



APA Colorado Board Meeting

MINUTES

Friday November 2, 2018

Main Boulder Public Library
1001 Arapahoe Ave
Boulder, CO
Arapahoe Conference Room

The meeting was called to order at 2:13 p.m. after meeting was moved to the City of Boulder offices at 1739 Broadway Street.

Roll call:

Present:

- Michelle Stephens, President
- Leah Dawson, Secretary/Treasurer
- Nick Vander Kwaak, VP External Affairs
- Meghie Tabor, VP of Communications
- Allison Crump, Professional Development Officer
- Scott Bressler, Metro Representative
- Anne Miller, Metro Representative
- Mark Williams, Southwest Area Representative
- Melanie Sloan, North Central Representative
- Eric Heil, Legislative Committee Co-Chair
- Susan Wood, Legislative Committee Co-Chair
- Andrew Rumbach, Faculty Representative
- Anita Seitz, Public Official Representative
- Brandon Cammarata, Western Planner Representative
- Joe Green Student Representative
- Brenden Paradies, EPP Co-Representative
- Emily Alvarez, EPP Co-Representative

Staff:

Shelia Booth, Chapter Administrator

Absent:

- Anna Laybourn, Central Mountain Area Rep
- Ethan Mobley, Northwest Area Representative
- Maureen Paz de Araujo, South Central Representative

Guests:

Libby Tart-Schoenfelder, Joni Marsh and Michele Scanze

1. Opening Remarks – Michelle Stephens, President

a. Welcome newly elected, re-elected and appointed officials

Michelle introduced newly elected Denver Metro Representative Anne Miller to the Board. She then asked everyone to introduce themselves.

2. Consent Agenda:

- a. **Minutes September 2018 Board - Leah Dawson, Secretary/Treasurer**
- b. **Minutes Email Vote 9-10-19 Letter to Co-Sponsor Legislation for Parks – Leah Dawson, Secretary/Treasurer**
- c. **Minutes Email Vote 9-12-18 Opposition Letter to Amendment 74 – Leah Dawson, Secretary/Treasurer**
- d. **Minutes Email Vote 10-24-18 Chapter Position on Propositions 109, 110 and 112 – Leah Dawson, Secretary/Treasurer**
- e. **September 2018 Financial Report - Leah Dawson, Secretary/Treasurer**
- f. **Presidential Appointments – Michelle Stephens, President**

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

Motion by Anita to approve the consent agenda.

Second by Scott

Discussion: None

Vote: Unanimous

3. CML Conference and Relationship – Michelle Stephens, President and Joni Marsh, CML Liaison

Michelle introduced Joni Marsh, the CML liaison for the Chapter. Joni discussed the upcoming CML conference in the Springs. She stated that the CML staff has a big roster of topics but asked their section chairs to suggest additional ones and to reach out to their partner organizations. She said that for the 2018 conference, the planning topic covered compressive plans. She asked if any of the board members or committees had a session topic they would like to have added to the list, or if any had an interest in proposing a session. Michelle noted that the Youth In Planning (YIP) Committee is interested and have some projects in mind. Anita asked if the session was for the fall or spring CML conference and Joni said it was the June conference. Anita added that Westminster has a youth advisory council and Melanie said that Loveland does as well. YIP has put in a CU Denver MURP Capstone application with the hope that the student will create the educational criterium. Anita said she would like to do something specific to elected officials and how planning can be used for sustainability, environment, social economic, etc. She would like to expose and educate that planning is more than just a gate keeper. Anita said she would like to help Joni organize a session. Anne suggested the Sustainability Committee could work with Anita and Joni as well if the topic includes sustainability. Michelle asked if more than one topic or idea could be suggested, and Joni yes. She stated that CML puts up a lengthy list of topics and at this point the topics aren't descriptive. Anne said that DOLA also sits on conference committee and is pitching some topics like land use /water, etc. Joni stated that having a session at the CML conference is good exposure for planning and the Chapter. She stated that at the 2018 June conference there were about 100 attendees. She closed by suggesting that any topics or session proposals cater across the board to both large and small communities.

4. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2018 Conference Review

Shelia said that all reimbursements and refunds have been completed and she's awaiting the final disbursement from APA National. The final number of conference attendance was 500, down from the conference totals as a few refunds and partial refunds were requested and processed after the fact due to deaths in family and other circumstances. Shelia said she had received the invoice from John Tolva but was still waiting on the invoice from Erin Jones. She received the final invoice from the Keystone Conference Center and is reconciling it. She said she estimated a final income around \$35,000 after all the refunds, invoices and sponsorship payments have been finalized. She then stated that the

conference survey had been distributed with a closing date of November 2nd. There have been 136 responses from the 500 who attended. A full financial and survey report will be presented in December.

b. Holiday Party

Shelia said the Chapter Holiday party has been scheduled with DCI and CNU for November 15th. She then discussed the December 6th Board meeting. The Board discussed a few alternative dates and times, but all agreed to stick with the Thursday, December 6th meeting in downtown Denver. Shelia will provide the exact location once a spot has been reserved. Michelle requested Shelia inquire if the Board could use the Otten Johnson board room again or possibly the Alliance Center conference room with the assistance of Conor Merrigan.

c. Annual Report

Shelia reminded the Board that it was time to submit their updates for the Annual Report. She said the deadline for all updates is December 17th. Updates can be short or long but should address accomplishments in 2018 and plans for 2019.

d. Committee & Program Logos

Shelia said she will be meeting with the designer later in November and hopes to have the designs ready for rollout the first part of 2019.

5. Committee Updates

a. APAS – Joe Green, Student Representative

Joe said APAS has been hosting two events a month on specific topics with presentations and a tour. Last month Brandon Jensen with EPP came and talked about the APA Colorado committees and the AICP Candidate program. He said that Susan hosted a job shadowing day at RTD with 15 students and the departments did presentations on their functions. He then said there were 32 organizations with 42 spots for the upcoming job shadowing program. He then noted that there were around 60 students who went to the conference and volunteered. Shelia said thank you to all the students who helped make the conference successful this year. Joe then said that the November topic is affordable housing and they have plans to tour the Mariposa development on Nov 9th and are working to tie down the lecture portion of the event. He closed by saying that APAS will be partnering with the Sustainability Committee in Jan/Feb for events.

Michelle said Ellen, the APA National Student Representative, just moved to Denver. Brenden said he sits next to her at Denver Public Works. Brenden suggested that EPP tie in with APAS for their November housing event.

b. Citizen Advisory Committee – Michelle Stephens, Committee Liaison

Michelle said she hopes to get this moving forward next year. She would like to concentrate on this at the board workshop in June/July.

c. Diversity Committee – Michelle Stephens, Committee Liaison

Michelle said Gabriel came to the conference and did a round table, and that she's still working and moving forward with the committee formation.

d. Emerging Planning Professionals –Brandon Jenson, Committee Chair

Brenden and Emily gave an update. Emily said Brandon Jenson is moving back to further his education. The Board agreed that he will be missed. Brenden and Emily are the new co-representatives for EPP. Brenden said there are new event chairs and one new area representative and the committee will meet the following week. He then discussed the upcoming event, Cranksgiving at Denver Bicycle Café. The event is open to anyone and

participants will collect food donation items and deliver them. The person who collects the most points will receive a free beverage of their choice. Joe said he has a new listserv for students, and if anyone wants to target them specifically for an event, let him know. He noted that students tend to go if they get the invitation from the listserv.

e. Great Places Committee – Shelia Booth

Shelia said they are still moving forward. She reminded the Board that the application and review criteria document was sent out for review. The committee hopes to distribute the call for nominations early next year. The Board then discussed if the program would fall under the Awards Committee or be something else. Shelia noted that there had been discussion about this, but nothing has been decided yet.

f. Healthy Communities Committee – Shelia Booth

Shelia said the committee is still meeting monthly and then reminded the Board about the toolkits they posted.

