



APA Colorado Board Meeting

MINUTES

Friday December 2, 2016

OZ Architecture
3003 Larimer Street
Denver, CO 80205

The meeting was called to order at 2:17 p.m.

Roll call:

Present:

Michelle Stephens, President
Stan Clauson, Past President
Leah Dawson, Secretary/Treasurer
Nick Vander Kwaak, VP External Affairs
Sarah Davis, Professional Development Officer
Seth Lorson, North Central Representative
Scott Bressler, Metro Representative
Libby Tart Schoenfelder, Metro Representative
Maureen Paz de Araujo, South Central Representative
Carey McAndrews, Faculty Representative
Jonathan Cappelli, EPP Co-Representative
Paul Rosenberg, Public Official Representative
Roxanne Borzo Bertrand, Student Representative

Absent:

Susan Wood, Legislative Committee Co-Chair
Eric Heil, Legislative Committee Co-Chair
Anthony Avery, EPP Co-Representative
Hillary Seminick, VP of Communications
Tamra Allen, Northwest Area Representative
Julio Iturreria, Western Planner Representative
Mark Williams, Southwest Area Representative

Staff: Shelia Booth, Chapter Administrator

Guests:

Mairi Mashburn, OZ Architecture
Rick Petersen, OZ Architecture
Rocky Piro, Colorado Center for Sustainable Urbanism

1. Opening Remarks – Michelle Stephens, President

Michelle thanked everyone for coming, noting this was her first official meeting as President. She thanked Stan for his service and said she looked forward to the next two years.

a. Presentation by OZ Architecture –

Michelle then introduced Mairi Mashburn and Rick Petersen with OZ Architecture. Mairi shared the history of OZ and their focus. Rick did a presentation on their work planning the of the South Pole station. Mairi returned after the meeting and shared work on the RiNo District in Denver.

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

a. September 2016 Minutes

b. October 2016 Minutes

Leah introduced the September and October 2016 minutes. She asked for any comments on either set and hearing none she asked for a motion to approve both.

Motion by Scott to approve the September and October 2016 minutes.

Second by Nick

Discussion: None

Vote: Unanimous

c. September 2016 Financial Report

d. October 2016 Financial Report

Leah summarized the September and October 2016 financial reports. She stated that the Chapter's assets as of September 30, 2016, totaled \$213,337.49 with a checking account balance of \$125,026.08 and savings balance of \$88,258.29. She then said September had a net loss of \$63,323.65 with \$58,750 of that due to disbursement of the Plan4Health Grant to Eagle County. Income was \$3,969.79 and expenses without Plan4Health were \$4,573.65.

Leah then said the October 31, 2016, assets totaled \$206,282.57 with a checking account balance of \$117,966.66 and savings of \$88,315.91. She said October had a net loss of \$11,004.36 with \$6,118.68 in income and \$17,123.04 in expenses. Most income and expenses in October were for the state conference. Leah then asked for any additional questions or comments, and hearing none, she asked for a motion to approve.

Motion by Scott to approve the September & October 2016 financial reports as presented.

Second by Maureen

Discussion: none

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2016 Conference Review

Shelia said the survey reviews were mostly positive regarding the venue, food and speakers. As expected, the negative comments were related to lack of walkability; however, more positive than negative reviews were received about Cheyenne Mountain Resort. Sessions were rated highly with typical comments about them not being geared toward more experienced planners.

Shelia then said she had received the final bill from Cheyenne Mountain Resort mid-day on Wednesday. She saw a few items that she needed to inquire about but in general, the bill was accurate at \$105,452.95. Based on this amount, conference income will be around \$18,000 which she stated was close to her original estimate of \$15,000 - \$20,000. The reason for less income was the price of the resorts offerings, mobile tour transportation and more money spent on the opening reception. She concluded that the final financial report for the conference would be presented in January.

