



# APA Colorado Board Meeting

## MINUTES

---

**Friday August 11, 2017**

**FasTracks Office (RTD)  
1560 Broadway, 7<sup>th</sup> Floor  
Denver, CO  
Express Conference Room**

The meeting was called to order at 2:01 p.m.

**Roll call:**

**Present:**

Michelle Stephens, President  
Stan Clauson, Past President  
Leah Dawson, Secretary/Treasurer  
Nick Vander Kwaak, VP External Affairs  
Hillary Seminick, VP of Communications  
Scott Bressler, Metro Representative  
Seth Lorson, North Central Representative  
Tamra Allen, Northwest Area Representative  
Maureen Paz de Araujo, South Central Representative  
Mark Williams, Southwest Area Representative  
Paul Rosenberg, Public Official Representative  
Susan Wood, Legislative Committee Co-Chair  
Eric Heil, Legislative Committee Co-Chair  
Anthony Avery, EPP Co-Representative  
Kate Lucas, Student Representative  
Julio Iturreria, Western Planner Representative

**Staff:** Shelia Booth, Chapter Administrator

**Absent:**

Anna Gagne Laybourn, Central Mountain Area Rep  
Allison Crump, Professional Development Officer  
Libby Tart Schoenfelder, Metro Representative  
Carey McAndrews, Faculty Representative  
Jonathan Cappelli, EPP Co-Representative

**Guests:**

Kris Valdez, Eagle County

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

Michelle thanked everyone for coming. She said she would give her remarks during the Board Member Updates at the end of the meeting.

**2. Plan4Health Final Report – Kris Valdez, Eagle County**

Kris thanked the Board for the ability to update them on the project. The last presentation had been done in January 2017. She gave a short summary of the final grant activities. (Presentation attached)

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

**a. June 2017 Minutes**

Leah introduced the June minutes. Michelle noted that "bus" was misspelled on page 2 in the Chapter Administrator report. There were also corrections to the Committee Updates section regarding updating Nick Vander Kwaak and Allison Crump.

***Motion by Scott to approve the June 2017 minutes with noted corrections.***

***Second by Nick***

***Discussion: None***

***Vote: Unanimous***

**b. June 2017 Financial Report**

Leah summarized the June financial report. She stated that the chapter assets at the end of June totaled \$157,914.27 with a checking account balance of \$69,563.22 and savings balance of \$88,351.05. She noted that June had a net loss of \$1,931.20 with \$4,281.39 in monthly income and \$6,212.59 in expenses. Expenses for June included travel and an event in the North Central Area. She then compared 2016 to 2017 and said the Chapter was behind in revenue with the largest portion in the sponsorship line item. She concluded by stating that Chapter expenses to date for 2017 & 2016 are comparatively similar with 2017 sitting at \$1,267.61 under 2016 expenditures.

***Motion by Stan to approve the June 2017 financial report.***

***Second by Susan***

***Discussion: None***

***Vote: Unanimous***

**c. July 2017 Financial Report**

Leah then summarized the July 2017 financial report stating by the end of July, the Chapter assets totaled \$229,984.66 with a checking account balance of \$141,629.11 and savings balance of \$88,355.55. She said July had a net income of \$71,405.63 with \$78,018.12 in monthly income and \$6,612.49 in expenses. She noted that expenses for July included travel reimbursements and an event in the North Central Area. Income included the first conference registration disbursement of \$75,569 and sponsorship income of \$1955.10. She concluded her report by summarizing the 2016 to 2017 comparison noting the Chapter is \$8,018.10 ahead in revenue with the largest portion in conference registration income.

***Motion by Eric to approve the July 2017 financial report.***

***Second by Maureen***

***Discussion: None***

***Vote: Unanimous***

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

**a. 2017 Conference Planning**

Shelia said conference planning was still on track. She reviewed registration numbers as of 8/8/17 stating that total registration was 353 with 320 of those full-conference registrations and the remainder one-day-only and sponsor registrations. Thus far only two students had registered but she expects that number to increase once school begins again. Eric asked how registration numbers compared to previous years and Shelia responded that they are tracking similar but just below Steamboat. She anticipates final registration around 425.