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

Susan and Eric said they didn't have much of an update but that they would review the discussion on the ballot issues via email and also review the legislative liaison's contract and work performance for presentation at the December meeting. Anne said she appreciated the eblast on Amendment 74, and she encouraged everyone to help educate the public on the issue. She suggested doing more on social media and networking. Michelle suggested resending the Chapter's position.

h. Membership Committee – Maureen Paz de Araujo, Committee Chair

No report. Melanie said she's working to separate the membership responses by region.

i. Outreach & Communications Committee – Mehgie Tabor & Nick Vander Kwaak, Committee Co-Chairs

Mehgie said they will be discussing the newsletter topics at the next meeting.

j. PIC Board - Eric Heil, President

Eric said they had a phone call with Burton at VanEd because some of the students commented that some of the data and language is out of date, such as census references. He said the PIC Board is trying to figure out options to update it besides just updating the text. Michelle did a quick review of PIC for new members of the Board. There were suggestions to simply do a quick text update with help from board, volunteers and original course writers. Eric went into detail on why PIC was created and the current loan balance. Michelle asked why the Chapter keeps PIC if we aren't going to invest in it properly. He said the PIC Board has discussed how to update the classes and make it look better, without taking out a loan or big expense. He concluded that PIC continues to generate revenue without any updates for the last 6 years. Eric said Burton will send us an overall listing of courses and concerns.

k. Professional Development Committee – Allison Crump, Chair

Allison said there are 33 Chapter members and 13 AICP Candidates signed up for the November AICP test. This will also be a one-year anniversary celebration of the candidate program with 1050 in the US and 36 in Colorado in the first year. She noted that all the Colorado AICP Candidates passed the May exam. She then said she had over 50 attendees at the conference exam prep workshop. She also reported that she attended the PDO quarterly call and learned that the AICP test scholarships are also available for AICP Candidates. She concluded that it is time to start the FAICP review and nomination process for the 2020 class. The nomination packets will be due in 2019 and on November 7th APA National will post the requirements and send out the list of eligible candidates.

I. Sustainability Committee – Anne Miller, Board Liaison

Anne said that Joe has been attending the meetings and that they had a social hour the previous night. She then discussed Rocky Piro's Colorado Center for Sustainable Urbanism survey efforts on the state of sustainability presentation. They hope to phase it and go bigger and possibly add a more in-depth look at water and land use. For the Committee, the first quarter in 2019 will focus on ecodistricts and tours/presentations. Anne said she is involved with the Sustainability Division and their awards program will be announced at the beginning of the year.

m. Youth in Planning– Michelle Stephens, Board Liaison

Michelle said they had a good session at the conference and that the Board should expect a big budget request to complete the K-12 curriculum toolkit. She noted that Ken Schroepfel with CU Denver suggested partnering with AIA since they do a Denver School District architecture focus week. Anne asked if we can partner to cover the costs for the curriculum toolkit. Michelle responded that the Committee discussed possibly copying Florida's work and that there might be some lower cost options available. Anita asked if the cost would increase if you build the program to include training for citizen planners. Michelle said that could be discussed with the committee and hopefully the Capstone student.