Paul asked how much the conference would have made if it had stayed at the Antlers and Shelia responded that it might have been higher since their food/beverage prices were lower and they had also offered an incentive to have us stay. However, with nowhere for the attendees to stay downtown, attendance most likely would have been lower and

resulted in less income. Stan asked what we budgeted for the conference and Shelia responded it was around \$30,000. Stan noted that the budget would be affected negatively by around \$12,000. Sarah related that many attendees had said the conference was great this year and attendees wouldn't have had as good an experience if they were spread out around town.

Shelia then asked for a motion to approve payment of the invoice since it was over \$1,000.

Motion by Leah to approve payment of the Cheyenne Mountain Resort invoice subject to final review by staff.

Second by Scott

Discussion: none

Vote: Unanimous

4. Old Business

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

Michelle informed the Board that the Chapter was awarded a \$60,000 grant. The Board agreed to postpone discussion of the grant until Rocky Piro, Colorado Center for Sustainable Urbanism, arrived.

When Rocky arrived, he distributed a draft budget for the grant. He stated that some items would be best kept with APA to avoid overhead that would be charged with UC Denver. He said administration of the grant, travel, registrations and rentals would fall to APA Colorado. UCD would do the publication and reporting in house. He noted that Michelle must approve and sign the new budget and paper work to submit to APA accepting the grant. Stan thanked everyone for rallying together and working on the grant.

Motion by Stan to approve the revised budget as submitted and authorize the President to execute the grant agreement

Second by Maureen

Discussion: none

Vote: Unanimous

Rocky then said their focus will be to integrate health and wellness into planning. Their focus will be on the western slope and eastern plains. He noted they are already working in the Denver area. He reviewed the list of communities and/or counties they were considering as targets for the grant. He said he had already reached out the Durango for the western slope and was considering La Junta, Lamar, Sterling, Walsenburg and others for the eastern plains. Libby noted that the jurisdiction decision could be left to the grant group or the Board could provide input; however, it didn't need to be decided on at this step of the grant acceptance process. She reiterated that the critical issue at this point was the grant budget the Board just approved. Michelle and the Board agreed that they were comfortable with the grant task force making the decision on selected jurisdictions. Rocky concluded by asking the Board to contact him if they had any recommendations or thoughts on the selected jurisdictions on the western slope or eastern plains.

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

Michelle said the plan had been posted on the civiccomment.com but no member had posted any comments. She noted she did receive comments from the Outreach & Communications Committee and would be reviewing and incorporating those comments,

as applicable. She concluded that her goal was to put the plans into their final format and bring back to the Board in February.

Motion by Sarah for Michelle to move forward with preparation of the plan for presentation in February

Second by Leah

Discussion: none

Vote: Unanimous

5. New Business

a. Meet the Dark Side 2017 Sponsorship – Anthony Avery, EPP Representative

Jonathan summarized the request to sponsor the 2017 Meet the Dark Side event at the same \$100 level as done in 2016. He and others discussed the success of the event and the large turnout from all the various organizations. He said he hoped to have more materials and a greater presence for the Chapter at the 2017 event.

Motion by Leah to sponsor the event at the \$300 level.

Second by Libby

Discussion: Leah noted that there was plenty in the budget to cover the additional expense and since it was such a great event the Chapter could benefit from more exposure.

Vote: Unanimous

b. EPP Panelist Gifts Reimbursement – Anthony Avery, EPP Representative

Jonathan summarized the EPP event and the said the presenters were given gift cards. The request was to provide reimbursement for the gift cards. He talked about the discussion at the event about urban blight versus rural blight.

Motion by Sarah to approve the reimbursement

Second by Scott

Discussion: none

Vote: Unanimous

c. EPP Printing Reimbursement – Anthony Avery, EPP Representative

Jonathan informed the Board that EPP had created and printed flyers and banners for use at their events. He asked for reimbursement approval for the expenditures.

Motion by Leah to approve reimbursement for the printing expenses

Second by Scott

Discussion: Stan thanked Jonathan for the reports but felt the reimbursement items should be informational and not action items. He felt the Board had better things to review during its meetings.

