer comments and the voting will occur at the policy conference in the fall. Michelle stated that the Colorado Chapter gets four delegates and that she reached out to the four delegates from 2017 to see if they would be willing to serve again. To date, the only commitment she has received is from Todd Vanadilok, who moved to Colorado from Illinois where he was very active in the Chapter. Michele said there are three more spots to fill and requested volunteers from the Board. Maureen volunteered. Shelia said she knew of two Colorado Springs planners who were going and would ask them. Michelle asked the board for a motion to approve Maureen and Todd and granting Michelle authority to appoint the final two at her discretion.

Motion by Anita to approve Maureen & Todd as two of the Chapter delegates and allowing Michelle to appoint the final two.

Second by Scott

Discussion: None

Vote: Unanimous

3. Committee Updates

- a. **APAS – Kate Lucas, Student Representative**

Kate introduced Joe Green to the board, stating he was the new Student Representative and would be taking over for her beginning in May/June. Kate noted that APAS just finished elections and the new Board would also begin in May/June. APAS partnered with the Sustainability Committee on a Hyperloop presentation and have had other lectures over the

past few months and relaunched the job shadowing program. Students are heading into finals and will be having a social at a Rockies Game.

Michelle asked about the APAS Board structure and Kate responded that the APAS President does coordination and the Student Representative reports back to the APAS Board about Chapter activities. Kate said the Student Representative also coordinate the student volunteers for the state conference.

b. Citizen Advisory Committee – Michelle Stephens, Committee Liaison

Michelle introduced the new committee. She stated that she, Anita and Peter Vitale, a Planning Board from Boulder, met with Anne Miller and Andy Hill of DOLA. The group discussed ways to reach public officials and citizen planners. Their next meeting will include CML and CCI. The group developed a vision and hope to broaden the Chapter focus beyond public officials to include citizens and other groups who have an interest in planning, community development, neighborhood revitalization, etc. Michelle concluded that the group may be a committee or a task force, but they have plans to reach out to all those who would benefit from education and assistance. She mentioned possible tracks at the conference targeted for citizen planners/public officials.

c. Emerging Planning Professionals –Brandon Jenson, Committee Chairs

Brandon J. informed the Board that EPP has had a few successful events over the past few months. The was the brewery tour through RiNo, including a planner from Canada and his client who were in town. In total there were over 50 attendees for the event. They also had an event with the Colorado Coalition for the Homeless where they talked to tenants and managers about impact mitigation. Michelle asked if photos were taken and Brandon J. replied yes and that the photos are posted on the EPP Facebook page. The next event is the AICP trivia night and they plan to livestream the events on Facebook to try to reach more members. Nate Schull is working to schedule at least one event in each region every year. The Central Mountain area is where they will focus on the first event. Brandon J then said that the Mentor-Mentee survey results were in and noted that there were double the number of mentors versus mentee responses.

d. Healthy Communities Committee – Shelia Booth

Shelia said the committee is meeting regular and is working on a summer event. Michelle offered that Rocky is still moving forward with his Call to Action initiative.

e. Legislative Committee – Eric Heil & Susan Wood, Committee Co-Chairs

Eric stated that the year has not been as busy as year's previous. Sol has been representing the Chapter well and there haven't been any bills introduced to trigger activity by the committee. He stated the Chapter has supported two affordable housing, low-income tax credits bills and that both are in appropriations. If necessary, the Committee will seek assistance to testify in committee. The Committee would seek experts in the field and would prepare a letter stating the Chapter's support. The Committee is still having bi-weekly meetings and the affordable housing bills have risen to the top.

Eric then stated that the Committee held the Planners' Day at the Capital on April 5th and had approximately 20 people attend. Both he and Susan believe that might be the highest attendance yet and they may need a bigger conference room next year. Anita asked if they follow the transportation bills and Susan said yes. Susan said SB 1 was highway focused with funds used to leverage and bond. A House Bill was introduced that would counter SB 1 and was weighted on highway but had multi-modal components. Susan said there is still an opportunity for one of them to pass in this session. She concluded that the Committee has not taken a position on either bill at this point, because the money is needed. However, the Committee would prefer to support a multi-modal approach. Ultimately, any passed bill would have to go to the voters for approval of the bonding mechanism. Anita asked if there is

preference on funding sharing and Susan replied that they haven't gotten into the details of the bills yet, but they should talk about that at the next meeting on April 23rd. Susan asked if everyone on the Board is on the Legislative list serve. The Board said they would like to be added if they weren't already. Susan said the committee is lean right now on commitments and attendance by members and encouraged the Board to call in for the meetings.

