



APA Colorado Board Meeting

MINUTES

Friday September 8, 2017

CU Denver
College of Architecture & Planning
1250 14th Street
Denver, CO
320 C Conference Room

The meeting was called to order at 11:48 a.m.

Roll call:

Present:

Michelle Stephens, President
Leah Dawson, Secretary/Treasurer
Nick Vander Kwaak, VP External Affairs
Hillary Seminick, VP of Communications
Allison Crump, Professional Development Officer
Scott Bressler, Metro Representative
Libby Tart Schoenfelder, Metro Representative
Seth Lorson, North Central 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
Carey McAndrews, Faculty Representative

Staff: Shelia Booth, Chapter Administrator

Absent:

Anna Gagne Laybourn, Central Mountain Area Rep
Stan Clauson, Past President
Tamra Allen, Northwest Area Representative

Guests:

Sol Malick
Stephanie Fransen

Presentation by Peak Government Affairs

1. Presentation by Sol Malick

Eric asked the Board to do quick introductions then asked Sol to begin his presentation. Sol stated that he has been the lobbyist for APA Colorado for 10 years. He first represented the organization while working with his father, Charles Malick. He then took it over when his father retired. His father had represented the organization since about 1993. Stephanie then introduced herself stating she had been working with the organization since about 2014. They noted they are a bipartisan team (one Democrat /one Republican). Sol then reviewed the handouts he provided to the board. He stated that in general, he and Stephanie both represent the Chapter to

the elected officials of Colorado. In the Senate, the democrats have majority and republicans have the majority in the house which is why it's important to have both representations for the organization. In the off-session season, they do a lot of research and partnering. Sol stated that the overarching goal is to make APA Colorado the expert and go-to on issues on planning. He stated that he felt they had reached that point. He said he provides a weekly tracker and it has every bill the Legislative Committee is following and the status of the bill. There were about 60 on the list last year.

Sol said they are currently looking at the water conservation legislation. The overall intent of the last bill was acceptable to everyone, but unfortunately the bill was used by legislators to "pick" at each other. The goal is to get a baseline on water planning in Colorado. Sol noted that even though oil and gas is political, water is even more so. Eric and Susan are working on survey questions with CML and CCI regarding community regulations/planning/activities with water conservation - What are you doing and how? After they get responses from communities, the Legislative Committee, Sol and Stephanie can move forward and work for solutions. The goal is to come together on the message. They will also work to engage in some panel discussions and education on the topic. They noted that there was one democrat who would not share how he was going to vote on the bill and would not commit. He had supported the bill the previous year and then voted no the next time around. The only difference was his relationship with another legislator. Sol noted that it often happens that someone will vote based on their relationship and previous interactions with another legislator instead of voting on the merits of a bill.

Eric provided a summary on Legislative Committee activities including the legislative survey, the legislative agenda, and bill tracking. He said that during the session Sol will highlight anything that is of interest and the Committee will review it. The Committee will then pair it down to the bills they think are most important (about 30%) and then track them. The tracker will identify bills to monitor, oppose or support; noting that about 2/3 of the legislation is absurd and dies on its own. If needed, the Committee will have a planning expert go testify for or against a bill. They said that bills or interest seem to change year to year. The lobbyist is researching the bills and lets the committee know which ones they should prioritize instead of focusing on one that is dead. Sometimes we see bills before they even drop.

Stephanie discussed the bill tracking sheet that they get every morning. There are bills that are introduced throughout the session, even up to 3 days before the end of session. Michelle asked if APA Colorado has political sway and Sol and Stephanie both agreed that it does. Michelle asked what our sway was built on – membership numbers, our tie to communities. Stephanie said both. Sol agreed and added that we can make a lot of noise. Paul agreed that we should use the "noise" more.

There is rumor that a tabor bill is coming. Sol said that the voters' automatic response is "no." Paul said there might be another transportation bill. They discussed the last transportation bill and the lack of information to get it passed. Paul clarified that the bill wasn't to raise the tax; it was to put the item on the ballot for the voters to review. It died in finance even though it was the only true bipartisan bill submitted last session.

