



APA Colorado Board Meeting

MINUTES

Friday May 13, 2016

Fort Collins Museum of Discovery
408 Mason Court
Fort Collins, CO 80524
Markley Room

The meeting was called to order at 2:04 p.m.

Roll call:

Present:

Stan Clauson, President
Michelle Stephens, President Elect
Leah Dawson, Secretary/Treasurer
Scott Bressler, Metro Representative
Libby Tart Schoenfelder, Metro Representative
Anna Gagne, Central Mountain Representative
Seth Lorson, North Central Representative
Russ Forest, Southwest Area Representative
Sarah Davis, Professional Development Officer
Lorin Crandall, Student Representative
Susan Wood, Legislative Committee Co-Chair
Anthony Avery, EPP Co-Representative
Carey McAndrews, Faculty Representative
Jessica Ibanez, VP External Affairs
Julio Iturreria, Western Planner Representative
Paul Rosenberg, Public Official Representative
Tamra Allen, Northwest Area Representative
Eric Heil, Legislative Committee Co-Chair

Absent:

Vacant, VP of Communications
Jonathan Cappelli, EPP Co-Representative
Wade Burkholder, South Central Representative

Guests:

Staff: Shelia Booth, Chapter Administrator

1. Opening Remarks – Stan Clauson, President

Stan started by welcoming everyone. He then talked about the New Planner Task Force. Shelia noted she had emailed out the survey regarding feedback for the program. Stan summarized the program stating students would be free and new planners would have a reduced rate of \$95 for two years. He noted the benefit of increased membership numbers that could offset the reduced revenues up front for a few years until those new members start paying full dues. He reminded the Board that APA was seeking feedback and he himself would like to hear comments. Seth

asked if there was an estimate on the financial implications to the Chapter, stating his concern was if the financial hit would prohibit the Chapter from its ability to continue providing services to members. Lorin noted that currently only the first year is free for students. Seth questioned why new planners would be free when most employers pay for the membership and Leah countered that not all employers pay. Paul said from a student standpoint, it isn't a big financial hit. He agreed that for new planners it would be a bigger impact on the budget. Stan asked Sarah to comment since she had been active on EPP. Sarah said there had been discussion in the past by EPP that few employers pay for dues and that the high out-of-pocket membership dues was cost prohibitive. She concluded that from a professional development standpoint, it does show goodwill and allows new planners a chance to get on their feet and advance their career goals before imposing higher rates. It might even help get them more involved up front. Michelle said she agreed and that the purpose of APA as a membership organization is to have members; APA should help them out and get them involved. Anna said new planners don't always join at first and most seem to join after they complete the AICP exam. When they aren't members they miss out on APA events and benefits without even knowing it. She noted that it's been hard to get student award submissions and maybe this would help them become more aware. Stan concluded the discussion by stating that this isn't something the Chapter can opt out of; it will be decided by APA. He summarized the Board's comments, noting the biggest concern was the possible financial implications from new planner rates and but the Board was overall in favor of the proposed free students rate.

Stan then informed the Board of the upcoming Colorado Water Workshop, June 22nd – 24th in Gunnison at Western State.

Stan then discussed the recent membership report provided by Shelia. Membership was divided up by area and Stan reviewed the membership numbers for each. He expressed concern that the Southwest Area now only has 40 members, partly due to redistricting but also because this area is not that populated which results in not having that many people in the area. He suggested the Chapter should do more to recruit members or possibly reconsider redistricting again. He reminded the Board that the 2015 change moved counties to the Northwest area. Seth then added that no one has come forward to run for the Southwest Area representative position. Paul suggested that the Northwest and Southwest Areas be merged and Libby countered that might not be in the best interest of members as there is a geographical difference. Seth noted that Durango is the largest community in that area.

Stan then discussed the Mountain Planner's Rendezvous, noting that it is scheduled at the same time as the June Board meeting in Colorado Springs. He asked Russ and Anna if they could change the date, but Anna responded that they already had 25 RSVP and finding a new location would be difficult. Seth asked if the June Board meeting could be changed and Shelia responded she could look into it but a contract had been submitted for that date already. Anna said she was encouraged by the response from around the area.

a. 2016-17 APA Colorado Student Scholarship Awards

Stan reviewed the applications for the 2016-2017 scholarship and noted three recipients of \$1,500 each were approved. Lorin stated that no one knew about it. Shelia reminded the Board that this has been an issue for several years, but she had forwarded the information to faculty and student representative to share with students. Lorin stated that APAS will work to advertise the scholarship better next year.

