



APA Colorado Board Meeting

MINUTES

Friday November 3, 2017

**AECOM
Downtown
749 Main Street
Denver, CO 80027
Spruce Room**

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

Roll call:

Present:

- Michelle Stephens, President
- Nick Vander Kwaak, VP External Affairs
- Hillary Seminick, VP of Communications
- Libby Tart Schoenfelder, Metro Representative
- Scott Bressler, Metro Representative
- Melanie Sloan, North Central Representative
- Maureen Paz de Araujo, South Central Representative
- Mark Williams, Southwest Area Representative
- Paul Rosenberg, Public Official Representative
- Carey McAndrews, Faculty Representative
- Susan Wood, Legislative Committee Co-Chair
- Eric Heil, Legislative Committee Co-Chair
- Kate Lucas, Student Representative
- Anthony Avery, EPP Co-Representative
- Staff:** Shelia Booth, Chapter Administrator

Absent:

- Ethan Mobley, Northwest Area Representative
- Julio Iturreria, Western Planner Representative
- Anna Gagne Laybourn, Central Mountain Area Rep
- Allison Crump, Professional Development Officer
- Leah Dawson, Secretary/Treasurer

Guests:

1. Opening Remarks – Michelle Stephens, President

Michelle thanked everyone for coming and AECOM for hosting in their downtown office. She introduced the three new board members, Melanie Sloan – North Central Area Representative, Ethan Mobley- Northwest Area Representative and Brandon Jenson – EPP Representative.

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

a. September 2017 Minutes

Leah introduced the May 2017 minutes. She asked for questions or comments, and hearing none asked for a motion to approve.

Motion by Scott to approve the September 2017 minutes.

Second by Mark

Discussion: None

Vote: Unanimous

b. October 2017 Minutes

Leah introduced the October 2017 Annual Board Meeting minutes. She asked for questions or comments, and hearing none asked for a motion to approve.

Motion by Susan to approve the October 2017 minutes.

Second by Mark

Discussion: None

Vote: Unanimous

c. September/October 2017 Financial Report

Leah summarized the financial report for months September and October 2017. She stated that Chapter assets as of October 31st totaled \$264,089.11 with a checking account balance of \$175,720.20 and savings balance of \$88,368.91.

Leah stated that September had a net income of \$7,610.27. The monthly income of \$33,563.32 was mostly from registration but also included Chapter Only Memberships, Plan4Health grant and payments for the NPC Reception from APA NM, UT and AZ. Leah stated that the total expenses for September were \$25,953.05, including monthly payroll and legislative liaison payments, travel reimbursement, events and conference payments.

Leah then summarized October financials noting a net loss of \$361.82. She said the monthly income totaled \$25,513.45 with the majority again coming from conference registration and sponsorships. Other income included the 3rd quarter membership dues from APA for \$15,213.96. She said monthly expenses were \$23,875.27 and included monthly payroll, legislative liaison payments, and some conference payments.

Leah concluded the summary noting that Year-to-date, the Chapter has a net income of \$110,894.91 compared to \$58,356.89 in 2016. She noted that the 2016 conference was later in the year and impacted comparisons until the end of the year. She and Staff anticipate that the end-of-year income for 2017 will be significantly higher than 2016 due to more income from the conference and higher membership payments from APA. She asked if there were any questions, and hearing none asked for a motion.

Motion by Scott to approve the September/October 2017 financial report.

Second by Nick

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2017 Conference Wrap-Up (Part 1)

Shelia stated that she is still working to reconcile the financials for the conference. She said has not received the final invoices from Peaks or Telluride Conference Center but anticipates they will be around \$30,000 and \$50,000 respectively. With those anticipated amounts, she believes the conference will net a profit around \$40,000.

Shelia then stated that the conference survey has been distributed and will close on November 3rd. The full results will be provided and discussed at the December meeting.

b. 2018 Spring Transportation Symposium

Shelia informed the Board that the Springs Transportation Symposium organizing committee had contacted stated it was APA Colorado's year to lead the event team. She said the committee had not yet booked a venue and she told them it could not be in or

around the time of the National Planning Conference again, or APA Colorado would not be able to take the lead. She then discussed this year's hiring of CIG, an event planning organization to lead the committee. The hiring was done by WTS and cost \$10,000 which was a reduction in the amount of money that would be provided to each organization for the scholarships. Shelia said her recommendation, with the Board's approval, is to take on the event and not use CIG so that more money can be used for scholarships. Shelia then mentioned that she had talked with Michelle about hiring an intern to assist her next year and this might be a good job for them as well.

