



APA Colorado Board Meeting

MINUTES

Friday February 10, 2017

AIA Colorado
4800 W 92nd Ave
Westminster, CO 80031
Council Board Room

The meeting was called to order at 2:03 p.m.

Roll call:

Present:

Michelle Stephens, President
Stan Clauson, Past President
Leah Dawson, Secretary/Treasurer
Nick Vander Kwaak, VP External Affairs
Libby Tart Schoenfelder, Metro Representative
Scott Bressler, Metro Representative
Maureen Paz de Araujo, South Central Representative
Eric Heil, Legislative Committee Co-Chair
Anthony Avery, EPP Co-Representative
Julio Iturreria, Western Planner Representative
Sarah Davis, Professional Development Officer
Roxanne Borzo Bertrand, Student Representative
Carey McAndrews, Faculty Representative
Mark Williams, Southwest Area Representative

Staff: Shelia Booth, Chapter Administrator

Absent:

Susan Wood, Legislative Committee Co-Chair
Hillary Seminick, VP of Communications
Tamra Allen, Northwest Area Representative
Seth Lorson, North Central Representative
Paul Rosenberg, Public Official Representative
Jonathan Cappelli, EPP Co-Representative

Guests:

Cathy Rosset, CEO AIA Colorado

1. Opening Remarks – Michelle Stephens, President

Michelle thanked everyone for coming. She introduced Cathy Rosset with AIA Colorado. Cathy did a short presentation on AIA Colorado, including membership, mission and future events. Shelia and Michelle both expressed interest in working with AIA in 2017 on at least one joint event.

2. Secretary Treasurer's Report – Leah Dawson, Secretary/Treasurer

a. January 2017 Minutes

Leah introduced the January 2017 minutes. She asked for any comments and Carey asked that the attendance be updated to show she attended. Leah asked for a motion to approve.

***Motion by Sarah to approve the January 2017 minutes with corrections noted.
Second by Maureen
Discussion: None
Vote: Unanimous***

b. January 2017 Financial Report

Leah summarized the January 2017 financial report. Chapter assets as of January 31, 2017, total \$149,650.12 with a checking account balance of \$61,325.36 and savings balance of \$88,324.76. January had a net income of \$10,045.92 with \$17,022.91 in monthly income and \$6,976.99 in expenses. The largest income for the month was the 4th quarter 2016 membership rebate of \$16,994.17. Largest expenses were the monthly payroll and legislative liaison payments. Shelia noted that the 2017 Budget has not been setup in Quick Books yet; therefore, the Budget vs Actual and the Budget Performance reports were based on 2016 budgeted amounts. After the 2017 budget is approved, QuickBooks will be updated.

Leah then highlighted differences between 2016 and 2015 including that the 4th Quarter 2016 rebate was received earlier this year, there wasn't any CPC Grant income, PIC loan and interest payments have not been processed yet and the Planners4Health disbursement to UC Denver has not been done yet.

***Motion by Stan to approve the January 2017 financial report.
Second by Eric
Discussion: None
Vote: Unanimous***

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2017 Conference Planning

Shelia informed the Board that the Telluride/Mountain Village Local Host Committee held its second meeting on January 31st. She said the LHC had chosen the conference sub-theme of "what if" and will be choosing the final theme on February 13th. Once the theme is chosen the design professional will design the logo. Shelia then discussed the call for sessions that opened February 6th and will close on March 6th and sponsorship commitments to date. She also reminded the Board of the June 1st meeting in Telluride.

b. National Reception

Shelia noted that APA Arizona will be joining in the national reception this year. APA AZ staff are assisting in the search for a reception venue.

4. Old Business

a. Candidate & Election Policy Committee Report – Paul Rosenberg, Public Official Representative

No report.

b. Reconsideration of Conflict of Interest – Sarah Davis, PDO

Sarah summarized the history of the issue. She concluded that the Ethics Committee provided guidance but the Board never took any formal action. She asked if the Board would like to adopt some or all the recommended changes to the Chapter bylaws. Eric said that the suggested changes in the July 12, 2016 seemed straight forward but changes must be submitted through the Bylaws Committee, approved by the Board and ultimately approved by the membership. Shelia referred to the Chapter Bylaws regarding the appointment of the Bylaws Committee as needed by the President.

