



# APA Colorado Board Meeting

## MINUTES

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Friday January 9, 2015

General Shale  
1845 W. Dartmouth Avenue  
Denver, CO 80110

### Facility Tour & Presentation

1. **Welcome & Introduction – Susan Wood, Past President**
2. **Presentation – Mark Stutz, VP Sales Western Division, General Shale.**

Presentation began at 1:00 p.m. and adjourned at 2:05 p.m.  
Attending: Stan, Susan, Jessica, Dylan, Caeli, Libby, and Julio

### Regular Meeting

The meeting was called to order by President, Stan Clauson at 2:11 p.m.

#### Roll call:

##### **Present:**

Stan Clauson, President  
Susan Wood, Past President  
Jessica Ibanez, VP External Affairs  
Dylan Grabowski, VP of Communications  
Joni Marsh, Secretary/Treasurer  
Tareq Wafaie, Professional Development Officer  
Paul Rosenberg, Public Official Representative  
Erica Heller, Metro Representative  
Libby Tart Schoenfelder, Metro Representative  
Seth Lorson, North Central Representative  
Toby Stauffer, Northwest Area Representative  
Tamra Allen, Central Mountain Representative  
Carrie Makarewicz, Faculty Representative  
Russ Forrest, Southwest Area Representative  
Caeli Hill, Student Representative  
Sarah R. Davis, EPP Representative  
Julio Iturreria, Western Planner Representative

##### **Absent:**

Kit Roupe, South Central Representative  
Eric Heil, Legislative Committee Co-Chair

##### **Guests:**

**Staff:** Shelia Booth, Chapter Administrator

## 1. Opening Remarks – Stan Clauson, President

Stan informed the Board that APA Colorado had forwarded two proposal responses related to healthy communities initiatives to APA National. He reminded the Board that they have a number of things to accomplish in 2015 including changing the Area Representative map, adopting a new strategic plan and completing the launch of the new mapping project funded by the CPC Grant. He noted that the goal was to get the RFP out in December but that will now be done in January.

## 2. Secretary/Treasurer's Report – Joni Marsh, Secretary/Treasurer

### a. December 2014 Minutes

Joni presented the minutes and asked for comments corrections. Libby noted a few typos and Susan said the attendance section needed to be updated to show her as absent. Sarah requested a correction to her statement, having it read that 70% of the EPP Board is private sector, not 70% of the EPP membership. Erica said the Committee section should be updated to change the Sustainability liaison title from her to Libby.

***Motion by Julio to approve the November minutes with the noted changes.***

***Second by Susan***

***Discussion: None***

***Vote: Unanimous***

### b. December 2014 Financial Report

Joni summarized the financial report noting a net loss for the month in the amount of \$8,688.91. She highlighted the December payments and noted the end of year balances for the checking (\$75,095.39) and savings (\$53,224.25). She then reviewed the conference income summaries.

***Motion by Paul to approve the November financial report.***

***Second by Erica***

***Discussion: None***

***Vote: Unanimous***

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

a. **Steamboat Springs** – Shelia provided a summary of the themes that has been submitted for the conference and asked the Board for any additional ideas, comments, or questions. Erica indicated her recommendation for "Steaming for the Future." Shelia stated that the themes would be presented to the Local Host Committee and Board for a vote. Once chosen, she would work with Caeli to have a student volunteer design a logo. The next conference call will be held the week of January 12<sup>th</sup>. Jessica inquired about work with or sponsorship by AARP.

### b. Transportation Symposium

Shelia summarized the conference call discussions. She said she was in the process of completing the application and contracts for the Colorado Convention Center venue. She then informed the Board that the committee was considering doing away with the morning panel and only having a lunch panel. This would allow more time for networking and the morning panel, according to the committee, wasn't well attended. Susan did not agree and said she would speak about this at the next committee meeting.

Shelia then said she would begin looking at venues for the National conference reception.