Sol and Stephanie said that they understand planning and what the professionals do, but most legislators don't have a clue. Most start with zero awareness as they are citizen representatives who don't have training in many of these issues. The politicians have to be educated on complex issues in a short time frame, so it's their job to educate them before others do.

Michelle asked if we had given an award to a legislator in the past and Susan said yes. Michele asked if there was someone that stood out to Sol and he said yes. He noted that politicians like

awards and recognition and that that builds capital with them. Michelle stated she would like to consider this again and Eric suggested doing it later.

Michelle then asked how the organization can be better at outreach and advocacy. Sol replied that we should reach out to the legislators as individuals. If they want to send staff, decline. Sol and Stephanie can also help set up the meetings for the board and members. They agreed that sitting down with policy makers and putting a face to planning is important. That's why testimony is so important.

Paul asked how many clients both Sol and Stephanie represent. Sol said he's between 15-20 clients and felt over 20 is too many. He said he shares 4-5 contracts with Stephanie and others. Stephanie said she had around 7 between her own and shared. Stephanie said she's been working with Sol for 4 years. Susan said she can attest that Stephanie is there and helps with testimony instructions.

Michelle asked what the big issues for 2018 will be. They replied that one was transportation funding in general. They did a poll on gas tax and it failed miserably even though there are many states raising the gas tax and Colorado's last gas tax increase was in 1991. They said that health care will also be an issue due to the national election results. Another issue will be water because there are so many issues to tackle. Sol stated there are about six bills introduced each year on various topics relating to water. Lastly, the construction defects may return because the last bill didn't do enough.

Sol then discussed the 2018 election. He said there were two big things to watch. First, the house is going to stay democratic (37-28 right now) and the Republicans will defend the senate. The Democrats only need to pick up one seat and the seat in question lies outside of Boulder. He said that even if the Democrats take the senate, it will remain conservative in nature because senate Democrats are moderate. Sol said the big one to watch will be the governor race. Ed Perlmutter put his name in the hat and made the Republicans nervous; however, Jared Polis has more money but is polarizing and seems to be taking the lead.

Libby asked if there was anything about hazard mitigation on the horizon and they said no; however, there will be public lands legislation. Eric asked if the public lands issue was more Governor's office than legislative, and Sol replied mostly yes. However, if the legislators want to grandstand on an issue, they can make a bill.

Sol and Stephanie thanked the Board for meeting with them and departed. The Board took a short break then move on to deliberations on the contract renewal.

Board Deliberations

1. Board Deliberations: Peak Government Affairs Contract Renewal

Paul said the first issue the Board needed to discuss was if it wanted and needed a lobbyist. If so, are Sol and Stephanie the persons it should contract with. Susan brought up proposed changes to the Legislative Committee through the appointment of members. Eric then identified the roll of the Committee for the Chapter. There was discussion about how to strengthen and reorganize the committee and suggestions to utilize students in law classes or interns to read bills.

The discussion then turned to whether or the Committee should focus on education or legislation. Should the Committee spend money on one, both or neither. The Board felt that should be a question directed to the membership as part of the upcoming survey. The questions posed should ask what the Legislative Committee should be doing and what dot members want from the Committee. The Board also said they needed to educate the membership on why the Committee is important and furthermore, educate legislators and the general public about planning.

The Board said they wanted to get accountability from the lobbyist. Specifically, they would like more information on where they are spending hours working for the Chapter over the year. They want to compare this with other lobbyists who provide the same services. The conclusion was that they wanted a clear Scope of Services, concrete evidence through hourly tracking and a monthly progress report. The Board would also like to have the lobbyists engage the Chapter's membership outside of the legislative session. They want to further investigate the potential of using students to review bills. They want to create an Advocacy Portfolio.

The consensus was that the Board is supportive of having a lobbyist but they want to set clear expectations. The Board wants to have someone manage the lobbyist in a more meaningful way and by integrating the Advocacy Portfolio, they could set a clear mission of the Chapter Board and the Legislative Committee.