b. Colorado Foundation for Water Education Partnership

Stan reviewed an email he had received from Colorado Foundation for Water Education. CFWE would like to better communication and collaborate with the Chapter. He shared the mission of CFWE (".....to provide balanced and accurate water information, education and leadership programs, thereby ensuring that decision-makers dealing with complex and important water resource issues have the knowledge and skills needed to make informed

decision..."). CFWE would like to brainstorm additional ways to promote each others' work. Stan concluded by suggesting that Jessica, Shelia or others connect with CFWE to discuss options.

c. A National Conference Summary

Stan said the conference had good attendance and the mobile workshops were phenomenal.

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

a. April 2016 Minutes

Leah introduced the April 2016 minutes. She asked for any comments. Hearing none she asked for a motion.

Motion by Susan to approve the April 2016 minutes.

Second by Michelle

Discussion: None

Vote: Unanimous

b. April 2016 Financial Report

Leah presented the April financial report to the Board. She reported that Chapter assets total \$134,121.73 with \$45,832.53 in checking and \$88,289.20 in savings. This is a reduction of \$5,902.34 from last month. She then stated that April income was \$2,339.17 with expenses of \$14,401.02 for a net loss of \$12,061.85. April expenses included APA National Conference travel, the National Conference reception and \$3,000 in deposits for the 2017 Telluride conference. She noted that the major difference between 2015 and 2016 numbers will be in the Events line item due to the Transportation Symposium last year. She concluded by stating that as in previous months, the Chapter seems to be consistent with 2015 numbers and the major discrepancies lie within the "Events" category (\$30,403.60 profit & \$5,638.98 expense) due to the 2015 Transportation Symposium.

Paul asked Shelia to provide an asset comparison year to year. Shelia said she could not provide it at the meeting but would include the information in future reports. Lorin, asked why Legislative spending was more on research vs lobbying, and Susan responded it has to do with the Chapter's 501 C3 status. Leah asked for any additional comments or questions and hearing none, Stan asked for a motion.

Motion by Leah to accept the April financial report.

Second by Paul

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2016 Colorado Springs Conference

Shelia said all the session speakers had been contacted and confirmed for the conference. One group withdrew due to lack of financial assistance with travel. This group was replaced with another proposal. She then discussed the downtown redevelopment workshop, noting that four sessions were asked to work together but only two responded back and will do the workshop themselves. She then discussed sponsorship. She said the last platinum sponsorship was taken by Emerald Fields, a marijuana company in Manitou Springs. Total commitments to date were \$13,500. She concluded stating that many calls had yet to be made and encouraged Board members to have them done by the June Board meeting.

b. June Board Meeting

Shelia informed the Board that the room rate for The Antler's meeting would be \$99 a night. The current plan is to have a site tour, work plan retreat, board meeting and happy hour with the Local Host Committee (LHC). She then noted that Michelle would like to discuss the work plan retreat.

Michelle noted that the Board had held a retreat two years prior to draft the strategic plan concepts and she would like to use this time to move forward with finalizing the style of the strategic plan and drafting the Chapter's work plan for 2017-2019. She then noted that not everyone was able to make the June 10th meeting and asked if the retreat should be moved to the July meeting in Avon. Based on immediate feedback from those in attendance, the decision was to keep the retreat on the 10th. Michelle then asked if the Board would like to work through lunch or leave the hotel and go have lunch downtown. Susan suggested working through lunch and a straw poll of those in attendance agreed. Michele then said she felt the Board would spend three hours on the strategic plan and work plan, and she would facilitate. Her ideas were to address the strategic plan with a SWOT analysis, mission statement discussion, design concept, targeted audience(s), communication platforms and wrap it up with a review of the goals. Once that was concluded, the Board would begin drafting the work program. Jessica then told Shelia she would prefer to have the tour first.

c. Other

No report.

4. Old Business

a. Plan 4 Health Update - Shelia Booth, Chapter Administrator

Shelia reviewed the update provided by Katie Haas. The group is concentrating on the Policy Scan and will move to the HEAL Cities and Towns campaign once the scan is completed. Kris Valdez attended the required Plan4Health workshop in New Orleans and Katie will begin maternity leave in late May or early June.

5. New Business

a. Appointment of Vice President Communications – Stan Clauson, President

Stan summarized the current status of the VP Communications position. He stated that Shelia had received a voice mail from Nate Currey indicating that he wished to resign due to increased workload at a new employment position. Shelia had requested a letter but had not received it yet.

