



APA Colorado Board Meeting

MINUTES

Friday December 1, 2017

Otten Johnson Robinson Neff + Ragonetti
950 17th Street, Suite 1600
Denver, CO 80202

The meeting was called to order at 2:12 p.m.

Roll call:

Present:

- Michelle Stephens, President
- Leah Dawson, Secretary/Treasurer
- Nick Vander Kwaak, VP External Affairs
- Allison Crump, Professional Development Officer
- Scott Bressler, Metro Representative
- Libby Tart Schoenfelder, Metro Representative
- Maureen Paz de Araujo, South Central Representative
- Mark Williams, Southwest Area Representative
- Melanie Sloan, North Central Representative
- Carey McAndrews, Faculty Representative
- Susan Wood, Legislative Committee Co-Chair
- Ethan Mobley, Northwest Area Representative
- Eric Heil, Legislative Committee Co-Chair
- Brandon Jenson, EPP Co-Representative

Absent:

- Vacant, Western Planner Representative
- Kate Lucas, Student Representative
- Anthony Avery, EPP Co-Representative
- Anna Gagne Laybourn, Central Mountain Area Rep
- Paul Rosenberg, Public Official Representative
- Hillary Seminick, VP of Communications

Staff: Shelia Booth, Chapter Administrator

Guests:

Brian Connolly

1. Opening Remarks – Michelle Stephens, President

- 2. Michelle thanked Brian Connolly and Otten Johnson Robinson Neff + Ragonetti for hosting the meeting. Brian welcomed the group talked about his organization. He closed stating they were happy to host and partner with APA Colorado any time.

3. Consent Agenda:

- a. **November 2017 Minutes – Leah Dawson, Secretary/Treasurer**
- b. **November 2017 Financial Report**
- c. **Presidential Appointment to Legislative Committee – Michelle Stephens, President**

Michelle introduced the consent agenda items and asked if the Board would like to pull any items for discussion or questions. Hearing no request, she asked for a motion to approve.

Motion by Libby to approve the consent agenda.

Second by Allison

Discussion: None

Vote: Unanimous

4. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2017 Conference Wrap-Up (Part 1)

Shelia presented the 2017 Conference Profit & Loss Report. She said that registration income was \$136,009.12, sponsorship income was \$29,895.77 and expenses totaled \$117,497.01 for a net income of \$48,407.88. Michelle asked if this was the most income and Shelia said it was second behind Crested Butte in 2014.

Shelia then reviewed the conference survey results. She noted that comments were positive in all areas. There were constructive suggestions for use of the App in the future. A summary of the survey results will be uploaded to the conference website.

b. 2018 Spring Transportation Symposium

Shelia said that she and Maureen have been contacting venues to confirm availability and cost projections. The goal is to have the venue finalized by November 27th, but that didn't happen due to a pass off on responsibilities. The event has been booked at the Denver Grand Hyatt, downtown for April 6th. APA Colorado has paid the deposit and will be reimbursed with the scholarship funds check.

c. 2018 Conference Planning:

Shelia said she sent an email to all members in the Central Mountain Area asking if they are interested in serving on the committee. In mid-December she will set up the first conference call. She has had at least three people already express interest in serving on the committee.

d. 2019 Conference Venue:

Shelia stated that Kelley Beaudoin, Conference Direct, is negotiating the contact with Snowmass for the September 18-21, 2019 dates. Brandon brought up the issue with EPP registrations and non-EPP members using the rate. The Board discussed the issue and the consensus was to offer the rate again in 2018. The Board wasn't concerned with the loss in revenue. They want to encourage membership in EPP and the rate could be used as a marketing too. Brandon said the problem might be the follow up after the conference with those that used the rate but aren't active and those that are outside the Denver Metro area. Brandon agreed that is might encourage use and hopes the new Central Mountain EPP rep will help set a process for future expansion into areas outside the Denver metro area.

5. Committee Updates

a. APAS – Kate Lucas, Student Representative

Shelia reported on behalf of Kate. Kate wanted to remind the Board of the December 14th Capstone reception at UC Denver and that students were busy with finals. Libby said they had opened the reception up to MURPAA and that the event will be held at Euclid Hall. Carey said she had sent an invitation to the Board for the presentations and that the reception was immediately following.

b. Emerging Planning Professionals –Anthony Avery & Brandon Jenson, Committee Co-Chairs

Brandon discussed the proposed 2018 budget and summary of the planned EPP events. He noted they used less than \$100 of their budget in 2017 since they were able to get most of the event spaces free of charge. He stated that membership increase 26% in 2017. He then discussed the strategic planning session the group held and that they now have three event chairs and two communication chairs to help distribute the workload. They hope to offer more in-depth events and to align social media with state and national standards. They are creating a standardized packet to go out to new members and want to coordinate recruitment with APAS. He said they also have a goal of expanding their program statewide instead of just metro centric. He said the committee has a goal to provide a range of activities (networking, education, etc.) every quarter and are working on interdisciplinary outreach. He concluded by stating that they are planning a regional event in the Central Mountain area.

c. Healthy Communities Committee – Shelia Booth

Shelia said she had nothing new to report. The Committee meets later in the month.