### c. Future Conferences

Shelia contacted the planning directors for Telluride/Mountain Village, Estes Park and Breckenridge requesting a letter of interest in hosting the 2017 conference. All three have contacted her and expressed interest in submitting the letter. Breckenridge was concerned with the amount of time it would take, them having such a small staff. Shelia encouraged them to reach out to other planning departments (city and county) and private firms for assistance, as this would help alleviate the time commitment issue but also offer a better rounded conference

planning process and experience. The plan is to bring the RFPs and letters to the February meeting for Board review and approval.

Stan then thanked the Board for their email vote on the Balsover Scholarship and their final contribution of \$2,165.

#### 4. Old Business -

##### a. 2015 Budget – Joni Marsh, Secretary/Treasurer

Joni reminded the board of the budget discussion at the last meeting. She then noted that EPP had reduced their budget. They are going to do some initial events and then the Board can review additional requests mid-year to see if there is funding available for the remainder of the requests. Jessica asked if the committees were grouped together and Joni confirmed.

***Motion by Paul to approve the 2015 Budget.***

***Second by Tamra***

***Discussion: none***

***Vote: Unanimous***

##### b. Financial & Travel Policies – Joni Marsh, Secretary/Treasurer

Tamra summarized the history of the financial policies task. The Board's initial direction was to put together a document on how we handle the organizations finances, reimbursements for travel and funding of events. She said the draft was built on the financial policies template provided by APA National that was provided as a guide to all the Chapters. Tamra then began to review the document section by section with the Board, highlighting areas where the committee had questions.

She started by stating that the committee wanted a policy that outlined how we do things and that the roles and responsibilities aligned with the Bylaws. The draft leans heavily on the treasurer and administrative staff for enforcement of the policies and procedures.

The first topic discussed was liability insurance. This was added as a requirement and has been placed in the approved 2015 budget. The minimum coverage should be \$1 million. The next section spoke of requirements for applying for and keeping tax exempt, nonprofit status. Stan requested that the document reflect that we have these articles. The next section (3.0) stated our organization follows the cash basis accounting. Joni and Shelia met with KKB to discuss some of the items in the policies and they confirmed that APA Colorado can stay in the cash basis. Section 4.0 relates to internal controls and how APA Colorado handles cash and tracks our finances. The policy requires that more than one individual be involved in a transaction. The administrator receives monthly statements and treasurer looks at reconciliation reports. The goal is to ensure that the person spending the money is not the only one reconciling the reports. The Board also reviews the financial reports each month.

Next, the discussion moved to savings account or investment accounts. The policy currently states that anything greater than \$50,000 should be invested. The organization does not currently have an investment. Erica noted the comment recommending the Secretary/Treasurer having access to Quick Books and Joni said that was a question for the Board moving forward. She informed the Board that she had previously had access but did not currently due to MAC/PC issues. She noted it would be helpful to some extent and that the cross checks allow protection for staff as well. She noted concern that future secretary/treasurers may or may not want that level of expectation and that it wasn't an expectation when she joined the Board. Stan said he has QuickBooks and could review during his term. Joni then stated that the reality is that QuickBooks lies with administrator and the secretary/treasurer reviews the reports. The Treasurer can also log on to view the bank at any time. Tamra said she would modify the language to reflect the discussion.

The next section referred to financial reporting and the language reflects current practice. The next issue discussed was if the Board should set a fixed amount or a percentage requirement

for our checking and savings accounts. The committee liked a fixed number versus a percentage. The policy currently states \$50,000 in checking. Paul wanted the reserves amount increased to \$75,000 and asked why there needs to be \$50,000 in checking. Joni replied that we are a cyclical organization and the \$50,000 is a nice cushion. Tareq said we should discuss what we do with money above the \$50,000. Joni said the committee reviewed the historical balance sheets for the organization and our current balance seems typical with those in the past.