She then discussed sponsorship and said total commitments are almost \$24,000 with a little less than half of that paid. She asked the Board to complete their sponsorship phone calls before the end of the month.

She then said the award winners had been notified and the crystals would be ordered in August. She discussed the ceremony format, noting that the awards would be given out first, then the reception would begin.

Shelia then informed the Board that during a previous meeting with CML, she and Nick had learned of a cheap event app that CML had used. She will review the app and cost but thinks this might be a good move away from printed materials. Nick said the in-app pictures and posts don't go out to social media. They also noted that the app allows for push notifications if needed. Michelle said she felt if the price was right, this should be a move. National no longer prints a program and only uses an app and we should follow their change.

Anthony asked about more lodging and Shelia said she had secured Mountain Lodge but would not be seeking any other room blocks after that one fills.

**b. 2017 Meeting Dates/Location Update**

Shelia noted that she forgot to attach the updated meeting document to the packet. Michelle confirmed the next meeting will be in September at CU Denver and asked if we were providing lunch. Shelia responded that she could but wanted feedback on the start time and agenda. Eric suggested having Sol first then lunch with a start time of 11:30. Sol could speak until 12:00 or 12:30, then the Board could eat lunch and discuss the item from 12:30 – 1:30. Michell asked if the entire Legislative Committee should be invited and Eric said the participants who are consistent and do the bulk of the work are himself, Susan, Julio and Paul who are all on the Board. He said there are only four or five others that jump in periodically.

**c. ACSP Coffee Break**

Shelia said she had paid for the ACSP Coffee Break and had asked them if someone could man the table during the break. They said yes and asked for the names of the persons so they could provide name tags. Michelle noted that the goal of the sponsorship is to build a better relationship between planning schools and APA. Anthony said he might be able to go; Nick and Susan said they might as well. Shelia suggested reaching out to UC Denver professors as well to see if they would attend. Susan noted that many of APA executives are coming out for the conference and Stan asked if we could do more than just man the break. Susan suggested maybe a round table and Shelia said she would ask if there are other opportunities. Anthony said the conference is at the City Center Marriott.

## **5. Old Business**

**a. Work Plan Update – Michelle Stephens, President**

Michelle reviewed the action plan with the Board and explained the overall presentation. She said she had asked the Board to provide comments and updates and said a few did. She said the goal would be to provide this information at the Annual Board meeting and make that meeting more informational. She anticipates the meeting will be longer than usual and she would like to keep the document up to date as the year progresses. She then reviewed each item and asked for updates. *(below are notes from the discussion and may not be easily deciphered without the viewing the plan)*

- A-1: Discussed the national webhosting; discussion of when and if we should move.
- A-2:
- A-3: Shelia will ask all award winners to upload their projects to PlanFinder. Michele suggested placing it in a more prominent area on the website.
- A-4:

- A-5: There will be "New AICP" ribbons for those who passed the test. Stan mentioned "Members on the Move" from ASLA on the website. Milestone anniversaries suggested by Nick.
- A-6: Outreach & Communication Committee talked about it. Need to have an accessible list of all committees on the website. At the conference, all committees should give an update. Have committee meetings during the conference and specific committee tables so they stand out. Shelia said she had summary sheets and would share.
- A-7:
- A-8: Has the Chapter done this and so far, we have only used it with partnerships. There was money set aside in 2017 to ensure members can. Shelia said we need criteria/guidelines. Eric asked for clarification is this to help our members go to other conference and represent APA Colorado or others to attend our conference/events. Nick said the reciprocal agreements do that. Michelle said we could put some money in for the conference registrations this year. Eric said not this year but establish criteria for doing it in the future.
- A-9: Susan said she doesn't think the word is out that this is available. Eric said we might partner with DOLA and DCI and include CPAT. National has added funding for more CPATs this year
- A-10: Need to start tracking and track everything. Eventually have volunteer recognition and volunteer committee/manager. Specifically track APA Colorado volunteers at our events. Nick suggested a Google Doc to track. Ribbons for volunteers at conference. Log your own hours.
- A-11: Nick said they have been working through it and social media is in process.
- A-12: Nick suggested having a primary and secondary contact. Add to Board descriptions and define what it is. ITE, WTS, ACEC, etc. Cross list events and get more diverse attendance.
- A-13: Promoted but not to other groups. We will figure out the plan by the first of the year. Hold the event later in the week (Thursday) since legislators are busy legislating Monday through Wednesday. Next year's event will be April 5, 2018 and they are looking for a bigger space. No partnering on this event. Keep it just planning and announce at conference.
- A-14: Policy committee and have the results before the Legislative Update at the conference. Place it on the committee page. Have a draft legislative agenda for the conference. Try to keep on one page or legislature won't read it.
- A-15: No move
- A-16: Coffee ACSP; new connection at Stern School of law. Get a better relationship with DU. We did a board meeting there with RMLI and Lyndsey is happy to host another one. Eric agreed it was worth developing. EPP does resume writing and mentoring job/shadowing. Susan said that DU and UC Denver work together well. Nick said they had a program where you could get matched up with a professional planner. Stan suggested UC Boulder, Ft. Collins and Metro. Stan suggested getting a person to champion this. Michelle asked if Kate could help champion relationships with other schools. Promote APAS and APA Colorado. Stan said he's on the national education committee.
- A-17: YIP is developing a work program.
- A-19: Look at job descriptions; are they accurate; do they reflect what we do; do term links make sense. Shelia will send out job descriptions and have members redline.
- A-20: are we trying to grow our membership? Do members fall to us just because they are AICP or want to be AICP? We need to conduct the membership survey between Thanksgiving and Christmas. Request membership surveys from other Chapters.

- A-21: Mostly complete. Review process at the end of this cycle. New process deemphasized the role of the present FAICP members. They still need to have a minor role.
- A-22: do better job advertising CMS on events email
- A-23: Shelia said she wants to keep this one.
- A-24:
- A-25: Provide leadership training. Still need to consider this. More professional development.
- A-26: Q4 2017 conduct survey. Ask what we do and have them rank them.

The discussion and review ended with Stan stating it's great that Michelle put this together and is moving it forward.

## 6. New Business

### a. **Planning Institute of Colorado Annual Update – Eric Heil, PIC President**

It is productive, functioning and paying back APA Colorado without much oversight. The royalty payments and letters will go out in August. PIC will be informing them of the pending updates and requesting their assistance. The PIC Board looking for other presentations and videos to have a new and revamped way of presenting it. There is enough money in the bank to pay off the load, and the goal is to update the courses without taking out money from the Chapter. They will be contacting UC Denver to see if they can help with media. They would like to add water conservation, resiliency and historic preservation courses. The first update will set the template for the remainder of the courses. The goal is to expand the courses to others after the realtor courses are complete. Ideally, they could be used by public officials.

### b. **COSEIA Partnership Agreement – Shelia Booth, Chapter Administrator and Nick Vander Kwaak, VP External Affairs**

Shelia summarized the agreement and noted that some had mentioned the complimentary registrations should be one each.

***Motion by Leah to approve the COSEIA partnership agreement.***

***Second by Maureen***

***Discussion: None***

***Vote: Unanimous***

### c. **PDO Conference Expenses – Michelle Stephens, President**

Michelle summarized the request for the Chapter to pay for the Professional Development Officer to attend the state conference. She said that Allison's employer isn't paying for her to attend the conference and Michelle would like the Chapter to cover registration and lodging since she is required to be there for the Exam Prep Workshop. Eric said in his opinion, due to the circumstance it would be justifiable. Susan agreed but said it should not be expected every year. Paul said he doesn't think the Chapter should pay as we have a policy and budget in place to only send the President and Chapter Administrator. He said this rationale could be applied to other positions and it could be a bad precedent. For instance, the Legislative Committee Chair is required to do a session at the conference. Susan agreed, but said the Legislative Committee is different and that the PDO and the workshop are important for the organization. Susan said that if approved, it should be so noted that this is an exception. Paul said that if the Board approves it, the Chapter's current financial situation should be considered. We are currently below budget and this funding should not be part of a budget going forward. Nick suggested a future process that offers aid if your employer isn't paying. Stan said being on the Board is a prestigious thing and many non-profit boards require a financial contribution. He felt that paying your own expenses to be on the board seems to be a reasonable expectation and agreed the

