



APA Colorado Board Meeting

MINUTES

Friday September 30, 2016

Live Well Colorado
1490 Lafayette Street, #404
Denver, CO 80218

The meeting was called to order at 2:15 p.m.

Roll call:

Present:

Stan Clauson, President
Michelle Stephens, President Elect
Leah Dawson, Secretary/Treasurer
Hillary Seminick, VP of Communications
Mark Williams, Southwest Area Representative
Seth Lorson, North Central Representative
Scott Bressler, Metro Representative
Libby Tart Schoenfelder, Metro Representative
Paul Rosenberg, Public Official Representative
Carey McAndrews, Faculty Representative
Julio Iturreria, Western Planner Representative
Susan Wood, Legislative Committee Co-Chair
Eric Heil, Legislative Committee Co-Chair
Anthony Avery, EPP Co-Representative
Roxanne Borzo Bertrand, Student Representative

Staff: Shelia Booth, Chapter Administrator

Absent:

Sarah Davis, Professional Development Officer
Tamra Allen, Northwest Area Representative
Wade Burkholder, South Central Representative
Anna Gagne, Central Mountain Representative
Jonathan Cappelli, EPP Co-Representative
Vacant, VP External Affairs

Guests:

Sarah Kurz, Live Well Colorado
Maureen Paz de Araujo, newly elected South Central Representative

1. Opening Remarks – Stan Clauson, President

Stan welcomed the Board and thanked Libby for arranging and Live Well Colorado for hosting the Board meeting. Stan noted this will be his last regular Board meeting as President and he looks forward to Michelle's leadership. He then introduced Sarah Kurz, Vice President of Policy & Communications with Live Well Colorado.

a. Presentation by Live Well Colorado –

Sarah welcomed the Board for coming and did short presentation on Live Well Colorado. She discussed current programs and ways the two organizations can work together.

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

a. August 2016 Minutes

Leah introduced the August 2016 minutes. She asked for any comments. Hearing none she asked for a motion. Shelia noted there was one typo that she would correct.

Motion by Michelle to approve the August 2016 minutes.

Second by Libby

Discussion: None

Vote: Unanimous

b. August 2016 Financial Report

Leah stated that the Chapter's assets as of August 31st, totaled \$247,740.95 which is up from 2015. She summarized that the checking account balance was \$186,433.90 and savings account balance was \$88,307.05. She summarized that August had a net income of \$85,375.63 with most that income from conference registrations and membership rebates. August expenses totaled \$9,991.95. She then highlighted the key differences between 2016 and 2015. Leah asked for any additional questions or comments, and hearing none, she asked for a motion to approve.

Motion by Paul to approve the August 2016 Financial report as presented.

Second by Michelle

Discussion: none

Vote: Unanimous

Eric noted that the Chapter's finances are healthy and continuing to grow. He said when appropriate, the Board might consider discussions on what to do with the wealth to benefit the Chapter and its members.

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2016 Conference

Shelia stated that as of September 28, there were 305 registered attendees for the conference and she anticipates around 350 by the time registration closes. She then discussed the Annual Board meeting agenda and timeline. She stated that conference sponsorship was currently at \$29,700 but does not include two sponsorships that were canceled due to the conference reschedule. She discussed the strong interest in sponsorship opportunities for happy hours and the need to discuss opportunities for these in 2017. She concluded with discussions regarding mobile tour changes and conference refunds.

Paul asked if the registration numbers and income were going to be lower than previous years. Shelia responded that she anticipated 350 attendees, which is average, but conference income would be around \$20,000 which is lower than previous years which were around \$30,000 to \$40,000. Paul asked if we could request that the Antler's cover the lost income and Stan replied that we had already asked them to cover identifiable losses. Eric noted that the lost income was speculative and that would be harder to justify. Leah noted that the finances for the Chapter are healthy even with lower attendance and less income. Susan stated that historically conferences along the Front Range aren't as profitable as those in the mountain communities.

4. Old Business

a. Planners4Health Initiative – Michelle Stephens, President Elect & Sarah Davis, PDO

Michelle said Sarah did not have the time to put an application together. Michelle then stated she had attended a session on the grant application and found that it wasn't as difficult as first believed. She then reviewed some of the criteria and encouraged anyone on the Board to take it on if they wanted. She said that since we have information from the first grant we are ahead. She summarized that the grant is payment for a team to do actual work for a short amount of time. The work must be done September 2017. Libby said they had talked about more collaboration with other groups and there's an overlap of work in the various organizations. Michelle asked if anyone was willing to take it on and no one volunteered. Susan asked if Eagle County knows about the grant and Shelia said she didn't know. Libby asked if the Chapter should do some outreach to Rocky Piro to see if there was interest with the Colorado Center for Sustainable Urbanism. Michelle asked if it was on our website and Shelia said no. Eric asked if it was one grant or could it be multiple and Stan replied that the application said each chapter would be granted one. Eric said he felt Live Well might be the perfect fit and Stan asked if Libby if she would be willing to spearhead the project and she said she would. There was more discussion about the requirements and Libby said she and Susan might be able to make the connection with another group. Michelle noted the application requires you to have a task force that is Chapter supported made up of a project manager, planner representative and health professional at a minimum. Carey said she can't speak on behalf of Rocky but she would be willing to help in whatever way is useful. Susan and Libby said they would take it forward and try to get the grant application submitted. Shelia noted that we would need to do an email vote to establish the task force and sign off on the grant application. Libby asked when winners are informed and Michelle said December of 2016. The orientation and launch are in January 2017.