Eric said he felt the Committee should read the bills but that would require a bigger, more consistent Committee to share the workload. The Board said they need to mobilize the membership and use the Area Representatives to do that. The conclusion was to renew the contract for one more year, but require a specific work plan and to show hourly allotments. The contract would be for the same budgeted amount. Eric stated that the Committee and Board need to be able to explain what we're doing and how that money is being spent. The Committee would add a section in the upcoming survey about the Legislative Committee, advocacy and policy. Eric said he would work with the Committee to provide the lobbyist a scope of work. Paul suggested having a legislative reception and the Board said it could be extended to each Area Representative to host one – Meet your representative happy hour. The event should include local officials as well and have the lobbyists help get the legislator to attend.

The Board reviewed the previous discussions and outlined the next steps with a consensus to.

- Change the contract to an hourly rate acknowledging that if something comes up over the year, the chapter might have to expend more for lobbyist services.
- Keep the same budgeted amount. No increase.
- Draft a Scope of Services
- Require monthly progress reports, not just bill tracking

Eric said he would work on the revised contract and bring it back to the Board for review in November or December. Shelia asked the Board to address payments for the remainder of the year.

Motion by Eric to approve a two-month payment extension, with a new contract to be approved by the Board in January and reviewed in November or December.

Second by Allison

Discussion: None

Vote: Unanimous

The Board took a short break then reconvened for the Board meeting.

Meeting was called to order at 2:10 p.m.

1. Opening Remarks – Michelle Stephens, President

Michelle turned it over to Paul. Paul shared with the Board that he has stage 4 cancer but will remain on the Board. The Board wished him well and was glad to hear he was doing well.

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

a. August 2017 Minutes

Leah introduced the August minutes. She asked for questions and comments and the Board pointed out a few typos and incorrect references. Shelia said she would make the corrections.

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

b. August 2017 Financial Report

Leah summarized the August financial report. She stated that the chapter assets at the end of August totaled \$266,089.55 with a checking account balance of \$177,729.50 and savings balance of \$88,360.05. She noted that August had a net income of \$33,133.73 with \$55,531.12 in monthly income and \$8,755.02 in expenses. Expenses for August included events, award crystals, and conference expenses. Income included the membership dues, conference registration, sponsorships, job postings and law book sales. She then compared 2016 to 2017 and said the Chapter was doing slightly better than 2016 now.

Paul asked why the assets were so much different between 2016 and 2017 and Shelia replied that it was tied to the grant monies received. They are not included in the APA accounting for the budget but are included in the assets.

***Motion by Paul to approve the August 2017 financial report.
Second by Libby
Discussion: None
Vote: Unanimous***

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2017 Conference Planning

Shelia stated that registration was at 353 as of September 6th. She said she felt they would reach 425 for the conference. She said sponsorship commitments total \$29,045 with just a few outstanding payments remaining. She reviewed credit card fee losses but said it was still important to offer this form of payment for sponsors.

Shelia then discussed the App and asked the Board if they had downloaded it yet. She said she was reviewing the material that had been uploaded and hope to go live to attendees after registration closed. She said she was hoping to find someone to take over the App during the conference to do push notifications and sponsors posts for the sponsors. She said there was a placeholder in the About section for Board member contact, annual report and other things if time permitted. Kate said she would ask if a student was interested in working on the App. Shelia then stated that although she would not be printing a full program this year, she would have a few one-page schedule for people to use.

Shelia discussed the awards program and said she had not heard from Anna about the program yet. She did not have any leads on a volunteer for the videos.

Shelia concluded by informing the board that the hats were in production and since the original patches were too large, she will use those for other items. She also asked if anyone who arrived early would come help put packets together on Tuesday afternoon.

b. Annual Report & Annual Board Meeting

Shelia said she was hoping to start work on that in the upcoming week and the goal was to have a printed report for conference attendees. The report would also be posted online for all members to access. She said she had a few, including Maureen's which she had distributed to the Board as an example of what they could do.

Michelle then talked about the annual meeting during the conference. She said her goal was to spend more time introducing people and letting people get to know who we are and what we do. She reviewed the draft agenda and proposed power point slides.

c. **Other** - None.