approval would be a dangerous standard. The Board agreed that new board members should be made aware of the potential for expected expenses. Eric stated that the Board needs to understand that if you open the door to funding attendance, more will ask, and the Chapter can never pay for everyone.

***Motion by Eric to approve a one-time funding of registration and lodging for the PDO to attend the 2017 APA Colorado State Conference and the expenditure not to be included in the 2018 budget.***

***Second by Stan***

***Discussion: None***

***Vote: No Vote: Paul All others voted aye.***

**d. Annual Holiday Party – Eric Heil, Legislative Committee Co-Chair**

Eric informed the board that a few years ago there was a holiday happy hour at the ASLA Conference held at Jazz @ Jacks. He said he had researched venues and his band would be willing to play. The venue has a minimum food/beverage and the Chapter could cover that with one drink and appetizers for attendees. He suggested members, sponsors and some of our partners be invited. He suggested online registration of \$10 to get an attendance commitment. He concluded that Otten Johnson has offered to host the December 1st Board meeting and the party could follow afterwards.

***Motion by Leah to approve funding and organizing the 2017 Chapter Holiday Happy Hour on December 1<sup>st</sup>.***

***Second by Susan***

***Discussion: None***

***Vote: Unanimous***

**e. Chapter Administrator Annual Review – Michelle Stephens, President**

Michelle reminded the Board that a review had just been completed in March because it was late from 2016. She said she had asked the Board to provide feedback and all the responses were that Shelia was doing a good job. Susan said that at National wanted to have Shelia be involved in the discussions and that she does a good job of representing the Chapter. Susan then said she would like to discuss an issue related to the review and Michele asked for a motion to move into executive session.

***Motion by Stan for executive session.***

***Second by Eric***

***Discussion: None***

***Vote: Unanimous***

After discussion, the Board voted to table this item and bring it back with the Chapter Administrator's contract in September.

**f. Retirement Program in Chapter Administrator Contract – Stan Clauson, Past President**

Stan summarized the recommendation to create a retirement program for the Chapter Administrator. He said he had researched various programs that are available and found the 403. B and a simple IRA. He said the 403B is more complicated and like a 401k plan. A simple IRA has some limits but doesn't have any expenses to the organization and can have up to \$12,500 contributed annually. The employer can match up to 3% of the employee's salary. The deductions/contributions can be handled through QuickBooks. He noted that there are management fees to be paid by the employee and gave an example of the fees charged by Edward Jones. He felt those fees might be high and the Chapter could look at other providers. He concluded stating that the question before the Board is if it is interested in providing the retirement plan and is the employee interested in

contributing. He stated that the plan should be applied as an employee benefit and only apply after one year of service. Paul said he thinks this is a good idea and it should be part of the employee compensation program.

***Motion by Paul to incorporate a provision for an annual IRA into the Chapter Administrator contract.***

***Second by Maureen***

***Discussion: None***

***Vote: Unanimous***

Stan noted that the Chapter Administrator's contract should be reviewed, modified and approved at September meeting to incorporate the change.