Eric then noted that the Ethics Committee said the Chapter can't decide an ethics issues, but the steps proposed seem to charge the Chapter to review the ethics issue, which is circular. The question if board members can respond to RFPs, should be yes, but the Board needs to be mindful of that during the approval process. If there are those that might want to pursue work as part of a Board approved/funded project, then those Board members should probably refrain from board action on those items. There should be some flexibility for those who work for big firms and may not know what other colleagues are bidding one. Sarah said in her discussion with Jim, the overall issue was a gray area. The overarching issue is the perception when a Board member charged with approving and signing a contract/grant, then receives money from the same contract/grant.

Stan said his first issue with the response is that it still does not offer a clear answer. The response states that a person is not prohibited from bidding but the process should be open. Stan said the second issue that isn't clear is if the president can be sign the contract/grant and still bid on subsequent RFPs and jobs associated with the contract/grant. Sarah responded that Jim had acknowledged that the President is typically the signatory on the contracts/grants. The Board discussed the current chain of command for the signing contracts should the President want to bid on future offerings. The Board discussed options to address certain contracts more specifically, and Sarah responded that leaving it more broad would allow them to apply to other issues in the future.

Eric reiterated the importance of including the State's conflict of interest and code of conduct in any changes to the Bylaws. Eric stated that if the issue is regulated too strictly, then you might discourage planners from serving on the board.

Motion by Stan to thank Sarah for her work resolving and following through with this issue and to recommend to the future Bylaws Committee to incorporate changes recommended by the Ethics Committee and incorporating the Colorado Standards of Conduct/Code of Ethics as they relate to this issue.

Second by Libby

Discussion: none

Vote: Unanimous

c. 2017 Budget – Leah Dawson, Secretary/Treasurer

Leah reviewed the Budget Committees general discussion and highlighted the proposed changes to the budget. She noted that the committee discussed how the \$12,000 shortfall would affect the savings and checking account balances. Shelia clarified that the current savings balance was around \$88,000 which is just over the minimum requirement in the financial policies for 50% - 100% of administrative costs in reserve. She said the checking account balance has never fallen below \$25,000 so the shortfall could be absorbed within the checking so as not to touch the reserves.

Eric asked Shelia to address the \$50,000 difference between 2016-2017 asset balance and Shelia responded that it was from the Plan4Health grant. Eric agreed that spending money on events is acceptable when we have a financial buffer in place. Sarah said it was important to implement the strategic plan with the proposed funding. Libby noted that funds set aside of regional and committee events has not been used in the prior years. The goal is to use these funds in 2017. Anthony agreed with Libby and noted that EPP requested \$600 in 2016 but only used \$200. He said they also want to use the resources a better in 2017 but don't want to be frivolous with the funds.

Motion by Eric to adopt the 2017 Budget as presented.

Second by Libby

Discussion: None

Vote: Unanimous

i. EPP Budget Request – Anthony Avery, EPP Representative

Anthony presented the EPP budget and compared it to the 2016 request. He noted they had \$600 and identified \$350 for events \$250 for marketing in 2016. Of that, \$125 went to a banner and the remainder of the \$200 they spent went to events. For 2016, the marketing budget was reduced and the event budget increased.

Motion by Sarah to approve the EPP Committee budget as presented.

Second by Libby

Discussion: Stan asked how many active members there were in EPP and questioned if the membership was increasing. Anthony said they began 2016 with 186 members and added 21 for a new total of 207.

Vote: Unanimous

d. Adoption of the 2016-2018 Strategic Plan and Work Program – Michelle Stephens President

Michelle reviewed the process to date of creating the plan and showed the Board the draft document that was designed by a student. She noted that the front side of the document shows the Chapter's goals, and the back shows the action plan items. She said the graphic is currently missing the metrics and assignments. She said she will continue to work with the student volunteer to finalize the larger 21-page document. She summarized that her request was for approval of the 2016-2018 Strategic Plan & Work Program and a \$250 stipend for the student who worked on the document.