Shelia said that Maureen was APA Colorado's main representative last year and that she did a lot of work on the program and printing the past two years. Nick said he had spoken with a WTS representative and they said they had hired CIG to reduce the amount of work on the committee members. Shelia and Nick agreed that there should be a joint discussion about the use of CIG with the committee. Shelia said that in her conference call with some of the committee members, some expressed that they didn't like the loss of funds for scholarships but did feel some of the work was reduced. Maureen said she didn't notice that her level or work was reduced any. The committee noted they could speak this year and that CIG manned the registration desk, freeing up their time. Scott asked if there was paid staff from the other organizations, and Shelia said no. APA Colorado is the only organization with a paid staff on the organizing committee. Susan said she had participated in the past and that all organizations participate evenly with the tasks. Susan agreed that we should be the lead agency this year and Nick concurred that it helps with our partnership.

The consensus from the Board was to take on the lead role for the 2018 event and to discuss the use of CIG with the organizing committee and allow them to decide if they are to be used again in 2018.

c. 2019 Conference Venue:

Shelia informed the Board that Snowmass could not confirm the wine festival weekend dates. Since the discussion and decision to move forward with the Snowmass proposal was tied to that option, she said she wanted to inform the Board of the issues. She summarized the previous motion by the Board that did not identify specific dates and suggested keeping either of the September dates to ensure the mountain would still be open to provide more eating and recreation options for attendees. Susan asked about APA's Fall Policy Conference which typically falls toward the end of September. Shelia said she had asked for those dates, but APA didn't have them set yet. APA said they would not set those dates until the new conference director was hired. The Board agreed to keep the Snowmass location and to move forward with the September dates, trying to avoid the fall policy conference dates.

4. Committee Updates

a. APAS – Kate Lucas, Student Representative

Kate said they had a great turnout at the state conference and that students had also volunteered for the ASASP Conference. She then said they are coordinating some events with EPP and MURPAA. Michelle said she had talked with the new Dean of College of Architecture and Planning, who happens to be a planner and not an architect. Michelle informed the Board that there are seven (7) Capstone projects being presented and there would be around thirty in the spring around the week of graduation. She said there wasn't enough time to coordinate and event for the fall presentations, but she was working with CU Denver to organize and event, hopefully with MURPAA for the spring. Students will have posters out and the plan is to host a reception and networking event on a Tuesday evening.

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

Anthony introduced Brandon Jenson who will be taking over for Jonathan. Brandon will be the primary representative attending Board meetings and he works for the Department of Labor and Employment. He is a recent graduate of Missouri State and was a Student Representative there. Anthony then stated that there is a totally new EPP Board. They have also acquired Nate Schulz to serve as the Central Mountain Area Representative. They will work with him to figure out the best way to make the satellite groups work and then extend it to other areas as interest is established. Anthony then said they have two events coming up. The first is Cranksgiving on Nov 18th and the second is a holiday party at Anthony's apartment on December 15th. Anthony concluded stating the first EPP Board meeting will be Saturday the 11th where they will have a three-hour session for strategic planning and budgeting.

c. FAICP Advisory Committee – Shelia Booth

Shelia said all three applications were submitted successfully. Notification should arrive in January or February of 2018.

d. Healthy Communities Committee – Shelia Booth

Shelia said the committee had another meeting but only two people attended. They have drafted a task list and prioritized it for the upcoming year. Michelle asked if committee pages could be added for the new committees and Shelia said she would work on that with the Host Works. Anthony said EPP has two communication chairs who might be interested in helping with the website. Nick asked Anthony to have those two join his OC committee as well.

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

Susan said she had no report. She stated that the 2017 Legislative Survey had gone out and it would be open for a few weeks. The results will establish the 2018 Legislative Agenda. Paul said he liked the new survey which only required ranking your top ten. There was discussion on rating the top 6 instead of 10, since the Committee only focuses on the top six throughout the year.

Michelle asked about the legislative liaison's scope of service and when the Board might see the new contract. Susan said that Sol had sent out a few meeting requests and they will be meeting with him to move forward with the information. She said they hope to have both items on the December 1st agenda. Michelle said she wanted to have a set of metrics to measure his performance. Paul said he felt it was interesting that most people feel the legislature isn't doing much so they are dropping their lobbyist. He and Susan agreed that lately all the action happens in last two-three weeks.

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

Nick said he had no specific updates and was happy to possibly add new committee members from EPP. He said he had also received interest at the conference from a few people interested in joining. He said typically there are only 3-4 people on the calls. Michelle asked if there had been any discussion regarding Board member swag – pens, banners, flyers, etc. Shelia said most of the table top banners had been distributed to area representative but that she and Nick should meet and propose a line item for the 2018 budget.

g. PIC Board - Eric Heil, President

Shelia said the Board had not met in a few months, but they were focusing on finding inexpensive ways to improve the class format. She said the system is still working,

brining in money and that she had sent royalty payments. The payments included a request for help in updating and changing things.

h. Planners4Health Task Force – Libby Tart-Schoenfelder, Task Force Liaison

Libby said that she and Rocky had a successful webinar and are now gearing up with the students to put together the collaborative piece. Shelia said all the money from the grant has been spent.

i. Professional Development Committee – Allison Crump, Chair

Shelia noted that the AICP Candidate program opened November 1st. She suggested that Allison or someone else provide an information session to the MURP students.