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

Susan reported that there are a couple of water committees still active and the Legislative Committee is working with them. The various groups have hosted forums and talked about land use planning and water planning. There is a small group meeting scheduled for December 11th. Another meeting is planned December 20th to discuss education rather than legislation.

Susan then relayed an email she had received from Dale Case, Boulder. He informed here that a bill will be submitted because of an unsuccessful development in Boulder County. The bill will provide legislative approval of a sustainable, affordable housing project and will side step the development review process - Pilot Municipality for Sustainable Community. Michelle thanked Susan for the summary and said she wants APA Colorado to be the expert on this bill. She said the legislators should be seeking us out for our expert opinion on this bill since we are the experts on land use law.

Susan then talked about the legislative and policy committee at the national level. She said that affordable housing is becoming a bigger focus and that there will be several interesting things coming out of that. Libby noted that affordable housing wasn't high on legislative survey results when she completed her responses. Susan said they would have the survey results back to the Board in January but that she remembered it being closer to the top in the final results. Susan then said water and transportation were still at the top but regional development and annexation have fallen to the bottom.

Michelle reminded Susan and Eric that the Board wants to see the survey results, 2018 Legislative Agenda and the contract and scope of services for our legislative liaison.

e. Membership Committee – Shelia Booth, Chapter Administrator

Shelia said she was working on a draft a survey and would be sending that out to the committee members in the next few weeks. She reminded the Membership Committee members to recruit a non-board member to serve on the committee and to forward that person's contact information to her ASAP.

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

Nick said the committee has not been super active and he didn't have an update. He asked the Board if they had any concerns for him to take to the committee. Libby said she would like to have a Facebook group for the Denver Metro area and inquired what they

would need to get that approved and activated. Nick responded that the committee is working on the Social Media Plan and will be bringing to the Board for adoption in 2018. They would like to have a paid intern take on social media so that might be a budget request. Shelia said the priority needs to be newsletter topics for 2018. Michelle asked if there were any suggested topics. Susan suggested Equity for a topic. Shelia suggested career paths. Shelia reminded Nick that she needs an annual report update and budget from the committee. Nick said he would get the committee to work on both and provide a newsletter topic for the first quarter of 2018 in the next week. He concluded by stating that the committee's next meeting is scheduled for December 13th.

g. PIC Board - Eric Heil, President

Eric said the Board has had some ideas but haven't found anyone to provide inexpensive to free video service. He said they Board will have to find a way to do so if they want to update the courses. Eric informed the new members what PIC is and about its history.

h. Professional Development Committee – Allison Crump, Chair

Allison said the AICP exam was updated in 2017. She informed the Board that the Colorado pass rate for the May exam was 88% which is higher than the national pass rate of 68%. She didn't have the November numbers yet. She said she held two AICP prep courses in the fall. The Telluride session had 38 attendees and there were six attendees in the Denver session.

She then informed the Board that the conference call for sessions will come out in February 2018. She also noted that the AICP Exam scholarship is open and Shelia will forward that information to EPP to share with its members. Allison said she is still working with Texas to convert their Ethics for Planning Commissioners handout to one that can be used in Colorado. Susan asked if we were still getting orders for the CPC AICP Exam Study Guide DVD. Shelia said yes, but most are coming from out of state. Susan said the DVD will get updated and be finished in February or March 2018.

Allison discussed the AICP Candidate Pilot program and that she will work with EPP and APAS to distribute information about the program to their members. She noted that Brandon and one other person are in the pilot program. Shelia suggested doing a presentation to the students about program and suggested bringing brochures to the Capstone presentation in December.

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

Libby said the committee wants an update on APA Colorado and APA goals. They plan to do a survey in December on topics of interest. Their next meeting is scheduled for December 12th.

j. Youth in Planning – Michelle Stephens, Board Liaison

Michelle said they had not met this month. She discussed the need for daycare at the conference, noting that there were several children at the opening reception in Telluride. She said parents had approached her requesting that it be provided.