Motion by Eric to approve the strategic plan and \$250 stipend for the student volunteer who put it together.

Second by Libby

Vote: Unanimous

5. New Business

a. 2017 Nominating Committee – Shelia Booth, Chapter Administrator

- b. Shelia stated that since the Candidate & Election Policy Committee had not finalized any recommendations for changes, the Nominating Committee could add this to their charge along with helping to solicit candidates. The recommendations could be brought back to the Board at the March meeting. Shelia then discussed the duties of the Nominating Committee and listed those who served on it in 2016. Libby volunteered to serve again and suggested increasing the committee size from three members to five members. Libby then discussed the process noting that meetings were by conference call about once a month and that Shelia provided weekly updates as needed. Leah said she would volunteer.

Stan said he would like to see more vetting of potential candidates. He reminded the Board that some candidates in 2016 were approved for the ballot without submitting the required candidates' statement. Shelia informed the Board that typically around 200 of the 1,300 APA Colorado members vote.

Libby said Shelia had provided candidates with the APA National candidate statement requirements. Eric asked how often have we get large number volunteering for one position and Libby responded that its typically 4-6 people for the Metro Area Representative. Most times, that number declines to 2-4 people on the ballot. Eric said the Chapter should do a lot of noticing and re-noticing to the membership to recruit candidates. He then said if there's only one candidate, he doesn't feel like we should be

searching for another. If there are four candidates, then the platforms should speak for themselves. He is uncomfortable with a 5-person committee deciding who should and should not be allowed to run for office. Sarah agreed. The membership can decide based on every candidates' individual platform.

The Board agreed that if a candidate doesn't submit the required information (candidate statement and photograph) then he shouldn't go the next step. Eric suggested that potential candidates come to one Board meeting before they are approved for the ballot. Libby said she struggles with the election timeline because it doesn't give a lot of time for review and processing. She noted that we don't currently have a specified application or interest process in place. Shelia reminded the Board that APA Colorado is part of the consolidated election process with APA National and therefore subject to their deadlines.

Libby, Leah and Stan volunteered to serve on the committee. Libby suggested Bob Watkins for the non-board member and Michelle said she would work to find a non-board member willing to serve on the committee. The committee will review the candidate selection policies and bring back a recommendation to the Board in March.

***Motion by Leah to create the 2017 Nominating Committee consisting of Libby, Leah, Stan and an additional appointment of a non-board member by Michelle.
Second by Sarah***

Discussion: None

Vote: unanimous

c. FAICP Selection process – Stan Clauson, Past President

Stan informed the Board that he had been charged with modifying the current FAICP Application Policy. He noted that the current policy was put into place a few years back and there were a few issues with the process last year that lead him to suggest it be modified. The new policy will not change drastically from that previously approved. The most notable change is that the FAICP application is required to appoint his/her own sponsor to put the application together. Previously, a member of the FAICP oversaw putting the application together. Last year, this process worked well for some applicants but did not for others. In one case, an applicant chose to not use his/her FAICP sponsor and instead had his own staff do the nomination. In another case, the FAICP sponsor assignment wasn't clear and the application was rushed at the end. The revised procedure still uses the FAICP members as an advisory committee to recommend Chapter endorsed applicants, but they serve as advisors throughout the application process instead of putting the application together. Stan then reviewed the steps in the process noting that the Chapter Administrator would have more responsibility with the new process. He concluded by noting that if the FAICP Selection Committee and/or the Chapter Board chose not to support a candidate, that person can still submit the application on their own.

Motion by Leah to approve the FAICP Selection process as presented

Second by Eric

Discussion: none

Vote: Unanimous

d. FAICP Advisory Committee Appointments – Shelia Booth, Chapter Administrator

Shelia informed the Board that she had sent an email to the Colorado FAICP members asking if any would volunteer to serve on the FAICP Advisory Committee. Julie Ann Woods, Ben Herman, Rocky Piro and Joe Frank all volunteered to serve. Don Elliott and Graham Billingsley stated they would serve as backup committee members if needed. Shelia asked the Board to approve the FAICP Advisory Committee. If approved, she will

contact them to begin their review of the list of APA Colorado members who are eligible for FAICP and those that expressed interest in applying.

