



# APA Colorado Board Meeting

## MINUTES

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Friday March 10, 2017

**Wilson & Company**  
**5755 Mark Dabling, Suite 220**  
**Colorado Springs, CO 80919**

The meeting was called to order at 2:06 p.m.

**Roll call:**

**Present:**

Michelle Stephens, President  
Stan Clauson, Past President  
Leah Dawson, Secretary/Treasurer  
Hillary Seminick, VP of Communications  
Allison Crump, Professional Development Officer  
Libby Tart Schoenfelder, Metro Representative  
Scott Bressler, Metro Representative  
Maureen Paz de Araujo, South Central Representative  
Eric Heil, Legislative Committee Co-Chair  
Susan Wood, Legislative Committee Co-Chair  
Paul Rosenberg, Public Official Representative  
Roxanne Borzo Bertrand, Student Representative  
Carey McAndrews, Faculty Representative  
Mark Williams, Southwest Area Representative

**Staff:** Shelia Booth, Chapter Administrator

**Absent:**

Nick Vander Kwaak, VP External Affairs  
Tamra Allen, Northwest Area Representative  
Seth Lorson, North Central Representative  
Anthony Avery, EPP Co-Representative  
Jonathan Cappelli, EPP Co-Representative  
Julio Iturreria, Western Planner Representative

**Guests:**

Lorin Crandall & Zareen Tasneem, APAS

**1. Opening Remarks – Stan Clauson, Past President**

Stan thanked everyone for attending.

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

**a. February 2017 Minutes**

Leah introduced the February 2017 minutes. She asked for any comments and Mark responded that he would like to have the minutes corrected to show that he was in attendance. Hearing no other comments, Leah asked for a motion to approve.

***Motion by Eric to approve the February 2017 minutes with correction noted.***

***Second by Mark***

***Discussion: None***

***Vote: Unanimous***

**b. February 2017 Financial Report**

Leah summarized the February 2017 financial report. She stated that Chapter assets totaled \$154,350.61 with a checking account balance of \$66,017.28 and savings balance of \$88,333.33. February had a net loss of \$6,369.37 with \$880.32 in monthly income and \$7,249.69 in expenses. The largest expenses for February included monthly payroll and legislative liaison payments as well as membership dues, airfare to the National Planning conference and accountant fees. Leah asked for comments and hearing none asked for a motion to approve.

***Motion by Maureen to approve the February 2017 financial report.***

***Second by Hillary***

***Discussion: None***

***Vote: Unanimous***

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

**a. 2017 Conference Planning**

Shelia said the committee was moving along. During the last meeting, several activities were suggested and committee members were asked to follow up with costs and logistics. The opening reception will be held at the Telluride Town Pavilion and the entertainment committee is working on the catering and activities to do during the event. Mobile tours have been identified and the logistics are being worked out. Finally, the committee chose the theme and Shelia will begin working with a designer on the logo. Shelia said there are four committed sponsors thus far and she hoped to have the Board help solicit in the upcoming months.

Shelia then said the call for sessions ended Monday and there were over 50 submittals. The PDO and the Professional Development Committee will begin reviewing them in the next week or two. The call for award nominations will close March 24<sup>th</sup>. She reminded the Board of the June 2<sup>nd</sup> meeting in Telluride/Mountain Village.

**b. National Reception**

Shelia said there was nothing new to report.

**c. 14<sup>th</sup> Annual Spring Transportation Symposium**

Shelia said the event is scheduled for April 7<sup>th</sup> and the session proposals are currently under review. Maureen is heading up that process.

**d. Rocky Mountain Green Conference**

Shelia said the Chapter was asked to partner with US Green Building Council again to promote the Rocky Mountain Green Conference April 26-28 in Denver. The partnership requires marketing of the event and in return the Chapter gets one complimentary registration and a discounted registration rate for all APA Colorado members.

**e. CM Sponsorship & CM Proposal Review**

Shelia summarized the process for CM sponsorship and CM credit review. She said all CM proposals are submitted to the PDO and reviewed by the PDO and/or the Professional Development Committee (PDC). The Board does not participate in the review process. The PDO and PDC also review all the requests for CM sponsorship. She noted that if the PDO approves a sponsorship request, it does not guarantee the CM approval.