Stan stated that the Bylaws allow the President to appoint a replacement to fill the position for the remainder of the term. In this case, the term will expire November 1, 2016 and the Nominating Committee is currently seeking candidates for this position on the 2016 ballot. Stan then said he was appointing Hillary Seminick to fill the remainder of the term and was seeking Board ratification of this appointment. Hillary is one of three candidates on the 2015 ballot.

Motion by Paul to ratify the appointment of Hillary Seminick as the VP of Communications

Second by Seth

Discussion: Susan asked if Jessica knows Hillary and Jessica said she had met her. Susan said she had worked with her at RTD and she's great and thrilled to see her involved.

Vote: Unanimous

b. Appointment of Planning Faculty Representative - Stan Clauson, President

Stan reminded the Board that they had received an email from Carrie Makarewicz informing them of her resignation from the Planning Faculty Representative position. Stan specified that the Chapter Bylaws state that this position is appointed by the President and ratified by the Board. Carrie helped by recruiting Carolyn (Carey) McAndrews to fill the position upon her leave. Stan noted that Carey had provided a short bio and would fill the position until November 1st when it is subject to reappointment by the new President. Stan asked the Board to ratify his appointment of Carey McAndrews to the Planning Faculty Representative position.

Motion by Seth to ratify the appointment of Carolyn (Carey) McAndrews as Planning Faculty Representative

Carey joined the meeting

Second by Leah

Discussion: None

Vote: Unanimous

Stan welcomed Carey to the board and she thanked them for their vote and discussed her excitement to be a part of the Board. Lorin asked if a person must be AICP to be appointed to the Board and Stan replied no. Shelia clarified that a person must be a member of APA to be on the Board.

c. 2016 APA Colorado Chapter Awards – Anna Gagne Laybourn, Award Committee Chair/Central Mountain Representative

Anna noted there were 18 submissions in the following categories: a) 4- Innovative Partnerships; b) 6- General Planning; c) 1- Community Engagement; d) 4- Sustainability & Environment; e) 1- Project with a Small Budget; f) 2- Community Resiliency. She noted there were less under the category of public engagement than last year and more in Innovative Partnership and Sustainability & Environment. In 2015, they received 19 submissions with 10 receiving awards. She then said that originally, there were 16 Awards Committee Members, but only 9 participated in the selection process. She concluded by noting that of the 18 submissions, 10 submissions were selected for awards.

Anna then discussed the review process and each individual winner. After her presentation, she asked the Board to confirm the Awards Committee's selections.

Motion by Michelle to approve the Awards Committee's 10 recipients as presented.

Second by Paul

Discussion: Michelle, asked what happens to about the other submissions that did not win. Anna responded that they are sent letters indicating why they didn't win and what they might do to resubmit next year.

Vote: Unanimous

Stan thanked Anna and the rest of the Awards Committee for their work on the program.

d. Jessup Farm Tour Even – Seth Lorson, North Central Area Representative

Seth summarized the event that would follow the Board meeting. He said he had invited members in the North Central Area as well as the Board. The event would include a tour of Jessup Farm, an adaptive reuse project that serves as a commercial center of a green field development. His request was for funding to provide refreshments to those that attend. He concluded that the event would provide 0.5 CM credits for attendees. Stan noted that the amount requested was \$180.

Motion by Paul to approve \$180 for the event
Second by Scott/Leah
Discussion: None
Vote: Unanimous

6. Committee Updates:

a. **APAS Student Committee – Lorin Crandall, Student Representative**

Lorin said APAS had elections on April 26th. New officers will be introduced at a future meeting. He said students had just finished their capstone project poster night. This summer they will do a retreat to plan for next year and want to be more social next year. They are looking for more scholarship opportunities and hope to do more community building among students.

b. **Awards Committee**

Nothing additional to report.

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

Anthony discussed the A-Line tour event on the 29th, noting that despite the weather they had 15 attend. He then spoke to the upcoming SketchUp event. The training offers four different sessions from beginner to advance. EPP will then focus on the June water conference. They have identified experts from Aurora and Denver. They are looking at July-Sept events with possible tactical urbanism events, state conference, national park service event, and an urban scavenger hunt. Anthony then discussed the success of the Meet the Dark side event. Paul mentioned that it might be a good idea to add someone from the county perspective to the June water conference and Julio was nominated to participate.