4. Old Business

a. **Chapter Administrator Annual Review & Contract Amendment – Michelle Stephens, President**

Michelle reviewed the previous meeting's discussion about staff's annual review and the recommendation to investigate a possible pay increase and updates the contract. Michelle suggested five changes: 1) updated terms throughout for consistency, 2) make clear references to annual conference, 3) change language in "Duties" section to allow the Board or President to assign tasks, 4) added clause in the "Benefits" section for the IRA contribution by the employee, and 5) Update the "Annual Performance Review" section to reference the Denver/Boulder/Greeley CPI. She said she had also added a sentence that would allow the board to authorize a bonus if they wanted.

Michelle said she was proposing 4.8% salary increase for 2018 (2.8% for CPI/2% for merit) for a total increase of \$1,872. She said the 3% IRA contribution totaling \$1,226, would need to be added to the 2018 budget. She concluded by stating she would like to table the discussion regarding a performance bonus until after the conference. Susan asked if the raise and other changes would go into effect January 1, 2018 and Michelle confirmed that was correct.

***Motion by Seth to approve the contract changes and wage increase as submitted
Second by Libby***

Discussion: Susan asked when this would come up again and Michelle said annual reviews are to be done each August. She clarified that staff's performance review is to be done each August but changes to merit or contract can be done at any time.

Vote: Unanimous

5. New Business

a. **Dinner with APA – Susan Wood, Legislative Committee Co-Chair**

Susan said that ACSP conference will be in Denver in October and the Chapter is sponsoring a coffee break. She said that some APA National representatives will be in town and they have time on Wednesday, Oct 11th to meet with the Board. If the Board would like to do so, APA has set aside time on the 11th for dinner following a reception. APA is working to strengthen the bond with the academic community and students and this dinner might be an opportunity to build our relationship as well. If the Board decides to do the dinner, it would need to pay for the event. She said she proposes that the dinner be open for all board members to attend if they desired. She estimated the cost to be around \$800. The Board discussed if other people should be invited and various venues to have the dinner. The consensus was that anyone who wanted to come from the Board should be allowed and that the Chapter would pay for the dinner.

***Motion by Hillary to Fund the expenditure for the dinner not to exceed \$1000 on
Wednesday, October 11th.***

Second by Leah

Discussion: None

Vote: Unanimous

6. Committee Updates:

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

Kate said they had their first APAS meeting the Tuesday prior with about 30 attendees. Their goal is to involve 2nd year students more this year. She said there was a lot of interest in the conference and she would start working on the volunteer sign up. She then said the Committee will be doing the job shadowing program again and said to contact her if your organization is interested in hosting. Nick suggested advertising the job shadowing on social media.

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

Anthony said there's been a little fatigue with the event planners and they lost a few events because of that. He said he was still planning on making the cornhole board for the conference. He then stated there is an event scheduled on the 16th to tour of a grow facility in Aurora with the marijuana facility zoning enforcement planner. EPP is looking for new board members starting on November 1st. He said there will not be an election due to lack of participation. Carey asked if EPP had community service as part of its mission and Anthony confirmed that they have done Cranks Giving in prior years. Shelia asked about satellite groups and Anthony said he would like to reach out during the conference to have state wide representation.

c. **FAICP Committee**

Shelia said the Committee was moving forward with their individual applications. There would be a peer review by FAICP members who are not on the committee towards the end of September. The applications will be submitted the week after the conference.

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

Shelia said she had missed the last conference call but the group is still working to establish mission statement, vision and actions. Susan said she had participated on a conference call with the Committee and thought they were doing well. She said they discussed that the Committee could be the clearing house for all things dealing with health and healthy communities, including grants. She felt that was a good idea.

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

No additional information to report.

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

Hillary and Nick said they had been discussion general marketing materials for board members and would like to standardize what new board members get. They didn't identify what those are yet, but felt it would be helpful to have a standardized list. Shelia asked if we should create an Instagram and the Board thought it might be a good thing to roll out at the conference. Hillary said she was still looking to have someone to run social media platforms. Kate said she would ask if there was a student interested in that.

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

No report.

h. **Planners4Health – Libby Tart**

Libby and Michelle said the students are going to the Policy & Advocacy Conference in DC and the state conference in telluride. The group has received an additional \$2500 and are currently focused on a networking summit to bring in allies. The summit is planned for spring

2018. Rocky is working on the website and taking the reports, matrix, and questionnaire to have as resource. The group will meet again next Thursday.

