



# APA Colorado Board Meeting

## MINUTES

Friday September 7, 2018

### Video Conference

The meeting was called to order at 2:13 p.m.; quorum established at 2:11 p.m.

**Roll call:**

**Present:**

- Michelle Stephens, President
- Leah Dawson, Secretary/Treasurer
- Nick Vander Kwaak, VP External Affairs
- Scott Bressler, Metro Representative
- Melanie Sloan, North Central Representative
- Maureen Paz de Araujo, South Central Representative
- Anita Seitz, Public Official Representative
- Allison Crump, Professional Development Officer
- Susan Wood, Legislative Committee Co-Chair
- Brandon Cammarata, Western Planner Representative
- Brandon Jenson, EPP Co-Representative
- Joe Green Student Representative

**Absent:**

- Vacant, Faculty Representative
- Anna Laybourn, Central Mountain Area Rep
- Libby Tart Schoenfelder, Metro Representative
- Eric Heil, Legislative Committee Co-Chair
- Meghie Tabor, VP of Communications
- Ethan Mobley, Northwest Area Representative
- Mark Williams, Southwest Area Representative

**Staff:**

- Shelia Booth, Chapter Administrator

**Guests:**

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

None.

**2. Consent Agenda:**

- a. **Minutes August 2018 Board - Leah Dawson, Secretary/Treasurer**
- b. **Minutes Email Vote 8-15-18 Flood Fund Support – Leah Dawson, Secretary/Treasurer**
- c. **August 2018 Financial Report - Leah Dawson, Secretary/Treasurer**

Michelle introduced the consent agenda items and asked for comments. Hearing none, she asked for a motion. Susan noted the misspelling of Carly in the August minutes.

***Motion by Anita to approve the consent agenda with noted correction.***

***Second by Scott***

***Discussion: None***

***Vote: Unanimous***

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

#### **a. 2018 Conference Planning**

Shelia said that planning continues for the conference and current registration sits at 329 with sponsorship commitments at \$23,735. She then discussed the Friday morning roundtables and networking hours.

##### **i. Friday Morning Roundtables**

She reminded the Board that there would not be a Board meeting at the conference. Instead, there will be a roundtable discussion on Friday morning. Each table will have a designated topic and moderator and Board members who are attending the conference should be prepared to moderate a table with a topic of your choosing. She said that topics can be planning related or something relevant each persons board position.

##### **ii. Networking Hours – Committees**

Shelia then said there are three sponsored networking hours thus far. The first is the Appy Hour sponsored by Wilson & Company, our APP sponsor. She said this networking hour is designed to provide information to attendees about the app and give our host a chance to discuss their organization. The other two are hosted by Bohannon Huston and Community Builder. She said there are more to fill and for those not sponsored, they will be assigned to committees.

#### **b. Committee & Program Logos**

Shelia said she would be working with a graphic designer to create standardized committee and program logos in the fall after the conference. She said the goal is to provide each committee its own standardized logo they can use for events and for swag order, should they desire.

### **4. 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 – Brandon Jenson, Committee Chairs**

#### **e. Healthy Communities Committee – Shelia Booth**

No report on the above committees.

#### **f. Legislative Committee – Eric Heil & Susan Wood, Committee Co-Chairs**

Susan asked if Board members have been following the various initiatives seeking signatures. She discussed two of the initiatives. The first deals with takings and is opposed by CML and CCI. The second deals with setbacks and are also opposed by CML since it usurps local control. Susan said she would be working with Sol and Eric to discuss the Legislative Committee's recommendation for both. She then said she would send an email the following week regarding Chapter signature on a letter of support for funding of a land conservation fund supporting parks.

Nick asked if the Committee had discussed the two competing transportation ballots and Susan said they had. She summarized the bills stating that one focuses on funding for roads and the other offers more funding for transit. She noted that APA National has always supported transit funding but that the Chapter membership may be divided on the two. Anita mentioned that the funding on one is a bit scary and that her community has taken a strong support of Let's Go Colorado. She also believes that CML will support that one as well. Michelle asked that the Legislative Committee put together a response as to if the Chapter wants to take a position on one or both. She suggested that a social media campaign might

be beneficial too, and the position should be provided before the conference so it could be advertised during the Legislative Update. The Board continued to discuss the various points of the bills and initiatives.

- g. Membership Committee – Maureen Paz de Araujo, Committee Chair**
  - h. Outreach & Communications Committee – Mehgie Tabor & Nick Vander Kwaak, Committee Co-Chairs**
  - i. PIC Board - Eric Heil, President**
  - j. Professional Development Committee – Allison Crump, Chair**
  - k. Sustainability Committee – Libby Tart-Schoenfelder, Board Liaison**
  - l. Youth in Planning– Michelle Stephens, Board Liaison**
- No report on the above committees.

## **5. Board Member Updates**

- a. Central Mountain, Anna Laybourn**
  - b. Denver Metro Area, Scott Bressler & Libby Tart-Schoenfelder**
  - c. North Central, Melanie Sloan**
  - d. Northwest, Ethan Mobley**
  - e. South Central, Maureen Paz de Araujo**
  - f. South West, Mark Williams**
  - g. Planning Faculty, Vacant**
  - h. Public Official, Anita Seitz**
  - i. Western Planner, Brandon Cammarata**
- No report from the above representatives.