f. Membership Committee – Shelia Booth, Chapter Administrator

Shelia said the group was reviewing the results and hopes to meet before the May Board meeting. The goal is to summarize the results and set action plans for the next year.

g. Outreach & Communications Committee - Hillary Seminick & Nick Vander Kwaak, Committee Co-Chairs

Nick reminded the board that Hillary had resigned from the VP Communications position. He then said that participation in the Committee has been lean but there are some who are consistent. Some have also expressed interest in the vacant position. He then said there was a call out for the *Planning Matter* newsletter, but that nothing had been submitted yet. He suggested that another notification be sent out that expands on what the topic (Land Management) means. Nick said he would redo the call for articles with the expanded information. He then said he had attended the Transportation Symposium and that the Chapter's membership brochure is outdated. The committee has talked about updating the membership brochure and he will help spearhead that effort.

h. PIC Board - Eric Heil, President

No report. Michelle introduced PIC to the new members. Susan asked if the PIC trademark was renewed. Shelia and Eric replied that it was not renewed and that the expense was not justified.

i. Professional Development Committee – Allison Crump, Chair

Allison said the Committee was busy in March and April reviewing the session submittals for the conference. She said there were over 75 submittals this year and the slots were limited to 30. Those who were selected will be notified in April. She then talked about the March 17th AICP Exam Prep, stating there were 40 participants and noting there are quite a few Chapter members taking the exam in May. Summer Frederick helped with the prep workshop.

Allison said she presented an ethics session at the RMLUI conference and thanked Susan for getting her on the panel. The Board asked how many were in the RMLUI session, and she stated that there were a lot, but she didn't know the exact number. There were a lot who were lawyers attending just to understand the code of ethics that planners abide by. There were also quite a few who are hoping to become AICP in the future. Under half were there for credits. She then said she would be attending the NPC to participate in the PDO exchange and to attend the AICP candidate session. Michelle asked if there were AICP Candidates at the last prep session and Allison responded that there were questions about the program. Brandon J said there are at least five who are involved in the program currently.

j. Sustainability Committee – Libby Tart-Schoenfelder, Chair

Libby said the Committee partnered with APAS on hyperloop. She said they have a new co-chair, Karl Barton and have had some new members join. They are currently going through a reporting template and doing a google platform. Susan asked if the items are committee-centric or could they be shared with members. Michelle said that APA National is unveiling their engagement software in the fall and are showcasing it at the NPC. They hope to make it available for chapters. Libby then said the Committee is coordinating a one-hour long event in May or June on water.

k. Youth in Planning– Michelle Stephens, Board Liaison

No report.

4. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2018 Spring Transportation Symposium

Shelia the event was well attended. She expects the end payout to be around \$1500 to each organization.

b. 2018 Conference Planning

Shelia said they are working to do a CPAT type workshop on Wednesday targeting Highway 6 pedestrian access. They held a conference call to discuss options and Joeann Garnet will help get them started in the planning process. Nick said he would help brainstorm with the workshop planning committee. The mobile workshop planning is coming along, and the draft program will be published in May in anticipation of the June registration. Michelle asked if the road trip with Colorado Mountain Express was being planned and Shelia said she would add it to the list.

c. Joint CML & APA Colorado Webinar

Shelia said CML is still hoping to do a joint webinar with APA Colorado in August. The original plan to do a presentation from a planner, engineer, developer and public official didn't take off due to lack of suggestions for speakers. The new idea is to do one from a small and large town planner's perspective. Michell said she liked the small/large town planner-planner focus. Ethan asked if the webinar was aimed at commissioners and would it be accessible to those on the Western Slope. Shelia responded that eh webinar is hosted by CML but would be available to APA Colorado and CML members. She clarified the CML is city/community focused. Anita said there isn't a requirement for public official training on planning issues and many don't understand planning. She said the webinar should be done in a way that they would understand. She said the planner should talk about the long-term effects and the inner generations effects of planning. Susan suggested that Anita moderate the webinar.

d. Intern

Shelia said she hadn't had time to work on the Vista intern application. She asked if any Board member would be willing to assist her in reviewing the application and doing the interviews. Susan and Leah said they would help.

e. May 11th Board Meeting in Keystone

Shelia reviewed the list of Board members who would be attending the meeting. Michelle asked that committee chairs be recruited as well and reiterated the importance of board member participation at the workshop and board meetings in general.