Vote: Unanimous

d. Appointment/Reappointment of Presidential Appointed Board Positions – Michelle Stephens, President

Michelle stated that the Chapter Bylaws require appointment and/or reappointment of certain positions at the time the President takes office. She said she would like to reappoint all persons to their current positions except for the Public Official representative. She said she would like to open this position up to others and had put out a call for request for interest. She will bring back her choice for appointment to the Public Official Representative in January. She then reviewed her reappointments of Sarah Davis, Professional Development Officer; Susan Wood, Legislative Committee Co-Chair; Conor

Merrigan & Enessa Janes, Sustainability Co-Chairs; and Carey McAndrews, Planning Faculty Representative

Motion by Leah to approve the presidential appointments as presented.

Second by Nick

Discussion: none

Vote: Unanimous

e. 2017 Planning Matters Newsletter Themes – Hillary Seminick, VP Communications

Nick informed the Board that the Outreach & Communications Committee had discussed the themes at their last meeting and they planned to bring them to the Board in January. Shelia noted that the 1st quarter theme needed to be approved now since the call for articles and advertisements will be distributed in December. Nick said the committee had chosen the following themes: 1st quarter – Housing Trends; 2nd quarter – Environmental Sustainability or Federal Planning; 3rd quarter – Conference Theme; and 4th quarter – Chapter Awards. He then asked the Board for comments and Michelle asked the Board for a motion.

Motion by Scott to approve the 2017 newsletter themes as presented.

Second by Maureen

Discussion: Sarah asked what the themes were for 2016 and Shelia stated they were land use and water, land use and transportation and land use and health. Michelle recommended that one issue should be about technology. She said the presentation she did at the CML summer conference was about that and it was a current trend. She then asked if the first quarter should be about health so the two health grants could be highlighted. Jonathan asked if the 4th quarter could be a different theme and highlight international planning. Discussion ensued on the importance of highlighting the chapter awards in the newsletter and it was agreed that each issue should try to incorporate an international view of that theme. The Board offered to modify the 2017 themes to: 1st quarter – Health & Environment; 2nd quarter – Technology; 3rd quarter – Housing Trends and 4th quarter – Chapter Awards

Scott & Maureen accepted the amendment

Discussion: no further discussion

Vote: Unanimous

f. 2017 Budget – Leah Dawson, Secretary/Treasurer

Leah noted that the 2016 budget was healthy and in preliminary discussions with Michelle they had ideas to spend more money in 2017. She then said she would like to put together a Budget Committee and have one or two board members join her, Michelle and Shelia. Stan and Maureen volunteered to assist.

i. EPP Budget Request – Anthony Avery, EPP Representative

Jonathan noted that EPP had submitted their budget for 2017 and would like it to be reviewed by the committee. He suggested his item be postponed until the budget is reviewed in January and the committee has had a chance to review it.

Motion by Sarah to form the 2017 Budget Committee comprised of Leah, Michelle, Shelia, Stan and Maureen.

Second by Scott

Discussion: none

Vote: Unanimous

g. Chapter Banking – Michelle Stephens, President

Michelle summarized her request for the Board to approve recommendation for staff to research banking institutions. She stated that she felt since the Chapter was a Colorado organization it should support a Colorado institution. Her recommendation was for staff to research Colorado based banking institutions and to bring back the results and the top three recommendations to the Board later. Stan stated his opposition since the Board had gone through this process recently due to a lack of service by our previous bank which was a Colorado based institution. He said the Chapter needs to have a statewide presence since the Board is spread out around the state. He concluded that he felt the task was extra work for staff and not necessary since the Chapter has not had unsatisfactory dealings with the current bank. Paul agreed adding that the current bank employees thousands of people around the state and therefore is a Colorado based institution. Michelle asked for a motion to continue discussion.

Motion by Sarah directing staff to identify a minimum of three local banks or credit unions and research the pros/cons of transferring the Chapter's banking to the new institution.

