



# APA Colorado Board Meeting

## MINUTES

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Friday June 10, 2016

The Antlers Hotel  
4 Cascade Avenue  
Colorado Springs, CO  
Jackson Conference Room

### Facility Tour

**1. Facility Tour – Kevin DeSousa, Antlers Convention Services Manager**

Board members did a short tour of the conference ballroom, breakout rooms and hotel rooms.

9:30 a.m. – 10:00 a.m.

### Retreat

**1. Strategic Plan & Work Plan Retreat – Michell Stephens, President Elect**

Board members reviewed the mission statement, did a SWOT analysis of the Chapter, discussed the strategic plan format, and concluded with the work program.

Retreat began at 10:05 a.m. and concluded at 1:35 p.m.

### Board Meeting

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  
Sarah Davis, Professional Development Officer  
Lorin Crandall, Student Representative  
Susan Wood, Legislative Committee Co-Chair  
Anthony Avery, EPP Co-Representative  
Jessica Ibanez, VP External Affairs  
Paul Rosenberg, Public Official Representative  
Carey McAndrews, Faculty Representative

**Absent:**

Hillary Seminick, VP of Communications  
Jonathan Cappelli, EPP Co-Representative  
Wade Burkholder, South Central Representative  
Anna Gagne, Central Mountain Representative  
Seth Lorson, North Central Representative  
Russ Forest, Southwest Area Representative  
Julio Iturreria, Western Planner Representative  
Tamra Allen, Northwest Area Representative  
Eric Heil, Legislative Committee Co-Chair

**Guests:**

Meggan Herington  
Mike Schultz  
Mark Gebhart

**Staff:** Shelia Booth, Chapter Administrator

**1. Opening Remarks – Stan Clauson, President**

Stan welcomed the Board. He then introduced Carey McAndrews, Planning Faculty Representative to the group.

**a. Retreat Summary**

Michelle summarized the discussions from the Board's retreat and said that she will be assembling the material and bring it back in August.

**b. Other**

Stan informed the Board that he would not be able to attend the APA Fall Leadership meeting in DC due to other commitments. He offered his spot first to Michelle, noting that if she could not attend another Board member could take his place. Michelle said she would check her work schedule to confirm. Stan concluded by noting that Michelle will take over the Presidency in November after his final meeting in October.

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

**a. May 2016 Minutes**

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

***Motion by Michelle to approve the May 2016 minutes.***

***Second by Sarah***

***Discussion: None***

***Vote: Unanimous***

**b. May 2016 Financial Report**

Leah reviewed the reports. Assets total \$139,116.87 with \$50,823.17 in checking and \$88,293.70 in savings. May had a net income of \$13,829.36 with \$21,213.29 in income and \$13,829.36 in expenses. The largest income was from the membership rebate of \$16,255.23 and \$4,733.20 in sponsorship. She then compared the 2016 to 2015 profit loss report. Paul stated that he had concerns with the comparison profit loss report as the report totals are not correct. He asked staff to review the report and bring back a corrected version in July.

***Motion by Paul to deny approval of the report and review again at the July meeting.***

***Second by Libby***

***Discussion: Paul stated that on page 8 of 12 of the May Financial Report (Profit & Loss Prev Year Comparison) if you add up the 2015 expenses the total doesn't match the actual amounts. The total expense line should be \$40,429.25, not \$56,265.04. This is a \$16,000 difference which would mean the Chapter was actually ahead of 2015 by roughly \$7,000. He then clarified that could be tied to the Chapter taking in \$3,400 more in PIC load repayments. Shelia said she believed the calculation error was probably due to the removal of the Transportation Symposium expense line and the fields must not have recalculated correctly. Paul said felt it was a big enough difference that it should be reviewed again. Stan summarized the discussion.***

***Vote: Unanimous***

**3. Chapter Administrator Report – Shelia Booth, Chapter Administrator**

**a. July & August Board Meetings**

Shelia reminded the Board of the upcoming July 15<sup>th</sup> meeting in Avon and August 5<sup>th</sup> meeting in Denver. She stated the Eric would be working on the meeting venue and possible room block at an Avon hotel. The Plan4Health group will be in attendance for the meeting. She then said the August meeting location has yet to be set and the September meeting will be held at UC Denver followed by happy hour with the students.

**b. 2016 Elections**

Shelia reviewed the updated ballot for the 2015 elections. She noted that a few candidates had to withdraw due to work commitments and family emergencies.

**c. 2018 & 2020 Contracts**

Shelia said the contracts for 2018 Keystone and 2020 Vail have been executed and the deposits paid. The next step is to book the 2019 venue. Paul asked if 2019 would be a good year to bring the conference to Denver and mentioned a new Gaylord hotel in Aurora. He said he understood there were concerns with financial implications of booking a conference in the Denver area but would like to have the Board consider it. Shelia said she would have the conference broker look into the Denver area for 2019.