b. 2016-2018 Strategic Plan and Work Program – Michelle Stephens, President Elect

Michelle asked if anyone had a chance to read the draft and then began summarizing the plan. She noted there are 24 action items and highlighted her plan to adopt APA National's objectives and strategies. She then discussed each of the 24 actions for the two-year time frame. She said she was seeking consensus from the Board to take the plan to the members before or at the conference. Michelle asked the Board if they have an issue with using APA's plan as the basis for our plan. Susan said it is a nice idea to integrate the two. Many people don't know very much about APA and this helps with the sharing of that information. Michelle said she reviewed notes from the retreat and picked things that she and others are passionate about. She asked if there were any obvious holes or things that should be removed.

Michelle then read the 24 items. Regarding the CPAT item, Susan said she wanted to work with DOLA to identify communities. After reviewing the items, the Board added the following: Enhance, Market and update PIC, and FAICP Nomination Process. Paul asked Michelle to expand upon the Diversity Committee and what she envisioned. She noted it was an APA goal and a previous Chapter goal and the Chapter would solicit interests.

Michelle then stated that she has assigned each goal to a committee and these items will show up on meeting agendas each month. Shelia recommended that the creation of a volunteer program be first. Eric wanted to do a membership survey up front. The Board noted that it gets ambitious and as a Board we get involved but it would be great to have a sense of how we do compare to other chapters. Michelle noted that the plan would be made available for membership comment on a platform provided by Urban Interactive Studio.

It was questioned if an announcement about a membership survey could be done at the conference. Shelia said she would ask other chapters for copies of their member survey. Stan summarized the discussion and recommendation, then asked for a motion.

Motion by Eric to take the draft 2016-2018 Strategic Plan & Work Plan to the Chapter members for endorsement

Second by Leah

Discuss

Vote: Unanimous

5. New Business - none

6. Committee Updates:

a. APAS Student Committee – Roxanne Borzo Bertrand, Student Representative

Roxanne said the job shadowing program is underway. She said if anyone missed the email and wants to host they should contact here. She contacted 60 organizations and 19 have agreed to host and there are 22 students interested. They have until October 5th to register for the program and then students will contact the company they are interested in.

b. Awards Committee

Shelia reviewed the reception agenda and asked if there were any changes or additions. The Board recommended adding the Karen B Smith award, FAICP inductees and those who passed the AICP exam.

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

Anthony said the next EPP event is October 12th and is a tour of the new Broadway bicycle track. He noted they would also like to host a happy hour during the conference and put information about upcoming events in the packet. He said the committee would like to get the information out to supervisors about the EPP rate and let them know the EPP Committee exists. HE noted that they've had membership interest from Ft. Collins and Colorado Springs but they have typically been Denver focused and this offers new opportunities to spread out around the state. He noted those areas would need a critical mass to get them going. He concluded that in November they are exploring Cranks-giving, an event where you partner with a local food bank or shelter and do a scavenger hunt race for the list of items needed.

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

Eric and Susan said there wasn't much to update. Eric mentioned that the liaison contract was up for review and suggested it be discussed at the December meeting. He suggested it would be helpful for the Board to identify how to better use the liaison and the cost of the liaison. He noted there are things the liaison can do and refine but he needs direction from the Board. Eric then discussed the 2016 Legislative Survey and said the results would be presented at the conference. He concluded that over the last few years the Chapter has done more monitoring and reacting and less proactive work. He said the group hasn't been looking at what laws need to be changed, noting that most shortcomings are in transportation and housing.

Susan said Eric had mentioned previously an idea to have appointed or elected positions on the committee to try to gather interest. She noted that the Legislative Committee has always been open to everyone but during the Legislative Policy Committee meeting this year she noticed that some other Chapters had organized their committee with appointed positions. Eric said he wanted to continue this discussion because the committee needs help reading the bills. He also questioned if it should be the liaison who calls upon elected officials, or should it

be committee members who do that. Stan asked if this should be a discussion in the future and said it should follow the presentation from the current liaison.

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

Hillary said the committee met earlier in September and discussed the departure of Jessica and the upcoming National Community Planning Month. They discussed the branding of Community Planning Month on website and Facebook. Stan noted that he will need to make an appointment to fill Jessica's position and he will work with Michelle to appoint the replacement.

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

No report. Eric noted the organization is still making money even by doing nothing.

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

Sarah said there was an AICP exam preparation that weekend and a study session planned for the conference.

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

No report.

i. **Youth in Planning - TBD**

Michelle said the committee appointed a chair, Jon Jennings, and they are putting together a program.

7. Board Member Updates:

Libby said she will be lobbying for more organization/municipalities to host board meetings.

Seth stated that he has accepted a new job as a transit planner.

Susan said the CSSU event was good and well attended. She thanked Carey and Anthony for helping. She concluded it was good for the Chapter to partner with education facilities on these planning issues.

8. Other Business

Shelia noted there was a possibility to provide three free registrations from the Elite sponsors to members or students. She asked the Board their preference and they agreed to give them to students.

Meeting ended at 3:59 p.m.

Motion by Paul to adjourn.

Second by Eric.

Discussion: None

Vote: Unanimous

APPROVED 12-2-2016