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

Susan noted the legislative session had wrapped up and the Committee had worked hard on the water planning bill. She said many planners testified but politics got in the way; Politics killed it and nothing substantive, so it could be brought back next year. There were good collaborations that came out of it. Eric talked about it from his perspective and plans to meet with DOLA to discuss working with them again.

Stan asked about Planners' Day at the Capital and Susan said they had 18 people attend, even with the quick advertising and marketing turnaround. The discussion was held at Sols' office then the group moved to the Capital for a tour and meetings with legislators. She concluded by saying that based on input from attendees, they learned that the middle of the day lunch briefing works better for most folks. In the past they had done a breakfast briefing.

e. **Nominating Committee – Seth Lorson, Committee Chair**

Seth informed the Board that there were a lot of candidates for the VP Communications and Denver Metro Area Representative but no one for Southwest and only one for South Central. Shelia is reaching out to South Central folks along with Wade. Seth said he contacted Greg Haoke in Durango to see if he would help recruit someone. Seth concluded that an email vote will be sent out before June 3rd with the full ballot.

f. **Outreach & Communications Committee – Jessica Ibanez, Committee Chair**

Jessica announced that the Committee now has a new co-chair and that the solicitation for members from newsletter resulted in one additional person on the committee. Jessica said she had met with AIA's Executive Director and hoped to establish a better relationship. AIA has an urban design and affordable housing committee and the idea was to see if there is something the two groups can do collaboratively. She added that AIA has a conference room

that we could use in in downtown Denver. Jessica then noted that Shelia met with Colorado Preservation Inc. and partnership opportunities might be forthcoming with that group as well.

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

No report. Shelia noted PIC has awarded its third PIC certification. Lorin asked what PIC was and Stan summarized for him.

h. **Professional Development Committee – Sarah Davis, Committee Chair**

Sarah said the APA Ethics Committee met yesterday and discussed the issue regarding conflict of interest, but they had not yet contacted her with the final decision. She will report back to the Board once she gets official word from them.

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

Libby said that Elizabeth Garvin was the previous chair and the new one is Enessa Janes who is with Michael Baker International. The Committee has been working on webinars and summer events. She noted there is an interest in affordable housing in the committee and they may combine this topic with their NIMBY session and look at both sides. Lorin mentioned a "YIMBY" conference in Boulder in June.

7. Board Member Updates: None

Paul informed the Board that the National Planning Officials Committee will have its first meeting on June 14th via a conference call. There are 11 officials on the committee.

Susan informed the Board that she had submitted a Great Places nomination for Red Rocks. She said every year APA asks for nominations and the Chapter has tried in the past to send in an application. She noted that Colorado has been awarded in previous years, but Red Rocks has not won. Successful nominations will be awarded in October and in the past, if a Colorado place has won, we've done a presentation at the conference. Jessica said that she and the VP of Communications had gone to the 2015 Pearl Street presentation. Libby suggested providing nominations at the state conference, having members vote on it then submit based on those votes. Shelia suggested possibly creating a Colorado Great Places nomination process.

Julio said the Western Planner conference is August 10-12 in Great Falls, MT.

Michelle asked how the Chapter celebrated National Planning Month. Jessica said the Outreach & Communication Committee works on that each year and distributes emails with information on how to celebrate (proclamations; events; governor's proclamation, etc.). Michelle then asked about the next newsletter theme and timing. Shelia replied the theme was Land Use and Health and that the call for articles would go out in mid-June, articles would be due in mid-July and the newsletter published the first of August.

Paul then informed the Board that he's been hearing a lot about homelessness and asked how it relates to planning? He noted it's a big issue and should be addressed by planners. The Board discussed the topic and ways to incorporate it into trainings, round tables, etc.

Meeting ended at 3:58 p.m.

Motion by Michelle to adjourn.

Second by Seth

Discussion: None

Vote: Unanimous

Email vote 5-27-16

2016 Ballot Certification – Seth Lorson, Nominating Committee Chair

Please find attached (below) the candidates for the 2016 board election. Unfortunately, after many phone calls, emails, and hobnobbing, we could not find additional candidates for both the Southwest and South Central Area reps. The bylaws do not require more than one but note that it is encouraged. This email is petitioning a vote from the board to certify the attached ballot so we can send it off to APA National. Do I hear a motion?