**d. Other**

Susan asked if we had received the scholarship check from the Transportation Symposium and if they had set the date for the 2017 event. She asked that it not conflict with the APA National conference next year.

**4. Old Business**

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

Shelia said they did not submit their report but would be at the July meeting in person.

**5. New Business**

**a. Nominating Committee Policy Discussion – Stan Clauson, President**

Stan summarized his concerns with the current lack of policy. He feels the election process has been flawed at times and the role of the Nominating Committee isn't the role that he envisions. He said he felt the Committee should not just recruit candidates, but review them for each role and pick the best. He said that given the low voter turnout and total number of votes received, having too many candidates can spread them out and reduce impact. He reminded the Board that they voted to submit a ballot for people who hadn't submitted all the candidate materials. He concluded that he is recommending a committee be formed to see what the true role of the Nominating Committee should be. Is it simply to collect names? If so, then we don't need a committee and staff can do the advertising. He gave an example how ITE has a committee and they designate one person for each position. He said if the Chapter would rather have two people, that could be accomplished but having five people doesn't contribute to the deliberation of the board. Libby offered that there currently isn't any information sent out to inform those interested in running that there is an incumbent running and it isn't revealed to those who are solicited. Stan said that Seth recognized the Bylaws only give direction for them to recruit not to review. Susan said it wasn't too long ago when it was difficult to recruit candidates and the Chapter might be in a lucky position where we don't need to recruit any more. She said she wasn't supportive of only one candidate and referred to APA National who has two candidates. She said the committee, if formed, could look at how National does it. Paul said he agrees, and when you have only one-person as a candidate, members feel disenfranchised. Stan said that National candidates submit letters of interest and the Nominating Committee reviews them and choose two per position. They also allow a person to petition to be put on the ballot if they aren't chosen by the Nominating

Committee. Michelle said she thought the process needs review and work and it's a great chance to reach out to our membership. She said it could become a Work Plan item if the committee makes changes. Stan thinks it can be a policy and not a modification to the Bylaws.

***Motion by Paul to form a special committee to review the roles and duties of the Nominating Committee***

***Second by Libby***

***Discussion: Sarah said by having a committee and going through the candidates, there might be a level of favoritism. She noted that one of our strengths is our diversity, but we want to bring in new faces and ideas. Susan agrees that it's a question of ethics and reviewing candidates is subjective. There would have to be several members on the committee to balance it and bring objectivity to the discussion. Michelle questioned the tasks of this committee. Libby relayed her experience and suggested that the recruiting be done over a longer period. Michelle suggested the current Nominating Committee report back on their experience. Stan stated that the Nominating Committee is appointed each year and Special Committees can be appointed at any time by the President. The special committee won't be critiquing the present committee, but coming up with policy for the future committees.***

***Susan offered a friendly amendment. That the special committee would come back to the board with their findings well before the next election process begins.***

***Paul & Libby accepted the amendment.***

***Vote: Unanimous (1 abstention by Michelle)***

Stan asked for volunteers on the committee. Libby, Scott, and Paul volunteered and suggested that outside members be solicited to participate.

**b. Conference Child Care Services – Michelle Stephens, President Elect**

Michelle summarized her request to provide child care at the 2016 State Conference and provide a youth track at the 2017 and future State Conferences. She suggested that a quick and informal survey could be sent to the membership to see if there is enough interest. Paul asked about APA's position and Shelia stated that she had contacted them. Shelia said that APA had at one time offered child care but stopped doing so in the early 2000s due to expense and liability. Libby said hotels offer the service outside the organization and members could utilize those services. She suggested having the Chapter provide the information to membership. Shelia asked if Michelle was looking to have the Chapter pay for the child care, and Michelle responded that it would depend on location, attendees and service availability. Libby suggested being more strategic with choosing venues that have the service onsite. Shelia reviewed the Chapters use of conference space and typical lack of extra space to provide the service. She summarized that providing the service would reduce offerings for members if the costs were to be covered by the Chapter and space was to be taken from the conference facility. Libby asked about drop-in child care facilities and having those available for the families. Susan said its worthwhile to ask but taking on the liability is different than providing a list. Susan then asked about the youth track and Michelle did a quick summary. Susan said she thought it's worth looking at but maybe as not part of the conference. Stan then asked to redirect the discussion back to the first recommendation regarding child care and to discuss and act on them individually.

Stan summarized that the discussion. He said it was possible to have conference hotels provide the child care service information and for staff to then provide that to the members. Stan and others felt there was too much liability to provide it ourselves. Jessica said there are two different questions to consider. 1) Is lack of child care a barrier to

conference attendance; and 2) Would the Chapter experience a bump in attendance if it was provided. She said she didn't feel like there was a strong demand for it at this time. Libby suggested just providing the resource information to the members and not to provide it as a service.