Motion by Sarah to appoint Julie Ann Woods, Ben Herman, Rocky Piro and Joe Frank to the FAICP Advisory Committee with Don Elliott & Graham Billingsley serving as backup committee members as needed.

Second by Eric

Discussion: none

Vote: Unanimous

e. Wester Planner Update & Sponsorship Opportunity – Julio Iturreria, Western Planner Resources Representative

Stan offered a summary of the request to the Board. Julio introduced himself as the Wester Planner Representative, noting his position was in the Chapter Bylaws. He discussed the history of the Western Planner magazine and said it was a printed magazine up until recently when it became digital only. Since the 1980s the magazine has included good articles by planners for planners. He said that Wester Planner continues to serve its readers and they've cut cost dramatically by going digital. The new financial structure is based on sponsors/donations. There are 3 charter members: Wyoming, North Dakota and South Dakota. Everyone else who previously supported Western Planner will need to choose their new level of sponsorship. Julio noted that there are less than 50 APA Colorado members who subscribe to Western Planner.

Stan offered his opinion, first thanking Julio for the work he does representing APA Colorado and Western Planner. He said that Western Planner has a distinct role with states that have less organized APA chapters. He stated that APA Colorado is an active chapter which over time has made Western Planner less relevant to our members. He feels that APA Colorado should continue to advertise and promote Western Planner to our members but there should not be any direct sponsorship by the Chapter. Julio said he was sorry that Stan had that opinion about Western Planner. He said he didn't believe APA Colorado was doing as great a job as Stan did. Julio stated that as planners, regardless of your organizational affiliation, we have a fiduciary responsibility to each other. Libby said she has not joined Western Planner and the Chapter should do a new promotion for it. Shelia stated that there have been advertisements in the newsletter and email blasts to our members over the past few years.

Julio said he never thought he would have difficulty soliciting support for Western Planner from core Colorado planners. Eric summarized the sponsorship opportunities shown on the flyer presented, noting that APA Arizona was a \$500 sponsor for 2017. Leah asked if we had provided monetary support for Western Planner in the past and Shelia responded that we have not in the past four years.

Motion by Eric to approve a \$500 sponsorship for Western Planner in 2017

Second by Leah

Discussion: Sarah noted that the articles in the Western Planner magazine are excellent.

Vote: Unanimous

f. Chapter Administrator Annual Review – Michelle Stephens, President

Michelle stated that the Board did not need to move into executive session. She said she had sent a form to each Board member asking them to review the Chapter Administrator. She reviewed the ratings and comments in the various categories and noted there were no marks of "needs improvement" and only a few marks of "fine." She then reviewed the Chapter Administrator's own goals that were supplied for 2017. Michelle suggested upping training budget to \$1000 to accommodate the Chapter Administrator's goal to seek more

training. Sarah supplied her own personal comments, stating the Chapter Administrator "is the chapter."

Motion by Eric to amend the 2017 budget to include an additional \$1,000 for staff development/training with the ability to seek more training funds if requested.

Second by Sarah

Discussion: none

Vote: Unanimous

6. Committee Updates:

a. APAS Student Committee – Roxanne Borzo Bertrand, Student Representative

Roxanne reviewed the Spring events including three brown bag series with Professors showcasing their research. She plans to relaunch the job shadowing program noting the success of the fall job shadow. Other spring events include a resume and cover letter workshop before the job shadowing and another with EPP later in the year in preparation for the career fair. She concluded that she is trying to get volunteers for RAILvolution and Transportation Symposium events.

