



APA Colorado Annual Board Meeting

MINUTES

Tuesday October 25, 2016

**Cheyenne Mountain Resort
Colorado Springs, CO
Colorado Ballroom**

The meeting was called to order at 11:37 a.m.

Roll call:

Present:

- Stan Clauson, President
- Michelle Stephens, President Elect
- Leah Dawson, Secretary/Treasurer
- Hillary Seminick, VP of Communications
- Nick Vander Kwaak, VP External Affairs
- Sarah Davis, Professional Development Officer
- Tamra Allen, Northwest Area Representative
- Mark Williams, Southwest Area Representative
- Anna Gagne, Central Mountain Representative
- Scott Bressler, Metro Representative
- Libby Tart Schoenfelder, Metro Representative
- Maureen Paz de Arujo, South Central Representative
- Seth Lorson, North Central Representative
- Paul Rosenberg, Public Official Representative
- Carey McAndrews, Faculty Representative
- Anthony Avery, EPP Co-Representative
- Roxanne Borzo Bertrand, Student Representative
- Susan Wood, Legislative Committee Co-Chair
- Eric Heil, Legislative Committee Co-Chair

Staff: Shelia Booth, Chapter Administrator

Absent:

- Jonathan Cappelli, EPP Co-Representative
- Julio Iturreria, Western Planner Representative

Guests:

Carol Rhea, APA President

1. Opening Remarks – Stan Clauson, President

Stan welcomed all those in attendance to the conference and thanked them for coming.

2. Introduction of Board Members

Stan reviewed the current, outgoing, and newly elected board members

a. Current Board Members

Stan acknowledged the following current Chapter Board members: Stan Clauson, President; Michelle Stephens, President Elect; Nick Vander Kwaak, VP External Affairs; Hillary Seminick, VP Communications; Leah Dawson, Secretary/Treasurer; Sarah R Davis, Professional Development Officer; Eric Heil & Susan Wood, Legislative Committee Co-Chairs; Seth Lorson,

North Central Area Representative; Tamra Allen, Northwest Area Representative; Scott Bressler, Metro Denver Area Representative; Libby Tart-Schoenfelder, Metro Denver Area Representative; Maureen Paz De Aurjo, South Central Area Representative; Mark Williams, Southwest Area Representative; Anna Gagne Laybourn, Central Mountain Area Representative; Carey McAndrews, Planning Faculty Representative; Paul Rosenberg, Public Official Representative; Julio Iturreria, Western Planner Representative; Anthony Avery & Jonathan Cappelli, EPP Representative and Shelia Booth, Chapter Administrator.

b. Outgoing Board Members

Stan acknowledged the following outgoing Chapter Board members: Stan Clauson, President who will become Past President; Jessica Ibanez, VP External Affairs; Wade Burkholder, South Central Area Representative; Russell Forrest, Southwest Area Representative; Carrie Makarewicz, Planning Faculty Representative; and Lorin Crandall Student Representative

c. Newly Elected Board Members

Stan acknowledged the following newly elected Chapter Board members: Hillary Seminick, VP Communications; Libby Tart-Schoenfelder, Metro Area Representative; Maureen Paz de Araujo, South Central Area Representative; Mark Williams, Southwest Area Representative; and Nick Vander Kwaak, VP External Affairs.

d. Board Member Updates

Stan asked for Board member updates and introduced Susan Wood.

Susan called Michelle up to the podium. Susan thanked Stan for his service as Chapter President. Susan and Michelle presented him with a gift. Stan thanked the Board for working with him and for the gesture. He then moved on to committee updates.

e. Committee Updates

- Professional Development committee – Sarah introduced the committee and thanked them for their work reviewing the conference sessions. She then discussed the Committee’s work with AICP exam prep.

3. Financial Report

Stan asked Leah to summarize the financial report. Leah noted that as of September 30, 2016, the Chapter had a year to date income of \$144,183.05, expenses of \$79,950.78 for a net income of \$64,232.27. She then highlighted the September income of \$32,867.58, expenses of \$9,991.95 for a monthly net income of \$22,875.63. She stated the Chapter’s current assets are \$186,433.90 in checking and \$88,307.05 in savings.

She then displayed the graphics showing income and expense by category. She noted the largest income for the Chapter is from the state conference and membership fees. The largest expenses are personnel and the legislative liaison. She asked if there were any questions or comments, and hearing none she asked for a motion to approve the financial report.

Motion by Paul to approve the 2016 financial report as presented

Second by Scott

Discussion: none

Vote: unanimous

4. 2016 – 2018 Strategic Plan and Work Plan – Michelle Stephens, president elect

Michelle presented the draft 2016-2018 Strategic Plan & Work plan to the members. She discussed the goals that came from the Board’s June retreat and noted the plan utilized the 2016-2035 APA Development Plan as a framework. She stated that the plan identifies 26 action items and is available to members for comment through November 20th online at apacolorado.civicomment.org courtesy of Urban Interactive Studio. She then highlighted the overall goals for the Chapter to be a leader in planning, to communicate and engage to foster leadership and participation, to partner to leverage resources, be an advocate for planning, to inspire the building of great communities and to serve members.

5. Other Business

Stan asked if there was any other business. Hearing none, he asked for a motion to adjourn.

Meeting ended at 11:51 a.m.

Motion by Michelle to adjourn.

Second by Sarah

Discussion: None

Vote: Unanimous

APPROVED 12-2-2016