6. Old Business

a. Annual Report – Michelle Stephens, President

Michelle noted that there were still several board members and committees that had not submitted updates for the report. She said the goal was to have the report finalized before the annual meeting and to distribute to all the members the first part of 2018. She suggested adding an appendix with the strategic plan, 2017 legislative agenda, 2017 budget and map of area representative boundaries.

b. Bylaws Committee: Meeting Dates/Frequency – Brandon Jenson, Committee Chair and Michelle Stephens, President

Brandon said the plan was to continue the committee discussions at each Board meeting, outside the regular agenda items. The Committee will do a comprehensive review of the Bylaws and how they are represented not necessarily how it happens. The process can take time.

i. 2018 Meeting Dates

Brandon turned the discussion over to Michelle. Michelle said she would like the Board to consider reducing the number of meetings from monthly to bi-monthly. She reviewed the Board attendance over the past year and said her goal was to encourage more participation through less meetings. She would also like to have each meeting be more meaningful. She said she and staff are currently the only drivers of the agenda and she would like to have more engagement by the Board.

The Board discussed the proposed meeting dates for 2018 and offered various opinions. Some thought having fewer meetings would allow them to attend more of them in person. Some were concerned that the Board's engagement might dwindle with fewer meetings. The consensus was to try the reduced meeting schedule for a year. Susan expressed concern with too much time between the August and November meeting since an October conflicts with conference work. Michelle suggested a tentative video conference meeting in September if it is needed. Shelia noted that November is the first board meeting for those newly elected and that the holiday party is in December.

Michelle then directed the conversation to the time and place of the annual board meeting. She said she would like to move the annual board meeting from the fall conference to January or February of each year and have it be more of a town hall style. Susan said the annual meeting was typically at the conference so that more people would be able to attend from around the state and not just the Front Range. Michelle said that we are now publishing an annual report each year so that everyone will have access to the information. The annual board meeting can be more interactive with the new publication. Michelle asked for ideas on how and where to host the annual board meeting in January/February. The Board discussed

The Board decided to schedule the 2018 annual board meeting for February 2nd in a town hall fashion and follow with the regular board meeting and a reception. Ideally, the meeting could be broadcast to those who would like to login and hear/view. Michelle closed the discussion stating that the June meeting in Keystone will be a strategic planning workshop, site tour and regular board meeting. The Board also asked that the June date be moved up to May.

7. New Business

a. 2018 Budget Committee – Leah Dawson, Chapter Administrator

Leah said the committee will be holding a conference call soon and plan to bring the budget back for Board review and approval at the next meeting.

b. PIC Board Member At Large Appointment – Eric Heil, PIC President

Eric summarized the request to appoint a new Board member to the PIC Board, replacing the spot vacated by Stan. Maureen volunteered to take the spot.

***Motion by Susan to appoint Maureen to the PIC Board as the Member At Large
Second by Libby
Discussion: None
Vote: Unanimous***

c. Form Sponsorship Committee – Shelia Booth, Chapter Administrator

Shelia said she had not had a chance to work on the sponsorship options and would like to postpone this request.

8. Board Member Updates

Libby and Scott said they had met and have planned out 2018 events and will incorporate those into a budget request. Their goal is to host quarterly events and happy hours. They also want to coordinate with the Legislative Committee for Planners Day at the Capital. They will utilize the session submittals not chosen for the conference for at least one event. In the first quarter of 2018 they are planning a tour of shared workspace followed by a happy hour. In March, they will focus on Planners Day at the Capital and happy hour, then in the summer coordinate an event with FEMA, DOLA or another partner. They are also looking at an event focusing on trends in elderly housing with a possible tour of a master planned community or a presentation by AARP. Susan noted that APA National has an association with AARP and they might be a good connection to build on in Colorado.

Michele said she reached out to the Denver Zoo and they offered to do a site tour. Shelia said she had also reached out to Elitch Gardens and they can also do “behind the scenes” tours. Libby said there are also stadium tours that can be done.

Leah said she is on the Denver group for disabilities and they are discussing HR620. She asked if legislative committee would be willing to review the bill and offer suggestions/tracking/etc. She said the bill is at the federal level and goes against the ADA.

Mark said he wanted to do something for ADA in Durango and asked if there were any suggestions for speakers. He was looking for someone to facilitate an ADA presentation to planners in the Southwest area. Leah said she would reach out to him directly.

Maureen said the South Central area event planning is moving along. She’s trying to leverage a stronger partnership with WTS. WTS is hosting a tour of Colorado Springs operation center it has been opened to APA Colorado members as well.

With no other Board updates, Michelle asked for a motion to adjourn.

***Motion to adjourn at 3:57 p.m. by Leah
Second by Scott
Discussion: None
Vote: Unanimous***

APPROVED FEBRUARY 9 2018