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

No report.

k. Youth in Planning – Michelle Stephens, Board Liaison

Michelle said the committee met after conference and divided up tasks.

5. Old Business

a. Annual Report – Michelle Stephens, President

Michelle said the annual report requirement is coming from APA. Shelia said she had drafted the report and had input the reports provided to date. She said the report should include summaries from all the board members, representatives and committees. She asked the Board to provide their summaries by November 17th.

6. New Business

a. 2018 Budget Committee – Leah Dawson, Chapter Administrator

Leah said she was looking for a few volunteers to help draft and review the 2018 budget. Shelia, Michell and Leah would be on the committee and she would like to have one or two others. Melanie and Paul volunteered to help.

Motion by Leah to form the 2018 Budget Committee with Michell, Shelia, Melanie, Paul and herself.

Second by Susan

Discussion: None

Vote: Unanimous

b. Membership Committee – Michelle Stephens, President

Michelle said the request was to form a membership committee to help Shelia draft the membership survey. Shelia said her goal was to provide a draft survey for the committee to review, then after the survey was closed, the committee would help review the results and establish the action list. Shelia said the committee could change after the survey if needed and that she saw it being an established committee from here on out. Shelia asked if there were any volunteers and Leah, Maureen, Scott, Libby, Brandon, and Michelle volunteered. She asked each volunteer to provide the name of one non-Board member to also serve on the committee. The name should be provided to her within a week.

Motion by Leah to form the Membership Committee with Leah, Maureen, Scott, Libby, Brandon and Michell with each acquiring one non-board member to also serve.

Second by Nick

Discussion: None

Vote: Unanimous

c. Board Organization – Michelle Stephens, President

Michelle stated the purpose of this agenda item was to start a conversation and not to force changes on the Board or Chapter. She said she was starting her second year of her Presidential term and wanted to discuss some observations and felt there might be a better way to organize the Board. She noted that changes to the Board might require a review and modification of the Chapter Bylaws. She said she wanted to share her recommendations, get feedback from the Board and that she expected the discussion to extend into future meetings. She highlighted that items she wished to discuss:

- Provide clarifications to identify Board membership and voting and non-voting members;
- Ensure effective in-person meetings;
- Ensure committees are actively supported and provided adequate resources; and
- Utilize technology to maximize Board attendance for remote meetings.

Michelle said she believes the current Board is too big and meetings are not always an effective use of time. To address that, she proposed clearly identifying a smaller executive board that would focus on the Chapter budget, policy, conference etc. A second board consisting of area representatives and committee chairs could focus on events, networking, and membership items. The chair of this second board would have a seat on the executive board. Both boards would meet every other month, with the Chapter Administrator attending both. Twice a year, the two Boards would meet together. The first would be the annual meeting in January and the second a summer strategic planning meeting. The goal would be to have everyone attend the two joint meetings in person. She then opened the item up for discussion.

Paul noted that the voting changed for EPP Representatives on new executive board and that the committee and area representatives seemed to be demoted. Julio asked if Western Planner was still a part of either board and Michelle responded that the position would be on the second committee/area representative board but may not be Western Planner specific any longer. That position might be opened up to any allied professional group.

Michelle said her motivation to bring this item for discussion was her observation that the Board meets a lot, but she is the only person driving the agenda. Very few other Board members bring items of significance to the table. Anthony asked if the restructure would add more burden to Shelia, and she replied that she didn't think it would. She already attends one meeting each month and the new structure would just add more Board members. Maureen asked if it would disenfranchise the area representatives and make the committees feel like they don't matter. Susan said that was also her initial concern.

Michelle said that the Board doesn't talk about events at our meetings such as who did what; how did they do it; did it work; how can representatives and committees work together; how can they partner with allied groups; etc. The new formation would encourage that and give a seat at the table to all the committees, not just those who have Board members as liaisons. Scott said he likes to be a part of the Board as current configured and that he agreed that they don't talk enough about what we're doing as area representatives. He said the area representatives don't do it during the updates and probably should. Maureen said she felt the same.

Michelle then suggested the Board consider eliminating some meetings. Michelle referred to the attendance sheet noting that the July meeting has been canceled two years in a

row and the November meeting typically has low turnout. She suggested possibly 8-9 meetings instead of 12.