Section 4.1-4.3 discusses general acceptable accounting principles. Financial transactions are discussed in Section 5.0. A section was added regarding credit cards stating that the balances be paid off in full each month and that rewards remain with the chapter. Another section deals with receipts and how they are filed and kept in digital file form in QuickBooks. Section 5.32 specifies that invoices must be approved by the president and treasurer before being paid. This is not current practice. Currently, if an expense is in the approved budget, it's considered an approved expense and gets paid. Jessica asked if there was a threshold that should require approval and Joni said they had discussed that. Stan suggested \$5000 but Paul thought it was too high. Stan offered \$1000 and an email authorization prior to or at the time of payment for all transactions, not just those outside the budget. The Board agreed to that change and Tamra said she would modify the section.

Section 5.33 relates to travel reimbursements. All reimbursements for travel must be done through a reimbursement form. The draft policy outlines reimbursement qualifications for the administrator, president, and professional development officer, and legislative committee chair. Specifics for each are identified in the policies. The policy also references the use of the federal per diem rates as guidance. Jessica asked why the PDO goes to the national conference and Tareq replied that there are specific events/trainings for the PDO such as the PDO exchange. It was noted that the Western Planner travel reimbursement that had previously been included in the organization's budget but has not been budgeted in the past two years was not included in these policies. Erica stated that it could be considered on an annual basis if needed and that this could also apply to other requests for travel. Erica asked it would be worthwhile to state that if you are getting reimbursed by one source you can't get reimbursed by APA Colorado. Stan countered that the reimbursement form could have a certifications statement to that affect. Section 5.34 outlines the policies for funding and reimbursing for events. This policy was previously approved by the Board and was added to this document. She summarized the section and noted that no changes were made to it from previous approval. Sarah asked if this would take the place of the previous policy and Tamra said yes, but the language was not changed, only simplified. Joni said that those policies were adopted when APA Colorado didn't have specific events budgets, but now committees are submitting them and the Board can base approval off of those. Jessica noted it was also used as a tool to make sure all the committees and representatives had equal share to the money.

Next discussed was the relationship with the APAS, their checking account, and how APA Colorado manages that account. The policy was reviewed by the APAS faculty representative and reflects their current procedures and requirements as well. A faculty representative must be signatory on the account and it must have a minimum balance of \$1000 at the end of each APAS cycle. Caeli said they visit the budget in fall and spring and their current goal is a \$2000 balance. Section 6.0 deals with financial reporting and preparation of a budget. Tamra noted that the organization already follows this process. The reserves section recommends a minimum 50% for operating expenses and the committee felt the organization was within that threshold currently. Erica asked exactly what the operating expenses are and Joni said that was subjective but in her review the organization could operate on the amount currently in place. Erica asked if there needed to be a specific number and Joni said she would work on defining "operational expenses" and bring in some options for the board to review. Tamra suggested bringing this section back in February. Next discussed were the audits and records retention section. The recommendation was to do an audit every 5 years unless otherwise required by the board or accountant. Joni noted that our current account has not done one for us and Tareq suggested changing "shall" to "should." Tamra noted that records retention in general is seven

years and that financial records are digitally saved and backed up. Lastly, the policy recommends retaining a CPA for payroll and taxes.

Tamra said she would incorporate the changes and bring the policy back to the Board for adoption at the next meeting. Discussion continued on the process of drafting it and the need for the policies.

**c. Western Planner Resources Partnership – Julio Iturreria, Western Planner Representative**

Julio said he had been asked at the December meeting to come back to the Board with recommendations on how APA Colorado can support Western Planner. He said APA Colorado is an affiliate so a subscription for our members is \$30. He said he was disappointed when he discovered that he is the only Board member who is a member of Western Planner and that Colorado only has a handful of subscribers, approximately 26. First, he asked that all the Board members become subscribers to Western Planner. Second, he reviewed the said the letter from Western Planner asking for \$1000 contribution; however, he would rather see the Board subscribe rather than do a blanket donation. Thirdly, he said he would like to see more than 26 APA Colorado members become subscribers. Tareq questioned the \$1000 donation this year, wondering if Western Planner would be asking for more each year after. He also noted that even if all the Board subscribed, it wouldn't meet the \$1000 request. Erica suggested asking for things in return for the donation such as a number free subscriptions to be given to the membership. She questioned how any contribution could be made worthwhile to our membership. Libby asked how you become a sustaining member and Julio said it was a historical establishment. Julio said he would like to have any of his travel budget go straight to Western Planner since he is willing to pay for his travel out of his pocket.