Nominees:

VP of Communications: Hillary Seminick, Christopher Kennedy, AICP, Rob Larsen, Courtney Livingston, AICP and Nick VanderKwaak

Southwest Area Representative: Mark Williams

Denver Metro Area A: Libby Tart-Schoenfelder, AICP; Ben Ortiz, AICP; Mark Nemger, AICP; Andrew Firestine, AICP; Matthew Helfant, AICP; Randy Duzan, RLA

South Central Area Representative: Maureen Paz de Araujo

I motion to certify the ballot -Michelle Stephens, President Elect

I second – Wade Burkholder, South Central

Vote:

Aye (13): Michelle, Wade, Scott, Tamra, Seth, Leah, Susan, Sarah, Hillary, Jessica, Libby, Paul and Russ.

No (1): Stan

Not voting: Anna and Carey

Discussion: I continue to think that this process is flawed to have so many candidates for a specific position. If the nominating committee could vet and select a more limited number of candidates, I believe that our Board elections would have a more meaningful outcome. – Stan Clauson

The by-laws make no mention of vetting those interested – or perhaps it's obvious. But in my memory, I don't recall ever telling someone their name can't be on the ballot. Are you suggesting creating a maximum limit to the amount of candidates for a position? - Seth E. Lorson

I think this can be a policy without necessarily having a By-law for it. I do believe that we should look at the way other organizations handle their nomination process, including APA National. Some organizations put forward a slate of single candidates for ratification by the membership, some put forward the two best candidates, but to have five candidates when the total vote count is rarely over 200 does not seem to have value. In a regular public election process, this would require a run-off election to have a majority winner. But we are not equipped for this. So, I believe that it is the function of the nominating committee to do some winnowing and selecting. If someone is truly aggrieved by this, they can become a write-in candidate.

Here's how APA does it, and this clearly shows discretion on the part of the Nominating Committee:

6.2 Elections: Candidates to be Nominated

The Nominating Committee shall nominate:

- a. Two candidates for the office of President-Elect;*
- b. Four candidates for Directors to be nominated and elected At-Large; and*
- c. Six (6) candidates for regional seats to be nominated from regions provided for by Section 6.1 and elected by members whose address of record is within the applicable region. Candidates shall be nominated in pairs, each pair to be presented on the ballot for a single seat. The Nominating Committee shall consider balance in the composition of the Board. Candidates shall:
(1) be members of the Association for not less than one year at the time of assuming office if*

elected, (2) agree in writing to serve if elected, (3) not be members of the Nominating Committee, and (4) not have exceeded the term limits described in Section 4.2.1. The Nominating Committee shall report its candidates to the Executive Director according to a schedule adopted by the Board. The Executive Director shall publish their names, biographical data and brief position statements according to a schedule adopted by the Board.

The nominations shall be in accordance with Election Policies and Procedures adopted by the Board. There shall be no provision for write-in candidates.

6.2.1 Elections: Candidates to be Nominated: Special Criteria

a. One At-Large Board member shall be nominated, beginning with second election after adoption of this bylaw and every other election thereafter, who is not a professional planner, but who is a current member of a planning or zoning board, or an elected public official. No member shall be nominated for this position who currently practices professional planning for pay and who is not a "planning board" member of the American Planning Association.

b. For nominations in years when the criteria of Section 6.2.1(a) are not applicable, the Board may find it desirable to ensure greater opportunity for representation of a particular group on the APA Board, and it may instruct the Nominating Committee to focus its selection criteria for one Director-At-Large on a particular group.

6.3 Elections: Nominations by Petition

Only candidates who submitted a position statement to the Nominating Committee, but were not nominated, may petition to be put on the ballot. Candidates may be nominated by the petition of at least 50 members. Forms for signatures by the petitioners will be supplied by the Association. Petition candidates shall meet the requirements of candidacy in Section 6.2 and, if applicable, Section 6.2.1 and shall file their petitions with the Executive Director. A petition form for APA President-Elect or At-Large APA Director shall include at least eight signatures of members in each Electoral Region. A petition form for a Regional Director shall include at least ten signatures from each of at least two Chapters in the Region. The deadline for filing shall be set by the Executive Director within the schedule adopted by the Board in each odd-numbered year. The announcement of the candidates nominated by the Nominating Committee shall be accompanied by an announcement of the petition procedure.

- Stan Clauson

I agree with Stan that the national process may be a good way to go in the future.

I also bring up that I suggested at the last board meeting that some consolidation of regions in the state might be worth considering. As we learned when we last reviewed the area maps, many states do not have a breakdown like we do. – Paul Rosenberg

APPROVED JUNE 10, 2016