Michelle asked if there had been any discussion from CU Denver MURP for a replacement and Shelia said she had not heard but would inquire.

## **6. Old Business**

- a. Strategic Plan & Action Items Draft Changes – Michelle Stephens, President**

Michelle reminded the board of the action to date to update and restructure the plans. She said she would like to have the Board adopt the proposed changes and present them at the conference. Michelle then summarized the changes and asked for comments. Susan asked about the restructuring of the Legislative Committee and Michelle suggested it be addressed as part of the Bylaws discussion. Michelle said there are 15 action items, down from 26 in the previous plan. She said her goal is to make the document visually stimulating and move the remainder of the items to budget bullets or the 5-year action plan. She concluded that the completed items had been removed and the “every day stuff” was transitioned to the new budget bullets.

***Motion by Leah to endorse changes and take to membership for comments.***

***Second by Nick***

***Discussion: None***

***Vote: Unanimous***

Shelia and Michelle will come up with a plan on how to introduce to the membership.

- b. Allied Partners Review – Michelle Stephens, President and Shelia Booth, Chapter Administrator**

Michelle discussed the item and asked if building partnership is important to the Board. She added that if they are important, do the relationships need to be formalized. Susan said that would depend on the relationship. Michelle noted that we have a reciprocal agreement with

DCI (conference registrations, etc.) but we don't with others. Nick said he was agreeable to formalizing even if it's simple because it can open opportunities for more involvement. Michelle said she is also a fan of the agreements and Memorandum of Understanding (MOU) to outline the expectations and value of the partnership. Nick and Michelle both agreed that the formalized agreements can extend beyond the staff initially involved and give a cohesiveness to the partnerships. Scott likes establishing the timeframe, so it can be reviewed against involvement, etc. Michelle noted that the agreements can be an administrative nightmare to track; but Nick countered that as leadership changes, the relationship doesn't always persist, and the agreement can keep the partnership moving forward. Michelle suggested that the item be reviewed again later and that the Board should establish a list of organizations we need to formalize partnerships with. The partnership should raise the level of planning and awareness of the APA Colorado. Maureen agreed, and it could help with representatives.

**c. Symposium for Sustainable Infrastructure MOU with ASCE - Michelle Stephens, President**

Michelle summarized the history and the draft MOU. Michelle stated the event is scheduled for April 5<sup>th</sup> at Springhill Suites and has an interesting format. She said the MOU doesn't address finances; it just outlines the participation and split of profits from both organizations and that the event must advance sustainability. She said another participant is the Center for Sustainable Communities; however, they are a silent, non-MOU organization at this time. Others may want to join and could be party to the MOU as things move forward.

Susan asked if this event is in lieu of or in competition with the Transportation Symposium. Michelle said there was an attempt to get the two events back-to-back, but the schedules didn't work. Scott asked what the possible financial commitment might be, and Michelle replied that the event pays for itself with a profit of around \$6,000-\$8,000. No one has asked for the event/venue deposit and that the Chapter is featured as an organizing sponsor. Michelle believes most of the Chapter's involvement will be in-kind donations such as advertising and possibly manpower the day of the event. Maureen asked if they solicit sponsorships and Michelle said yes, the call for sponsorships opened in August and they have received about \$10,000 thus far. Susan and Michelle noted that Planners Day at the Capital might need to be moved up earlier in the year since April is a busy month with symposiums and the APA National conference.

*Motion by Maureen to approve MOU for signature*

*Second by Nick*

*Discussion: None*

*Unanimous Vote*

**7. New Business**

**a. Legislative Liaison's Mini Budget Amendment – Susan Wood, Legislative Committee Co-Chair**

Susan said Sol was hesitant to request more money and submit a revised budget. She said the increased funding that was approved at the previous meeting will be used to pay the existing outstanding invoices. She concluded that there isn't a need to request additional funding beyond that.

**8. Bylaws Changes**

**a. Redline Reviews**

There was a meeting scheduled for next Tuesday the 11<sup>th</sup>. Michelle and others said they would not be able to make it. Michelle said she would inquire if Brandon will have

something ready to discuss that afternoon and will follow up with the Board to reconfirm or cancel the meeting. She clarified that it is a Bylaws Committee meeting and not a Board meeting.

#### **9. Other Business**

Shelia informed the Board that she has hired a temporary intern to assist about 10-20 hours a week.

Susan said she is working and planning for the equity policy guide. She will go to delegate assembly to ask for approval to send to APA Board for review. She asked if we have delegates appointed and Michelle said she would be there and would ask APA for a list of other Colorado Chapter members who would be attending. She hasn't appointed anyone yet and asked if any other board members were going. Susan noted that there isn't a vote at this assembly and that it's just for information but there might be one for the equity guide. She concluded that the assembly would also be reviewing the housing and surface transportation guides.

Michelle polled the Board to see who would be attending the conference. Leah, Susan, Nick, Joe, Maureen, and Brandon C. said they were attending. Anita said she might. Michelle then encouraged those who might come in on Tuesday evening, to swing by the conference center to help stuff packets.

***Motion by Anita to adjourn at 3:09 pm***

***Second by Leah***

***Discussion: None***

***Vote: Unanimous***

**APPROVED 11-2-2018**