Stan noted that he had taken advantage of the \$15 digital subscription offer last month. Stan then noted that if there are only 30 people in Colorado that subscribe, it might suggest that we haven't publicized Western Planner enough. He said it could also be that Colorado has split off from the WY, MT, ID group where there is less interest in the formalized structure of APA. He felt it was important for the Board to not just assume that a contribution is necessary but first determine if Western Planner is important to the membership. Julio said we should talk about what our relationship with Western Planners and the surrounding states. He stated he felt that as times have changed (recession, etc.) that planner's dedication to Western Planner has changed.

Susan said she has been involved with Western Planner longer than with APA Colorado and asked about the origin of the relationship and what APA Colorado and its members get out of it. She noted that these seem to be reoccurring questions and the Board should consider that history carefully. She noted that APA Colorado has entered into agreements with allied professional groups and those have been symbiotic relations. Maybe our relationship with Western Planner should morph into something similar by formalizing our partnership with them. She said the Board would have to figure out how our partnership with Western Planner benefits our membership. Paul agreed that if only 26 people are subscribing, maybe it's not relevant anymore to Colorado planners. Jessica said she just subscribed and she agreed the Board should formalize the partnership. She suggested starting with a marketing campaign to APA Colorado members and see what kind of response we get. Libby agreed noting that not a lot of people know about it or subscribe to it. There was discussion about where the Western Planner conferences have been held and it was noted it hasn't been in Colorado in many years. Stan summarized that he is hearing uncertainty about the board subscription and \$1000 payment but there was a suggestion to market the \$15 rate. Susan said she agreed to market the rate but we really should consider a partnership agreement. Tamra asked if we give money to any other allied groups and the Board replied no. The Board directed Shelia to advertise and promote the Western Planner subscription.

***Motion by Tamra to promote the new \$15 digital subscription but no donation.***

***Second by Tareq.***

***Discussion: none***

***Vote: Unanimous Julio abstain***

**Stan asked if there was any other action suggested.**

**Motion by Susan to direct Julio to discuss with Western Planner the possibility of entering into a partnership agreement, the terms of which would be discussed between the two parties.**

**Second by Erica**

**Discussion: None**

**Vote: All except Paul and Stan because they didn't feel that our current partnership agreements are comparable.**

Tamra asked if we had other partnership agreements and the Board confirmed DCI and CASTA.

**d. Area Representative Redistricting Map– Shelia Booth, Chapter Administrator**

Stan asked that the item be tabled.

***Motion by Stan to continue.***

***Second by Paul***

***Discussion: None***

***Vote: Unanimous***

**5. New Business**

**a. Meeting Start Times – Stan Clauson, President**

Stan summarized the request. Russ had asked for an earlier start, possibly 11:00 a.m. to allow those on the western slope time to drive back and forth. There has also been push back from other members about having a tour/presentation prior to every meeting and they want the meetings to start at 2:00 p.m. Russ said it's difficult to participate on the phone and the start time at 2:00 p.m. has him getting home at 8:00/9:00 p.m. at night. Libby suggested a noon start with board members providing their own lunch. Joni agreed that earlier is better. Susan said Eric had also suggested having the meetings start earlier or later due to rush hour traffic. Paul said if it started earlier he would have to quit the Board. Erica said the meeting start time was driven in part by travel and an earlier time would make it easier. She then said the issue of the tours has morphed and she agreed that if we ask someone to do a tour we should have people to show up. She suggested having a process to make sure people can commit to attending. Susan asked what time Russ would like to be leaving Denver and his goal would be 3:00 p.m. Tamra said she agreed that moving it would make it easier. Tareq suggested that before we change the time we should also explore the Go To Meeting approach to allow people to remotely participate more meaningfully. He then said he prefers the current time. Erica said a 1:00 p.m. start time might allow opportunities for networking before. Susan said today's tour was great and it was nice to hear from other offices. Jessica said she hadn't attended a tour that wasn't well attended and she would like to keep them optional. Stan asked if anyone wanted to make a change; move the tour to the end; move meeting to one hour earlier. Dylan had an issue with moving the tour to the end since the Board meetings don't end on time and the presenters would have to wait around of the board would have to cut the meetings short. Toby suggested that if there is a tour it starts at meeting time and there not be one at every meeting.