6. Board Member Updates

- a. Central Mountain, Anna Laybourn:** No report.
- b. Denver Metro Area, Scott Bressler & Anne Miller:** Scott said it was good to see everyone at the conference and that he and Anne will meet to plan their 2019 events.
- c. North Central, Melanie Sloan:** Melanie said she had reached out to her region to find out what they wanted to discuss and do. She asked about holiday party plans and said she would begin looking into options and may do two parties. Shelia explained what was expected for the area representatives' holiday parties and what had been done the previous year. Melanie said she is working with a City of Lafayette planner and they have a happy hour planned for November 14th.
- d. Northwest, Ethan Mobley:** No report.
- e. South Central, Maureen Paz de Araujo:** Shelia said Maureen is working with WTS, SAME and ITE to host a joint holiday party. They would also like to do a presentation on the GAP improvements.
- f. South West, Mark Williams:** Mark said they are having a party in December and at least one Pagosa Springs planner is coming. The party will be December 14th at SKA Brewery.
- g. Planning Faculty, Andrew Rumbach:** Andrew typed, "I am happy to be joining the board and look forward to working with you all. Looking forward to talking more about continuing education ideas, and ways that we can better connect the academic and practitioner planning communities in Colorado. Please reach out for any ideas or questions to CU Denver." Andrew then typed, "We have two upcoming evening lectures at CU Denver that everyone is invited to attend. The first is Elizabeth Walsh on November 13 about regenerative design for development and the second is Ana Baptista (new school on community organization for environmental justice) on November 26th. I'll send more information by email. Free snacks will be provided."
- h. Public Official, Anita Seitz:** Anita said they are working to do the CML webinar for the planning webcast series in 2019.
- i. Western Planner, Brandon Cammarata:** Brandon summarized what Western Planner is and that APA Colorado is a partner. He said he was happy to have a presence at the conference in Keystone and that he got 20 new signups for the WP ejournal. He said he was able to sit at the small-town roundtable on Friday morning and that WP tends to have a more rural focus. He noted that the 2019 WP conference will be in Santa Fe, NM from September 8-11. He reiterated that WP is no longer membership based, but sponsorship based, and that October is their push month. He encouraged the Board to visit the WP website and become

donors. Michelle asked if WP would be asking the Chapter for money in 2019 and he said yes, he will provide information as part of the budget request.

7. Old Business - None

8. New Business

a. **Formation of the 2018 Budget Committee – Leah Dawson, Secretary/Treasurer**

Leah noted that it was time to begin discussion of the 2019 budget. She said she needs two members to join the budget committee to join Shelia, Michelle and Leah. Michelle reminded everyone of the new budget bullets and the Board discussed the process of drafting the annual budget. Brandon and Mark volunteered to assist.

Motion by Scott to accept Brandon, Mark, Shelia, Leah and Michelle on the budget committee

Second by Allison

Discussion: None

Vote: Unanimous

b. **Legislative Liaison Annual Review – Eric Heil and Susan Wood, Legislative Co-Chairs**

Michelle noted that the Legislative Committee requested this item be tabled until December. Susan said that Eric does the contract issues, but she anticipates that the Committee will recommend returning to the previous contract based on previous Board discussions. She said she believes the Board wants to go back to the contracted lump sum rate but still have the accounting of the hours spent. Michelle said she likes the idea of the lump sum, but she would prefer to see the clear milestones delineated rather an hourly accounting. She suggested milestones such as a legislative dinner, legislative awards, social outreach to members on bill issues, etc. Michelle asked if the Committee would need assistance drafting the scope and Susan replied she would like suggestions for new activities and guidance on the new deliverables. Michelle suggested that the Committee write the scope as we currently operate, but have the Board bring ideas to include.

Susan said the legislative survey will go out in a few days and the legislative agenda will be forthcoming in December as well.

c. **2019 Newsletter Themes – Mehgie Tabar and Nick Vander Kwaak, Outreach & Communications Committee Co-Chairs**

Mehgie said that based on the membership survey, the current newsletter format doesn't work well. Content is good, but members do not have the time to read the whole newsletter. The OC will discuss new formats on November 14th and come in December with ideas. Since they might not have time to reformat before the first quarter, they will come with a few newsletter themes for the first two issues. She asked the Board to bring ideas for newsletter formats and themes to the December meeting.