- i. **Professional Development Committee – Allison Crump, Committee Chair**
Allison will have two training sessions for the fall test. One at the conference and one toward the end of September. She felt she needed to add the September one since Telluride was so far away.
- j. **Sustainability Committee – Libby Tart Schoenfelder, Board Liaison**
Libby said the Committee had inquired why their session wasn't chosen this year. She said the Committee said they had always been given a time slot but didn't receive one this year or last year. Susan said the Divisions used to have a "by-right session at the National Planning Conference, but APA has decided not to do that anymore. Shelia said the submittal didn't identify itself as coming from the Sustainability Committee; however, Shelia also said that the Professional Development Officer and Committee had discussed the issue in previous years and didn't think it was right to guarantee a spot for committees or partners if the sessions are not good. She said that the session wasn't chosen this year because it didn't rank high enough on the review charts. Scott confirmed that he wasn't aware that the Committee had submitted anything but that the Professional Development Committee had reviewed all the sessions and ranked them. Libby said the Sustainability Committee would like to have feedback on why their session wasn't chosen. The Board discussed the session selection process and compared it to the Awards process. Scott and Shelia both said that there are more sessions turned in that awards nominations and crafting emails with information on why a session wasn't selected would be time consuming. Scott said he would talk to Allison and the Professional Development committee about options for next year.
- k. **Youth in Planning – Michelle Stephens, Board Liaison**
No update.

7. Board Member Updates

Carey relayed the results of the MURPAA elections. Shelia said she had spoken with the newly elected President and he was looking forward to doing partnering with APA Colorado in the next year.

8. Other Business

Susan said the advanced AICP certification will be ending; however, those that have their designation can keep it. There will be one last test in January. She said that APA decided there weren't enough people wanting it to justify the expense. Maureen said people were discouraged because the tests were too hard. There has been discussion about how to deal with those that have earned the designation.

Susan said that AICP Candidate Pilot program was announced and will open in November. Students in their final year of a PAB certified school will be able to apply.

Michelle said she would like to have the new board members meet the board before the annual board meeting.

Meeting ended at 4:34 p.m.

Motion by Scott to adjourn.

Second by Hillary

Discussion: None

Vote: Unanimous

APPROVED TBD

Email Vote 10-11-17

Hi Board,

Thank you everyone, especially Shelia, for a tremendous state conference!! I received a lot of "thank you' s" and "well done" and zero complaints. Now that the conference is over I have a couple of items that I would like the Board to consider.

The first is contributing to a Kickstarter Campaign for the creation of a **Diversity Dashboard** for local government. This item is time sensitive as the campaign ends in 10/31. You can find more information here: <https://www.kickstarter.com/projects/227502422/local-government-diversity-dashboard>. **I am asking the Board to make a motion and approve a contribution of \$100 or more.** As part of our commitment to diversity in our profession I think this is an important initiative to support.

The second is a contribution to the **APA Foundation**, specifically for hurricane relief. This hurricane season has been tremendously destructive and the APA foundation has pledged a dollar for dollar match of any contributions through 12/31 to the Community Assistance Fund. **I am asking the Board to make a motion and approve a contribution of at least \$500.** If the Board would prefer, we can table this topic to our next meeting, as we have until 12/31 to take advantage of the match (however, I think the money is needed now to support those affected most).

Although we have not budgeted for these donations, our accounts are healthy and I believe it is important to contribute to our larger community and make a statement about our commitment to diversity.

Thanks for your consideration.

Michelle Stephens, AICP - President

Motion by Seth to:

1. Donate \$100 to the local government diversity dashboard initiative.
2. Donate \$500 to the APA Community Assistance Fund for hurricane relief.

Seth E. Lorson, AICP | North Central Area Representative

Second by Susan

Both are very important.

Susan Wood, AICP | Legislative Committee Co-Chair

Vote:

Yes (12): Michelle, Seth, Maureen, Susan/Eric, Tamra, Scott, Nick, Libby, Leah, Mark, Paul, Stan

No (0): None

Did Not Vote (3): Hillary, Allison, Anna, Carey

APPROVED NOVEMBER 3 2017