5. Old Business

a. 2018 Budget – Leah Dawson, Secretary/Treasurer

Leah said the Committee met after the February Board meeting to discuss the recommended changes and the budget as presented incorporates those changes. A final version of the approved budget will be sent to the Board. No motion is necessary since the budget was approved with changes at the February meeting.

6. New Business

a. Board Support for Great Places Nomination: Aspen Pedestrian Mall – Michelle Stephens, President

The City of Aspen has asked if the Chapter would support their Great Places nomination for Aspen Pedestrian Mall. The application was a finalist last year and they were told to resubmit with the suggested additions and modifications to the application. The deadline

for submittal is April 25th. Michelle asked for any comments or questions, and hearing none requested a motion.

***Motion by Susan to support the Aspen Pedestrian Mall Great Places Nomination
Second by Libby***

Discussion: Nick asked if the Chapter could still do other nominations and Michelle responded yes. The Chapter can support other nominations with a letter and clarified that this would be a Chapter submittal, not an Aspen submittal.

Vote: Unanimous

Susan said she had talked to APA about the Chapter's submittal last year for Red Rocks and they had noted the concern was with the use of the space by the public in non-ticketed events.

b. Review & Approve the 2018 Chapter Ballot – Michelle Stephens, President

Shelia summarized the proposed 2018 Chapter Ballot, noting there are several incumbents running. She reminded the Board of the updated policies that do not require a second candidate for a position where the incumbent is running. She stated that Maureen and Mark are the only incumbents running and neither has an opponent. There are three candidates for Denver Metro Representative position and only one for the VP Communications position. The Nominating Committee has tried to recruit a second candidate for the VP Communication position but has not been successful. The current candidate is active in EPP and on the Outreach & Communications Committee. Shelia then summarized that members can still self-nominate through May 15th. Elections are held in August and results are announced in September. Successful candidates take office in November. Michelle stated that Sarah Davis might consider running for the spot and that the Committee will continue to try to recruit a second candidate before the May 15th deadline. Nick concluded it would be better to have more than one candidate, but if not, the Board should accept the ballot as presented.

Motion by Nick to approve the 2018 Chapter Ballot as submitted.

Second by Scott

Discussion: None

Vote: Unanimous

c. APA Colorado Student Scholarship – Shelia Booth, Chapter Administrator

Shelia said that CU Denver has a new process this year and that student names are not provided, just a student number. She noted there were six applications this year and that the budget included \$4,500 for scholarships. The amount could go to one or split between several. She asked the Board if they had reviewed the applications and only a few had done so. The Board asked if they could have additional time to review and offer recommendations. Shelia responded that the deadline had already passed and that she had already requested an extension. She suggested the Board review over the weekend and offer a motion/approval on Monday. Michelle, Susan and Mark noted there were two or three that jumped to the top. Nick said he would suggest raking the top three. Ethan said he would be willing to setup a review worksheet for the Board.

Motion by Nick to review applications and rank by an email vote

Second by Ethan

Discussion: Ethan will provide a spreadsheet before Monday. Voting will be done on Monday and the university notified Tuesday morning. Michelle asked how the funds would be split, and the Board agreed that would be part of the review over the weekend.

Vote: Unanimous

7. Board Member Updates

Ethan said he was happy to come and meet everyone face to face. He has been busy participating and listening over the phone. He said he has created a carto map for membership in his area to show where they are located to help him plan events. He said he feels it is important to know where the membership is located to make sure they are represented. He said he would provide the same tool for the entire state membership if we wanted it.

Motion by Nick to have the Chapter membership placed into the carto map.

Second by Leah

Discussion: None

Vote: Unanimous

Scott said he has spent most of the year working on the Transportation Symposium and will get back to work on regional events.

Susan said the Policy & Advocacy committee is still working on the policy guide. She said there is work on a letter to support funding and that the President proposed budget for 2019 has cut funding for THUD. She said the Chapter could send a letter or individual planners could send one and the deadline to sign is April 20th.

Motion by Susan for the Chapter to sign the THUD letter.