**g. 2019 Chapter Conference Location – Shelia Booth, Chapter Administrator**

Shelia reviewed the hotel/lodging proposals along with the letters from the communities of Snowmass Village and Grand Junction. Shelia noted the lodging prices were the same; however, not all the attendees would be able to stay in downtown Grand Junction due to the lack of rooms. Some would need to stay on I-70 and have a 5-10-minute drive. Shelia then discussed her conversation with APA Arizona about a joint conference in Flagstaff. Michelle said she had a request from APA New Mexico to join them and Western Planner for the 2019 conference in Santa Fe again. Shelia said that could be an option, but the contract would have to be more equitable than last time. Shelia said she felt that a joint Western Planner conference should be held in Colorado or another state to be fair. Eric said the Chapter should move forward with Snowmass Village. Susan asked if 2019 was the same year we were looking at working with Western Planner. Julio noted that Western Planner is typically in August. The Board felt that Telluride would have been a good location for a Western Planner Conference. Susan suggested working with APA Arizona on a specialty conference on a western issue. Paul said he thought the lodging rates in Grand Junction were high considering online rates for the same dates this year are \$109 vs. their proposed \$159. The Board agreed that the rates given weren't great and felt there wasn't a group discount. Shelia asked if the Board would like to consider Grand Junction for the 2021 conference and they stated not now.

***Motion by Eric to move forward with negotiation of the contracts for the 2019 APA Colorado State Conference in Snowmass Village***

***Second by Leah***

***Discussion: Tamra reminded the Board that she had relocated to Grand Junction and she would like them to consider Grand Junction for 2021. She said there are a lot of good things happening in and around the area. They have two new hotels coming to downtown. She said that conference was just in Snowmass Village a few years ago and hasn't been to Grand Junctions since 2002. Paul said he agreed that it would be a good place for a conference, and they should be willing to sharpen their proposal with better pricing.***

***Vote: Unanimous (Tamra and Stan recusing themselves due to associations with the locations.)***

**7. Committee Updates:**

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

Kate said the students had a visioning meeting and planned all the events for fall. They plan on brown bag lunches and a series of lectures.

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

EPP will hold a parking day event in September. Anthony will bring a corn hole to the conference. He said elections will take place next month. If you have junior planners interested in leadership role, have them contact him.

c. **FAICP Committee**

Shelia said the committee has a conference call planned next week to check in.

d. **Healthy Communities Committee – Shelia Booth, Chapter Administrator**

The committee has met and are working on basics to get established.

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

Susan asked the Board if they wanted to run the water legislation again. She said Sol arranged a meeting with CML and CIC. The group talked about water legislation. She said that good things may come from the meeting. She said the committee had discussed educating legislators about water conservation the first year and then moving forward with water legislation the second year. She noted that educating would be more work that just putting the bill together again.

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

Nick talked about the Committee's work on the engagement plan and said they are almost finished with the social media element. He said they will work on marketing materials for board materials – business cards, name tags, pens, pins; banners; flyers; etc. The goal is to put together a box for each new board member.

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

Nothing further to report.

h. **Planners4Health – Libby Tart**

No report.

i. **Professional Development Committee – Allison Crump, Committee Chair**

Michelle read Allison's update: Of the 21 Colorado APA members that took the May 2017 Exam, 18 passed which is an excellent pass rate! We're gearing up for the November 2017 exam. An AICP prep session will be held at the APA Conference in Telluride and one will be held at UC Denver in September (date TBD, working with UC Denver).

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

No report.

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

Michelle said the committee is toolkit creation for teachers.

## 8. Board Member Updates

Shelia asked if Paul could attend and do opening remarks and welcome during the Planning Commissioner Workshop and he said he would attend.

Michelle discussed some upcoming and past events, updates from APA and meetings that she had over the summer:

- The DRCOG planning managers and directors breakfast stating that a hot topic was the anti-growth sentiment. This group talk about the issue philosophically and felt it should be addressed before it becomes an anti-government sentiment. If a community is becoming anti-growth, how does that impact planning?
- The Chapter Presidents Council (CPC) is working to secure a new online sharing site to replace basecamp. The new system should be in place this summer.