Second by Seth

Discussion: Paul continued that the bank serving the Chapter should have universalness. Michelle stated that she uses a credit union and they have mobile banking and access to ATMs around the country. Seth stated that he wanted a bank that was more in line with the Chapter's values and Sarah agreed. Libby agreed but stated she didn't want Staff putting in too much time and effort into the process. Stan summarized the pros/cons of the current bank. Michelle called for a roll call vote

Vote: For – Leah, Seth, Maureen, Sarah, Michelle, Nick, Libby; Against – Scott, Stan, Paul and Carey.

h. Chapter Administrator Year-End Bonus – Michelle Stephens, President

Michelle stated she was requesting Board approval of a year-end bonus of \$1000 for staff and reimbursement of \$200 for the gift certificate at the conference. She noted that she had discussed completing the annual performance review with staff early next year.

Motion by Leah to approve the \$1000 bonus and reimbursement of \$200 gift certificate.

Second by Sarah

Discussion: Stan noted that these issues are typically discussed in an executive session and during the annual performance review; however, he was still supportive of the request.

Vote: Unanimous

i. Board Meeting Dates – Hillary Seminick, VP Communications

Michelle informed the Board the Hillary was unable to make this and all other Board meetings that fall on the 1st Friday of each month due to a standing commitment. Hillary was requesting the Board consider moving the meetings to the 2nd or 3rd Friday of each month, at least until June when her monthly commitment concluded.

Motion by Leah to approve the movement of the monthly board meeting to the 2nd or 3rd Friday of each month.

Second by Scott

Discussion: none

Vote: Unanimous

j. 2017 Board Meeting Dates – Shelia Booth, Chapter Administrator

Shelia reviewed the proposed meeting dates for 2017 as proposed. She then noted that all meetings before June would need to be changed based on the previous agenda item.

She asked the Board for clarification on the 2nd or 3rd Friday and if the change should carry through the year or end in June. The Board agreed that it didn't matter if it was the 2nd or 3rd Friday and that could be at staff's discretion. They also agreed that the change should conclude in June and the schedule return to normal after that. Shelia noted that the January meeting may be difficult to change due to a previous commitment by the host. She would update the Board by email with the final date and location later in December. She also noted she would not be able to change the June meeting since it was contractual with The Peaks in Mountain Village. She concluded that she would bring back a draft meeting schedule in January for Board approval. She also asked Board members to consider hosting and to provide their preference for dates.

6. Committee Updates:

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

Roxanne said that students were currently preparing for finals. The APAS Board plans a retreat to schedule Spring events.

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

Jonathan noted EPP had a good year and Michelle said the Strategic Plan suggests some tactical urbanism events and hoped EPP would head them up. Jonathan discussed the issues the Committee had with the previous attempt.

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

No report.

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

Nick said the Committee had met and discussed the Strategic Plan and the newsletter for 2017. He then said he had received request for an article on public spaces from CML with a deadline of December 15th. He asked if anyone was interested in writing it and Michelle said she knew someone who might be.

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

No report.

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

Sarah said there wasn't a lot of activity this time of year but she would be gearing up soon for the 2017 conference session proposals. She plans to contact the current committee members to see who is still interested in serving and seeking new members. She then noted there were some upcoming event targeted toward new planners, one on presentation skills. She concluded that she plans to bring the ethics case back to the Board in January to wrap up that issue.

Nick asked if Sarah had been approached by Carlos Hernandez regarding an event he would like APA to sponsor. The Board agreed the event sounded interesting and possibly one of the Denver Metro Representatives could work with him to organize.

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

Libby noted the committee was having issues with member participation and plan to meet again in January.

h. **Youth in Planning – Michelle Stephens, Board Liaison**

Michelle said the committee had set up a base camp and were currently collecting best practices. The goal is to generate a tool kit that meets Colorado curriculum. The second will be targeted to kids of planners. Michelle said she would be the Board liaison.

7. Board Member Updates:

None

8. Other Business

None

Meeting ended at 3:54 p.m.

Motion by Scott to adjourn.

Second by Sarah

Discussion: None

Vote: Unanimous

APPROVED JANUARY 6, 2017