Eric thanked Michelle for putting the agenda item together, stating it's a good discussion. He agreed with limiting the number of meetings and suggested holding them every other month but require or strongly encourage that everyone come to those in person since they are less frequent. He said that other business could be done by email or short video conferences in between months. He further suggested the bi-monthly meetings would be four (4) hours instead of two. Ethan stated that he agreed that a longer meeting every other month made it more likely for those who live far away to justify the trip.

Nick said he would prefer to keep monthly meetings but set a specific topic each month. The meeting might focus on policy one month and events the next. The agenda would reflect the theme. Anthony said if the meetings were bimonthly, the board might have a large backlog of items. He suggested alternating long and short meetings every other month. On shorter meeting dates, the Board would take care of immediate pressing business. On longer meeting dates, the Board would tackle policies and other complex issues.

Paul said he liked the concept of the area representatives and committees meeting together and that it is a good concept for then to have a venue to talk and exchange ideas. Susan agreed but said she liked to the cohesiveness of the current format. She noted that the Board doesn't always have important action items each month; however, she liked that the current organization preserves the group and makes it more important. She agreed that having area representatives meet and talk about events is an important action this is currently mission.

Shelia said the Board should consider the committees and their need for a voice, which they currently don't have with the existing organization. Michelle said that committee members may have less of a say in the board actions if their liaison doesn't come or isn't a voting member. Michelle then talked about how APA has a two-part system for Divisions Council and the Chapter Presidents Council and her proposal is similar. She reiterated that the proposed executive board would handle the budget and keep things moving, but the committees and area representatives are the power house of the organization. They should be meeting together and encouraging and empowering each other to get members involved. Michelle said she wanted to elevate the committee work because they may feel like they aren't important because they aren't on the board. It might also put a little more pressure on them and elevate their status which may recruit more volunteers.

Scott asked if there could be a hybrid and Michelle responded that anything could be brought to the table. She said this was a discussion item and Maureen said she didn't think it was an action item. Michelle said that if there was a motion, it would be to create the Bylaws Committee to oversee the discussion and possible changes to the Bylaws. Susan said that through either a committee or board, it makes sense to continue the conversation.

Motion by Susan to create activate the Bylaws Committee.

Second by Michele

Discussion: Eric said he was opposed the motion since the item was listed as an information item, not action item. He said he felt the discussion was interesting and that there were a lot of ideas to think through; however, he didn't feel comfortable with a motion since it was not listed as an action item. Nick asked if there would have been a different recommendation based on discussion, and Michelle said the only change she would made was to check the Action Item box instead of Information Item box. Susan said by creating the committee she does not see the Board approving a final plan or even agreeing to any changes. She

said the creation of the committee only continues the discussion and does not guarantee any changes to the organization or bylaws. Paul agreed and said the committee could decide not to change anything. He further noted that the committee doesn't have the power to make the change since changes to the Bylaws have to be approved by the membership. Eric said that was all true, but he wanted to keep it at the Board level and maybe at the next meeting decide on the committee creation or not.

Vote:

**Yay (6): Nick, Michelle, Paul, Melanie, Mark, Susan (1/2 vote) and Ethan
No (4): Scott, Leah, Maureen, Eric (1/2 vote) and Libby
Motion passes (Eric/Susan canceled each other out.)**

Michelle then said the Board could pick the committee now or next month. Nick wanted to talk about what the committee would do and said he wanted them to create a series of alternatives and a recommendation. After further discussion, all members of the Board expressed interest in being on the committee. Michelle suggested adding 30 minutes as needed to the overall board meeting each month. After asking for a committee chair, the consensus was that EPP would be the committee chair.

The Board asked about meeting dates for 2018 and Shelia said she would will bring a draft schedule to the Board at the December 1st meeting. She asked all Board members to consider hosting a meeting.

7. Board Member Updates

Scott said the Metro Area Representatives are hosting a happy hour on the 16th of November at Black Shirt Brewing.

Shelia said the Holiday Party planning was under way. Live@Jacks will hold 200 and the event will be free to the Board and sponsors. The remainder will be offered to members on a first come first serve basis. Shelia said she and Eric suggested \$10 for one person and \$5 for a guest (\$15 for two). The fee would include two drinks and appetizers. The food and beverage minimum are around \$2000. Shelia asked for two volunteers to help with the planning. Susan and Leah volunteered.

Brandon said he was one of the drawing winners for the ULI free registration. He suggested that in the future the winners be invited to attend a board meeting or write an article for our newsletter about the experience.

Mark said he was planning a holiday get together in his region and asked for any ideas for planning trivia. Anthony said EPP has some and he will forward them.

Ethan said he was excited to be part of the group.

Libby said she suggested moving the June meeting date due to schools getting out.

Maureen said she was working to coordinate a tour with WTS in the South Central area.

Motion to adjourn at 3:44 p.m. by Paul

Second by Scott

Discussion: None

Vote: Unanimous

APPROVED DECEMBER 1 2017