***Motion by Tamra for the next available Board meeting, the start time be set at 1:00 p.m. for Board business (All future Board meetings to begin at 1:00 p.m.)***

***Second by Russ***

***Discussion: Susan asked if the motion only applied to the next meeting or all future meetings. Stan clarified that it will apply to all Board meetings moving forward.***

***Vote: All except Tareq who voted in opposition.***

Shelia said she would try to change the February meeting time and Tamra asked if we could do Go To Meeting for future meetings as well.

## 6. Committee Updates:

a. **APAS Student Committee – Caeli Hill, Student Representative**

Caeli said she will be doing the job shadowing again spring semester. Because it's a lot of work, she will be suggesting that it only be done in the spring in the future. At the end of the January, she will be doing a request for hosts. Susan said she would like to receive the student's feedback and or survey on their job shadowing experience. Caeli then said that a student has expressed interest in doing the graphic work for the conference. She thanked the Board for approving the money for the scholarship.

b. **Ballot Committee – Shelia Booth, Chapter Administrator**

No report.

c. **CPA Grant Project Committee – Stan Clauson**

Stan said the committee needs to draft the RFP and get it distributed. Jessica said they would get a meeting setup.

d. **Emerging Planning Professional – Sarah Davis, Committee Chair**

Sarah said that EPP will be showing a documentary and in February will be part one of the RFQ event which is their first paid event.

e. **Healthy Communities Initiative Committee – Erica Heller**

Erica said that both of the groups that wanted to submit did. She noted that only 10 to 15 awards will be given nation-wide and we should find out mid-February. She then said she had received an email from CDPHE and they are looking to put together a group of professionals to discuss health issues and they want someone from APA CO or DOLA to be on this team. The deadline to respond is the end of January. The member would get an expense paid trip to Nashville for three days and be a part of the follow-up on the project. Stan asked her to send out an email to solicit interest.

f. **Legislative Committee - Eric Heil, Co-chair**

Dylan relayed that the first meeting is scheduled for Monday January 26<sup>th</sup>. Susan said that Sol is already distributing bills for the committee to review.

g. **Outreach & Communications Committee – Dylan Grabowski and Jessica Ibanez, Committee Co-Chairs**

Jessica said the committee is reviewing and prioritizing the work plan and hope to bring it to the Board in the next few months.

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

Stan said the committee had an initial meeting and have plans for regular meetings going forward.

i. **Professional Development Committee – Tareq Wafaie, Committee Chair**

Tareq informed the Board that he his committee will be returning this year. He said we received one AICP scholarship application and it was forwarded to APA. He then said the utilities siting session is still in discussion and Xcel wants this to be and APA event with help from Xcel. They want to involve local governments like Denver and Arvada. He asked if an area representative would take this event over and work with Xcel and Shelia and to handle the marketing. If not, he would try to put something together later in the spring. He then said that a reprise of the conference Ethics session would be held in February in Lakewood.

j. **Strategic Plan Update Committee – Stan Clauson, Committee Chair**

No report

k. **Sustainability Committee - Erica Heller, Board Liaison**

The next meeting is scheduled for January 20<sup>th</sup> at 8:30. The committee is throwing around event proposals and ideas.

## 7. Board Member Updates:

Susan reminded the Board of the regional planning workshop and said that she will be working with Rocky Piro on where to go from here. There may be some involvement at RMLUI. She's transcribed the workshop and will be sending the notes and PowerPoints to all those that attended and the Board.

**8. Other Business – None**

**Meeting ended at 4:40 p.m.**

***Motion by Paul to adjourn.***

***Second by Tareq.***

***Discussion: None***

***Vote: Unanimous***