The APAS President discussed the events the student organization is planning for spring 2017. She asked the Board to forward contact information for any planners or organizations that do policy and advocacy work. She then stated that the students are planning a spring field trip during spring break to talk to planners and others about the work they are doing. The goal is to expose students to planners and planning outside the metro area and to see more of Colorado. They hope to engage in the planning conversation with those who are doing the planning. The itinerary currently includes Vail, Avon, Rifle, Palisades, Grand Junction and a few other possible stops along the I-70 corridor. They are looking at ways to fund the trip and asked if APA Colorado can help. They are researching funding from UC Denver as well. The trip is scheduled for March 20th – 26th. The Board suggested contacting the APA Colorado Area Representatives in the areas they are visiting. The Area Representative could help with contact information and possibly hold a networking/happy hour event while the students are in town. Stan suggested going to Aspen since there are several recent graduates who are active in the area and there are and many active organizations.

b. Emerging Planning Professional – Anthony Avery & Jonathan Cappelli, Committee Co-Chairs

Anthony summarized the success of the joint Stanley event with the Metro Area Representatives. He said there were around 40 attendees. In March, EPP has a joint event with MURPA and APAS in the RiNo neighborhood. He then said that the Colorado Springs planners are working on an event and they plan on having an AICP prep trivia night. Another event they are working on is a "catch-a-cutcha" where a presenter has a set number of slides limited to 20 seconds each. The presenters will focus on something they're currently working on and share it with their peers. He concluded that the group is working on a tour of the Aurora R-Line in May. Sarah suggested reaching out to Allison Crump, the new PDO, who lives in Ft. Collins for the co-located event.

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

Eric said he had asked Sol to prepare a legislative update for the meeting but it wasn't in a memo format. He and Susan will give him guidance for future meetings so the Board can see more work product. He then said there are 20 bills the committee is following. He reminded the Board of the link on the Legislative Committee page that highlights each bill with a summary and the committee's current stance. He said he anticipates a new construction defect bills and added that the big bills this year will deal with transportation funding due to

the sales tax increase. Most will probably be introduced last in the session. The committee is also planning to reintroduce the master plan water planning amendment again and they will be seeking a sponsor. He concluded that Planners' Day at the Capital is scheduled for March 9th.

d. **Outreach & Communications Committee –Nick Vander Kwaak and Hillary Seminick, Committee Co-Chairs**

Nick said there wasn't much to report. He informed the Board that APA National is setting up chapter websites on their own platform. He will provide more information on that as it moves along. We haven't committed to anything. Shelia said the newsletter will go out the next week. Nick then changed the topic to a possible planning directors' roundtable. He said that he and Scott had discussed the event with Carlos Hernandez. Carols has done some initial ground work and the event would be held in Denver as an APA event with CM credits. The Metro Area Representatives would host and set it up. Libby said some of the dates were too close to the APA National conference and suggested it be moved to later in May or June.

e. **PIC Review Committee, Eric Heil**

No report. Meeting was canceled.

f. **Professional Development Committee – Sarah Davis, Committee Chair**

Shelia noted that this is Sarah's last report since Allison would be taking over the helm after the meeting. Sarah said that Allison has already been involved and is assembling the Professional Development Committee.

g. **Sustainability Committee – Libby Tart Schoenfelder, Board Liaison**

Libby said there was no update.

h. **Youth in Planning – Michelle Stephens, Board Liaison**

Michelle informed the Board that the committee has a new chair, Wade Broadhead. The committee is considering a Box City event with AIA on April 22nd and possibly another event later in Denver. The committee is working on a session for the conference.

7. Board Member Updates:

Shelia asked the Board to consider whether to have the March Board meeting on the 10th or the 17th. She summarized the request to move the meeting to the 10th and noted those that responded who could and could not make the move. The meeting would be held in Colorado Springs on either date. After some discussion, it was agreed to move the meeting date to March 10th to avoid the Rocky Mountain Land Use Institute Conference. Michelle will not be in attendance, so Stan will run the meeting.

Libby & Scott said they are planning another Metro Area event at Black Shirt Brewing on March 7th from 5:00 to 7:00 p.m. The event will be a joint happy hour with ITE. They are also working on a small survey for the Metro Area members. They will use the results to focus their events on the Metro Area membership issues of interest.

8. Other Business

None

Meeting ended at 4:11 p.m.

Motion by Sarah to adjourn.

Second by Leah

Discussion: None

Vote: Unanimous

APPROVED MARCH 10, 2017