***Motion by Libby to provide child care service information to Chapter members and not provide child care services as part of the conference.***

***Second by Susan***

***Discussion: None***

***Vote: unanimous (1 abstaining Paul)***

Michelle then began the discussion of a youth in planning track. She said she would like to create a committee to look into creating of a youth track at the conference or other events. The committee could define the age groups and what is to be taught. Scott said he thought it was interesting but he doesn't like it for the conference. He felt the concept was best pursued on weekend. Shelia talked about Box City and the attendance she saw at her local school on a weekend. Libby talked about involving kids in comprehensive planning, neighborhood meetings and other ideas/trainings that have been created. Sarah said the program might be a great outreach tool for the conference communities. Planners could coordinate with kids that are in the local area when we come there. Shelia noted that if the committee wants to incorporate the program into the conference, the Board should review and prioritize all the ideas that have already been thrown out for the conference. Stan summarized that the majority of the Board thinks the program is too much for the conference but maybe as individual events; however, some thought that while we are at the conference we could engage the local community youth as an outreach program.

***Motion by Michelle to create a special committee to investigate youth in planning opportunities both at the conference and as a separate activity.***

***Second by Libby***

***Discussion: none***

***Vote unanimous***

Shelia asked the Board if there were any volunteers for the committee. Libby, Sarah and Michelle volunteered. Shelia said she would seek other board members to participate then take solicit from the membership. Jessica said that Louisville has a good youth planning program and maybe the new committee could just expand upon that.

## **6. Committee Updates:**

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

Lorin said the committee has met to discuss communication. He asked if there was anything the Board needed or have any ideas for the Student Board. No specific items were identified.

### **b. Awards Committee**

No report.

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

Anthony said they are increasing recruitment of members and reviewing their current Facebook setup. He said they have 41 members. He then talked about the SketchUp event. He said there were 10 attendees for beginner, five for intermediate and four for advanced. The event planners have identified lessons learned and look to improve communication on the next go around. Based on the financials of the event, there isn't a reimbursement from the Chapter required. The Board discussed the importance of this technical skill and that the \$30

is a true value. They agreed they should reach out to those other than EPP. Carey said the students didn't think the \$30 was a barrier.

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

Susan discussed the informational item regarding water conservation. She summarized the many groups doing water conservation related events and trainings and the overlap among them. She would like to see the Chapter become more involved in the education process. She said DOLA will be doing a "Train the Trainer" event at the conference and there are several other groups doing trainings around the state. She asked if there was interest in pursuing this and Libby said it was a great opportunity for the Chapter and the Sustainability Committee. Sarah said EPP was focusing on water issues this year too and might be interested in helping out.

Susan then said DCI has an urban renewal committee and Carolyn White provided an update on what's happening with urban renewal. They're working with a few communities that are trying to set up a URA within the new rules.

**e. Outreach & Communications Committee – Jessica Ibanez, and Hillary Seminick, Committee Co-Chairs**

Jessica said AIA is getting ready to do their annual journal and they are asking if we are interested in having an expert guest article. She didn't know the theme yet. She said that Sarah is working on one for CML. Stan volunteered to draft the article.

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

No report.

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

Sarah said the AICP Exam Scholarship application is open until July 1<sup>st</sup>. There will be two scholarships offered and we have currently received two applications. The committee will review and make selection in July. She then said Scott, Summer Frederick and she are the CM review committee for events. She noted the recent complex issue regarding the planning officials workshop and whether they would qualify for CM credits. She had asked for some insight as to how much would or would not fall under the exclusion. The goal is to identify what would and would not qualify for CMs. Lastly, the National Ethics committee met a month ago and discussed the conflict of interested issue. She said the written opinion will come out next week, and she would send it out to the Board.

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

Libby said they were excited about being a part of the conference and the next meeting is June 21<sup>st</sup>. They are still looking at how they can utilize webinars.

**7. Board Member Updates:**

Stan asked Carey if she knew anything about placement of interns and has it been successful. Carey said she doesn't get feedback about the interns but she said she could talk to the person who organized the career fair. Lorin talked about his experience and that every person who wanted an internship received one. Carey noted that the quantity of interns offered is acceptable, but they should focus on the matching aspect. Lorin suggested pay on experience level to make it feasible to live off the salary.

**8. 2016 Colorado Springs Conference – Shelia Booth, Chapter Administrator & Local Host Committee**

Shelia introduced the Local Host Committee members who were in attendance. She then reviewed the conference planning. She said that registration will be online the following week and the early bird rate will end July 10<sup>th</sup>. This year they are using a new registration program and the individual sessions will not be listed. This is acceptable as all the breakout rooms at the Antlers Hotel seat over 100 people. She then said all the sessions have been entered into the CM

dashboard and all but two of the mobile tour and keynotes. She will continue to move forward with the keynotes and speakers.

Shelia then asked the committee members to discuss their individual mobile tours.

**Meeting ended at 4:12 p.m.**

*Motion by Libby to adjourn.*

*Second by Scott*

*Discussion: None*

*Vote: Unanimous*

**APPROVED  
AUGUST 26, 2016**