



APA Colorado Annual Board Meeting

MINUTES

Thursday October 5, 2017

Telluride Conference Center
Mountain Ballroom
1250 14th Street
Denver, CO
320 C Conference Room

The meeting was called to order at 8:10 a.m.

Roll call:

Present:

Michelle Stephens, President
Stan Clauson, Past President
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
Tamra Allen, Northwest Area Representative
Maureen Paz de Araujo, South Central Representative
Mark Williams, Southwest Area Representative
Seth Lorson, North Central Representative
Susan Wood, Legislative Committee Co-Chair
Anthony Avery, EPP Co-Representative
Kate Lucas, Student Representative

Staff: Shelia Booth, Chapter Administrator

Absent:

Anna Gagne Laybourn, Central Mountain Area Rep
Leah Dawson, Secretary/Treasurer
Carey McAndrews, Faculty Representative
Julio Iturreria, Western Planner Representative
Paul Rosenberg, Public Official Representative
Eric Heil, Legislative Committee Co-Chair

Guests: None

1. Welcome & Introductions – Michelle Stephens, President

Michelle discussed the current matching funds campaign by APA for the APA Foundation for Hurricane relief efforts. She encouraged all members to participate. She then informed those in attendance that October is National Community Planning Month. She encouraged all planners to do something personally or in their community to celebrate the occasion.

Michelle then introduced the Board members. She thanked the outgoing members, Stan Clauson, Seth Lorson and Tamra Allen. And asked if they would like to say something about their time on the Board. Stan highlighted changes to the Chapters FAICP nomination process, the candidate selection process and updates to the Chapter Administrators contract. Seth stated he had enjoyed his time on the Board and was looking forward to his time away. Tamra thanked the Board for their hard work.

Michelle then introduced the two new board members, Melanie Sloan, North Central Area Representative and Ethan Mobley, Northwest Area Representative.

2. Secretary/Treasurer's Report – Stan Clauson, Past President

a. January-September 2017 Financial Report

Stan reviewed year-to-date income and expenses as compared to 2016. Income for the Chapter as of September 30th was \$212,389.03 and expenses were \$95,725.28. He noted that most of the income has been from conference registration, sponsorship and membership dues. Expenses thus far do not include the conference with the majority thus far going to staff and the legislative liaison. He concluded that on average, the Chapter ends with about \$5,000 left in unused funds and compared to 2016 the Chapter is doing better. He asked the Board if they had any comments, and hearing none, he asked for a motion to approve.

Motion by Scott to approve the 2017 financial report as presented.

Second by Allison

Discussion: None

Vote: Unanimous

3. 2016-2018 Strategic Plan Update – Michelle Stephens, President

Michelle introduced the 2016-2018 Strategic Plan. She started with the mission statement for the Chapter, followed by the organization's vision. She then highlighted that the plan has six overarching goals and 26 action items. She identified several areas where the board and organization have met the action items. Michelle then highlighted the action items the board planned to undertake in the next year and encouraged members to help by participating on committees, completing surveys, or holding events.

4. Committee Updates:

a. APAS Student Committee – Kate Lucas, Student Representative

Kate said the students had met and established their vision for the 2017-2018 year. She said they are moving forward with the job shadowing program and she thanked the businesses and organizations that have volunteered to host a student.

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

Anthony summarized the definition of an EPP member then talked about the 2017 accomplishments. They partnered with Denver Does Design, hosted over ten events and increased membership and participation by 20%. For 2018 the committee will be working to establish a mentorship program and are looking for statewide representatives to expand their reach across the state.

c. Healthy Communities Committee – Shaida Libhart, Committee Member

Shaida introduced herself and stated that the committee was new and just getting up and running. They have held three meetings and are working to identify specific activities for the fall. They are also identifying overlaps between the various alliances, committees and other professional organizations so they can reach out and not duplicate efforts. She invited anyone who was interested to contact her or the committee chair for more information.

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

Susan said the Legislative Committee is the voice of APA Colorado to policymakers and that they advocate on behalf of the Chapter. She summarized when the committee meets and discussed their upcoming survey to establish the 2018 Legislative agenda. She concluded with information about the 2018 Planners Day at the Capital in April.

- e. **Outreach & Communications Committee –Nick Vander Kwaak and Hillary Seminick, Committee Co-Chairs**
Hillary discussed the various items the committee is currently working to accomplish relating to communication. She said they had drafted a social media plan and hope to implement it in 2018. She noted that many of the action items on the 2016-2018 Strategic Plan have been assigned to the committee and she encouraged members to get involved to help. Nick then discussed the possible future move to the APA website.
- f. **Professional Development Committee – Allison Crump, Committee Chair**
Allison said the committee has been busy this year and summarized the various activities including session selection for the conference, AICP exam workshop and review of the many CM events. She highlighted the 2017 accomplishments and 2018 goals.
- g. **Sustainability Committee – Libby Tart Schoenfelder, Board Liaison**
Anne Miller, Committee Member reported on behalf of the committee. She said the committee has been around for several years and hold educational workshops and seminars throughout the year. They have collaborated with various organizations on these events. For 2018, the committee plans to continue to host activities to support membership and to develop committee leadership opportunities.
- h. **Youth in Planning – Michelle Stephens, Board Liaison**
Michelle stated that this Youth in Planning Committee is new but a hard-working group. They have monthly calls and are working to create a tool kit for grades K-12 for planners to take into their local schools to educate students, within the state curriculum, about planning. They hope to have that in place by 2018. They will also be looking at planning activities for youth.
- i. **New Committees – Michelle Stephens, President**
 - 1. **Diversity Committee** – Michelle stated that APA is committed to diversity and the Chapter will be joining this effort by establishing a Diversity Committee. She said she has already reached out to a few members to take on the charge.
 - 2. **Sponsorship Committee** – Michelle stated that the Chapter will be putting together a committee to review the current sponsorship opportunities and to overhaul the program as needed. She noted that the Sponsors are key in funding the conference and other chapter activities throughout the year.
 - 3. **Membership Committee** – Michelle noted that the Chapter will be doing a membership survey towards the end of the year. The results will be reviewed by the membership committee and members will consist of board and non-board members.

5. Other Business - None

Meeting ended at 8:34 a.m.

Motion by Stan to adjourn.

Second by Tamra

Discussion: None

Vote: Unanimous

APPROVED NOVEMBER 3 2017