**f. Other - None**

#### 4. Old Business

**a. Candidate Recruitment Policy Recommendations - Stan Clauson, Past President & Nominating Committee Chair**

Stan reviewed the history of the candidate recruitment issue and recommendations of the previous committee. After much discussion, the Nominating Committee agreed to the candidate selection policies below and are seeking Board approval.

1. Setting a limitation on the number of candidates on the ballot for each position.
  - 1) There will be no limitations on the number of candidates that can run for any given office.
2. Regarding the recruitment of two or more candidates for each position:
  - 1) If an incumbent chooses not to run for office, efforts will be made to recruit two or more candidates for the open seat.
  - 2) If an incumbent chooses to run for his/her office, the committee does not need to actively recruit a second candidate.

This does not preclude the inclusion of additional candidates on the ballot running against a declared incumbent should those candidates express interest in running as part of a global solicitation process.
3. To vet or not to vet candidates.
  - 1) Candidates will not be vetted by the committee.
  - 2) Voters will do their own "vetting" based on the candidates' statements.
4. Addition to and removal from the ballot
  - 1) All candidates must submit all required documents (candidate statement, photograph, etc.) by the Committee's established deadline. If they do not, their name will be removed from the ballot submitted by the Nominating Committee for the Board's approval.

Stan said the committee will review the process again after the recruitment window closes. Some items they may consider changing are:

- Adoption of APA National's candidate recruitment policy/process. These limits two candidates for each position but offers a petition process for anyone else.
- Opting out of APA National's candidate recruitment for the Chapter.

***Motion by Eric to approve and adopt the recruitment policy as presented.***

***Second by Libby***

***Discussion: Eric thanked Stan and the committee for their work on the policy. Paul asked for clarification regarding incumbents. If an incumbent is running, will we advertise that. Stan said the committee didn't address that specifically, but we can. Stan asked if it was a preference of the Board to do that and Paul said it was valuable information. Michelle and Libby thought it would be useful and Shelia said she could note it on the website somehow. Paul asked that this be added to the policy.***

***Eric and Libby agreed to the amendment.***

***Vote: Unanimous***

#### 5. New Business

**a. Annual Appointment of Planning Institute of Colorado Board – Shelia Booth, Chapter Administrator**

Shelia stated that in 2015, the APA Colorado Board chose to revise the PIC Board. The new PIC Board is comprised of five members of the APA Colorado Board with the PDO and Secretary/Treasurer of the Chapter Board to be automatic appointments. She said the

three other positions were open to any Chapter Board member and were annual appointments. She said the current PIC Board is comprised of President – Eric Heil, Vice President – Susan Wood, Secretary/Treasurer – Leah Dawson (automatic appointment), PDO – Allison Crump (automatic appointment), and Member at Large – Stan Clauson. She ended by stating that Eric, Susan and Stan were seeking reappointment.

***Motion by Michelle to reappoint Eric, Susan and Stan to the PIC Board***

***Second by Leah***

***Discussion: None***

***Vote: unanimous***

**b. Issues with Incorrect Member Placement in Areas Due to Address of Record – Stan Clauson, Past President**

Stan said that it was brought to his attention by an employee that the assignment of Chapter members to the various areas may have some issues and wrong assignments. The issue lies with the address of record that members use. His employee lives and works in Aspen which is the Central Mountain area, but the mailing address of record is located in Garfield County which is the Northwest Area. This member was placed in the Northwest Area when he should be in the Central Mountain area. This was discovered during the 2017 recruitment of candidates for the Northwest area. Stan suggested there may be others who are affected by this. He suggested that an email be sent to all members informing them of which area they are located based on their address of record. Members could then use this information to change their address of record to their work or home, depending on which area they feel they should belong.

The second issue Stan wanted to discuss was which area a person should belong to. Should it be the area where they live or the area where they work. If someone is an elected area representative, should they represent the area where they work or the area where they live. He pointed out that this issue affects Libby as she lives in the Denver Metro area but works in the North Central area. He asked if the Board should develop a policy that states you must live in the area you represent, or is this something the Board doesn't feel strongly about either way.

Michelle said the Board should craft a better description of member roles and responsibilities. She doesn't necessarily think it's better for home or work to be the standard. Libby chimed in that she feels more qualified to represent the Metro area since she knows it better and it's more convenient. She's only in Longmont a few hours a day and having after-work events would be an issue due to her commute. Shelia said that most of the area representatives make an effort to market their events to surrounding areas. Eric said it was ok for a member to pick work over home and vice versa if they can adequately represent the area they represent. Paul said he felt the address of record should reflect who is paying for the actual membership, not where you live. Susan agreed with Eric and said members should be able to pick who they feel they can best represent.