- Michelle and others met with EPA and discussed ways the two organizations can partners. One suggestion was to have them send information for our newsletter and website and the Chapter could help to promote the materials.
- Ken Schroepfel, UC Denver, emailed offering praise for the APAS Board. He felt they, once again, were planning amazing events and that the group gets better every year.
- Michelle will be attending an upcoming free technology event on September 14, 2017 from 6-8 p.m. discussing technology and urban planning.
- The Planning Policy conference will be held in D.C. on September 22<sup>nd</sup> through 26<sup>th</sup>. Susan is going, but most likely will not.
- APA Colorado is partnering with Adams County to offer CM credits for the September 22<sup>nd</sup> Planning Partners conference. They are currently accepting proposals.
- Voting for the Chapter, APA and AICP board positions ends September 7<sup>th</sup>.
- The 2018 National Planning Conference will be held in New Orleans from April 21<sup>st</sup> to 24<sup>th</sup>.

Stan said he had volunteered to serve on the session review committee for the 2018 Saving Places Conference hosted by our partner Colorado Preservation Inc. They have extended their deadline for sessions and asked the Board to forward that information to any historic preservationists they might know. He then stated that this was his last formal board meeting as he will be in Europe during the September meeting. His last official meeting will be during the conference.

## 9. Other Business

None

### Meeting ended at 4:34 p.m.

*Motion by Leah to adjourn.*

*Second by Scott*

*Discussion: None*

*Vote: Unanimous*

## APPROVED TBD

### Email Vote 9-5-17 by Seth Lorson, North Central Area Representative

Board – The City of Boulder is submitting their comprehensive plan for a National APA award. They have requested a letter of endorsement from the Chapter and I have agreed to write it if the Board agrees with the idea. The request came late last week, and the letter is due Thursday; therefore, I'm seeking a vote today from the Board approving the endorsement. I will provide a copy of the final letter in the packet for this Friday's meeting should you choose to approve the endorsement.

Seth E. Lorson, AICP

#### Discussion:

- Can you send a link to their Plan? - Michelle Stephens, AICP
- <https://bouldercolorado.gov/bvcp/draft-boulder-valley-comprehensive-plan> - Seth E. Lorson, AICP
- I thought the Plan needed to be completed/adopted to be eligible for APA award. Is the Plan adopted? Their website is a bit confusing. Thanks! - Michelle Stephens, AICP
- According to Lesli Ellis, it is adopted. Here's the language on the opening page of the redlined plan: 2015 BVCP Update - August 10, 2017 - Approved by: City Council (July 11); Planning Board (July 13); County Planning Commission\* (July 19); and the Board of

County Commissioners (July 26) \*The County Planning Commission conditioned their approval on a change to the amendment procedures tied to the Intergovernmental Agreement. The BOCC subsequently voted in support of these conditions. City Council will act on August 22. Further information is available at: [www.BoulderValleyCompPlan.net](http://www.BoulderValleyCompPlan.net). - Seth E. Lorson, AICP

- I'm not sure that we should be endorsing a plan where we have little or no time to review and are unaware of any issues surrounding its adoption. Why not let it stand on its own merits? - Stan Clauson, AICP, ASLA
- My 2 cents and you know I typically have an opinion. In the past (at least in the somewhat distant past), we have typically sent a letter of support for a national award nomination when requested. Last year, DOLA received a national award for their work on the 2013 floods and we did not even know they had submitted it. To me, that makes us as a chapter look "out of the loop" when we don't know what is going on among our members/jurisdictions within the chapter. I am glad Boulder asked us to provide a letter and if it comes down to a board vote on whether to send one, I will be a yes vote. I also hope they will submit for a chapter award next cycle. – Susan Wood, AICP
- Susan, Is that a motion? Cheers, Michelle Stephens, AICP
- Yes, it certainly can be. – Susan Wood, AICP

**Vote:**

- Motion by Susan for Chapter endorsement of the City of Boulder Comprehensive Plan nomination for an APA Award.
- Second by Leah
  - Yes – Susan, Leah, Seth, Michelle, Paul, Tamra, Scott, Maureen, Mark and Libby
  - No: None
  - Not voting: Stan, Hillary, Nick, Allison, Anna and Carey

**APPROVED SEPTEMBER 8 2017**