She then did a quick overview of the past newsletter topics. Michelle said she reached out to National for the 2019 communications strategy and they aren't sharing it yet. She suggested that the topics for the Chapter match or mirror those of APA National's. They have quarterly themes and maybe APA Colorado could consider those in the topics and eblast. Nick said they want to come forward with some guidance. He asked if anyone felt strongly about keeping the existing format. The Board discussed how much time and effort goes into creating the newsletter. Nick reminded the Board that they also need to consider how to incorporate sponsors.

d. Colorado Smart Cities Alliance MOU – Michelle Stephens, President

Michelle said John Tolva, the keynote at the conference, works at CityFi. She had asked him why APA Colorado isn't a sponsor or partner and John had replied that we should be. He sent the information to Michelle and the MOU was drafted. She reviewed the MOU and noted that this is a formalization of that partnership.

Motion by Anita to approve the partnership and MOU, and to authorize signature by the Chapter President.

Second by Susan

Discussion: None

Vote: Unanimous

e. Denver Streets Partnership MOU – Michelle Stephens, President on behalf of the Healthy Communities Committee

Michele Scanze said the Healthy Communities Committee is interested in partnering with Denver Streets Partnership (DSP). DSP promotes equitable and safe streets in the Denver area. She said that the Committee was focused on expanding partnerships and wanted to find out what other organizations are doing in the Denver area. She summarized the MOU and noted that the Chapter's logo can be used on promotional materials. Anne noted a question on page 4 regarding the Chapter's willingness to automatically sign letters or to require review before signing. The Board discussed and agreed that the Chapter should review the letters first and that may trigger a vote/email vote by the Board. Brandon asked how many times a year we might expect them, and Michele said she didn't have that information. The Board agreed to start with a conservative approach then adjust if they felt more comfortable in the future.

Motion by Anne to approve the partnership and MOU with Denver Street, choosing the 2nd option to only sign our name with explicit permission, and authorizing signature by the Chapter President.

Second by Leah

Discussion: None

Vote: Unanimous

Michele Scanze said the Healthy Communities Committee is involved in CU's Healthy Places Collaborative. The group is creating a "meeting in box" geared toward planners and public officials to make the case for healthy communities. They are working toward more strategic planning for 2019.

9. Bylaws Changes

a. Draft Review

Michelle stated that the Bylaws item is a discussion and decision on next steps for the update. She informed and reminded the Board that they are in fact the Bylaws Committee and the process started a year ago. She reviewed the discussions to date and said the product is now in a draft form, but there are some big conversations on some specific topics that are still needed. She said the bylaws must be finalized by February to make the fall ballot and she feels they are 80% done, but the Board needs to make sure everything has been captured.

Shelia discussed changing Area Representative name to Section. The Board discussed how other chapters divide their membership. Some felt Sections was too much for the organization to currently handle since there wasn't enough membership or activity to warrant section presidents, boards, etc. Shelia noted she wasn't looking at creating section boards at this time, only to rename to match the terminology used at APA. Michelle agreed that she liked the nomenclature but not necessarily creating of sub-

section boards. Anne said she didn't think we are ready for the change. Mark said he was ok with the change. After more discussion the board agreed to table the discussion and that the Area Representatives should get together to discuss.

Article 7.5 Voting – "A Simple majority vote shall be deemed sufficient to decide the question." Michelle said it was ill defined. Board discussed and said it hasn't been an issue thus far.

Michelle then noted how two simple topics had taken almost 20 minutes with no resolution. She then asked the Board how they wanted to move forward with the changes. Discussion ensued, and the Board agreed that everyone should take time to review and comment on the new draft. Michelle will resend the link, and everyone must reply within two weeks. Michelle said that the Board should only comment on those you are concerned about or have strong feelings about. Do not comment on those topics or issues that don't concern you. Once a board member has completed his review, reply all to the board so we know who has completed the task. The Board will the revisit the topic in December. All comments must be completed by November 19th. No later. Shelia will follow up with those that have not completed the review on November 17th.

10. Other Business

None.

Motion by Allison to adjourn at 4:03

Second by Scott

Discussion: None

Vote: Unanimous