Second by Anita

Discussion: Brandon asked if there is anything divisive between small and large towns with the funding and Susan replied that she did not believe so.

Vote: unanimous.

Carey informed the Board that she is leaving CU Denver to start a new job at the University of Wisconsin Madison. She will have the MURP faculty work with Michelle to replace her. Susan thanked her for her service and the Board wished her well.

8. Bylaws Committee – Brand Jenson, Committee Chari and Michelle Stephens, President

a. Appointed Board Members

b. Voting vs Non-Voting Board Members

Michelle said the Bylaws have had several amendments and that over the next 18 months the Board should be prepared to review and overhaul them as need to prepare them for the 2019 ballot. She then reminded the Board that Brandon J provided a spreadsheet at the February meeting on board positions and committees. Brandon J then summarized the spreadsheet and suggested splitting the Board into two groups. The first would be an executive level group that decides policy, the second would be the "boots on the ground" committee that focuses on getting things done. He then listed the Board positions that would be in each group.

Michelle said that she would like to have two conversations with this proposal: 1) do we want to split the current board into two groups; and 2) who should be voting members on the board. Leah and Susan said they are in favor of staying as one board. Michelle said the proposal has to do with resource allocation and meeting attendance.

Brandon J and Michelle said further highlighted the separation of duties by two boards. One would function as the decision making (chapter guidance) and the other would address member engagement/activities (functions of the chapter). The two boards would meet once a quarter; the guiding executive board meets every other month, but council board would meet every month. This separation would allow more strategic focus and planning. Michelle asked the Board if a two-pronged approach makes sense and if so, who would sit on each.

She then discussed the current Bylaws and the formation of committees. She noted they are very strict on how committees are formed and dissolved and that should be updated as part of the review process. She referred to the Bylaws reference to EPP elections in July but that they are held in November. She summarized that the Bylaws should be simplified.

Libby said the committees should be accountable and at the table. They need the resources and we need their support. Scott enjoys listening to updates from other representatives and participating in discussions about Chapter business. He said he also sees the importance of having committees at the table. Maureen said she would also like to have a place at the table and with policy decisions. She feared making the executive group smaller might result in it becoming Denver-centric. Leah said she feels that everyone should still meet. Ethan suggested that the Board review bylaws from other Chapters. Michelle said she has and that most of the larger states have Sections and break up into as many as five boards.

Shelia suggested having each Board member discuss their thoughts on the proposal.

Brandon C said that being new to the Board he didn't have a clear picture of the issues. He said that the Western Planner Board wants to maintain and grow their partnership with APA Colorado and that they will fit into whatever space is provided with a reorganization. In general terms he suggests that the any new Bylaws language is broad enough to not be restrictive of changes.

Anita said she also new to the Chapter and compared the organization to two other associations she is a part of. Those groups did create split into two groups and there have been both benefits and frustrations. She said there are those who feel they are left out of the conversation even with email updates.

Susan said it feels "siloed" and she didn't initially understand why the change was proposed, but now she does. The negative aspect would be the removal of people from the table that are interested in hearing what is going on and providing input. It would be great to find another way to make committees more accountable and provide a place for them to share with each other. Overall, she said she has trouble with breaking the board into two groups but is willing to work to find a way to include all the committees.

Nick said he also would like to keep the Board as is. He suggested establishing a topic for each Board meeting and to invite all the committee chairs every other month. He noted that anyone can attend a Board meeting and that everyone is invited.

Mark said he would like to take time to react, but his first reaction is that having a large Board is not a huge problem and that there are more downsides to losing input than to keeping it the way it is.

Michelle summarized that the Board does not want to downsize or split, and they want more representation at the table. This triggers another discussion on voting/non-voting members and how that looks moving forward. She would like to discuss some alternatives at the May meeting. She asked the Board to send examples of large boards that work well so that they could be reviewed at the May meeting. She said the goal is the same for everyone – an efficient board that represents everyone.

Susan said that change is hard, but she still does like having one board. She thanked Brandon J. and Michelle for bringing the discussion to the Board and for identifying the reasons that this conversation was important and necessary. Scott said it might be good for the area representative and committees to meet in between Board meetings to share ideas and communicate with each other. This might increase accountability for Committee members and Area Representatives.

9. Other Business

Motion by Scott to adjourn at 3:14 p.m.

Second by Libby

Discussion: None

Vote: Unanimous

APPROVED 5-11-2018