Stan summarized the discussion, noting there wasn't a strong consensus or concern from the Board to draft a policy on the issue. He reiterated his concern that some members are not aware of the area they have been assigned and asked Shelia if there was a way to inform everyone. Shelia said she could use the membership list and send out an information email. Michelle said it would be a worthwhile exercise as long as we inform them of their options to switch areas – use work or home mailing address. Susan asked if the members who are in the wrong area were not getting emails or other information and Stan said they were, but they would be getting information from the wrong Area representative.

There was a consensus from the Board to have Shelia email members based on their current member profile and offer them solutions to change areas should they request it.

The Board then discussed the possibility of having an "at large" member to represent the state as a whole.

**c. Low Income Housing Coalition Letter – Michelle Stephens, President**

Shelia stated there was a request to add the APA Colorado signature to the mass letter. Maureen stated the "robo letters" typically don't have any affect. Paul said the letter was too wordy and not personalized. Susan said sometimes it's the number of letters/signatures that helps sway the decision makers and not necessarily the actual letter wording. Eric said if we have interest to write our own, we could but if not we should move forward with the letter as drafted.

***Motion by Susan to sign the letter***

***Second by Eric***

***Discussion: Eric said if someone wants to draft a personalized letter, he would encourage it. Libby wondered if it should be a call for all members to act. Susan said we could post our position on the website.***

***Vote: Unanimous***

**6. Committee Updates:**

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

Roxanne introduced Lorin and Zareen. They did a short presentation on a request for Chapter funding of a spring break field trip. They reviewed the itinerary and said there would be seven students attending. APAS will fund \$1000 and they are asking for the Chapter to provide \$100-\$200 to cover the remainder of the expenses.

***Motion by Eric to provide half of the field trip expenses, not to exceed \$500 with a required follow up report from the students.***

***Second by Michelle***

***Discussion: none***

***Vote: Unanimous***

Shelia said she would work with Zareen to transfer the money prior to the field trip.

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

No report.

**c. FAICP Advisory Committee – Shelia Booth, Chapter Administrator**

No report.

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

Eric said they had Planners' Day at the Capital with 19 registered and 14 attending. The group had a legislative briefing, toured the capital and met with their legislators. He then stated there hadn't been a lot of activity this session and wondered if there should still be a legislative update at the conference. He noted the conference presentation is a good way to drum up support for the committee. Susan said there could be additional topics addressed during the conference session and that she felt it should still be kept.

**e. Nominating Committee – Stan Clauson, Committee Chair**

Stan summarized the work done by the committee thus far and said they will continue to reach out and recruit.

- f. **Outreach & Communications Committee –Nick Vander Kwaak and Hillary Seminick, Committee Co-Chairs**  
Hillary said the committee met the previous week and reviewed the social media plan. They will do an inventory of our usage and apply some management strategies. They hope to have a revised draft to the Board by April.
- g. **PIC Review Committee, Eric Heil**  
Eric said the Board had met and made assignments. They hope to do a full report to the Board in April or May.
- h. **Planners4Health – Libby Tart Schoenfelder, Board Liaison**  
Libby said the group is trying to keep momentum until the MOU between UC Denver and APA Colorado is signed and finalized. They will research the three communities. Rocky can't formally hire anyone until the MOU is completed.
- i. **Professional Development Committee – Sarah Davis, Committee Chair**  
Allison said she hosted the AICP Prep session and eight people attended. She can email updates to all those who weren't able to attend. She then said there were plenty of proposals for the conference and therefore no need to extend the deadline.
- j. **Sustainability Committee – Libby Tart Schoenfelder, Board Liaison**  
No report.
- k. **Youth in Planning – Michelle Stephens, Board Liaison**  
Shelia reported that there was a new chair, Wade Broadhead. They have a working session planned in Denver in April.

**7. Board Member Updates:**

Libby said the Metro Area Representatives had a happy hour with ITE and had about 40 to 45 people attend. She noted that most were ITE members.

**8. Other Business**

None

**Meeting ended at 3:36 p.m.**

***Motion by Eric to adjourn.***

***Second by Stan***

***Discussion: None***

***Vote: Unanimous***

**APPROVED May 19, 2017**