



APA Colorado Board Meeting

MINUTES

Friday April 3, 2015

Revolution Advisors
10170 Church Ranch Way, Suite 100
Westminster, CO 80021

The meeting was called to order by President, Stan Clauson at 2:05 p.m.

Roll call:

Present:

Stan Clauson, President
Susan Wood, Past President
Jessica Ibanez, VP External Affairs
TJ Dlubac, 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 Staufer, Northwest Area Representative
Tamra Allen, Central Mountain Representative
Carrie Makarewicz, Faculty Representative
Caeli Hill, Student Representative
Sarah R. Davis, EPP Representative
Russ Forrest, Southwest Area Representative
Julio Iturreria, Western Planner Representative

Staff: Shelia Booth, Chapter Administrator

Absent:

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

Guests:

Nate Currey, Communication Coordinator DRCOG
Melissa Antol, Senior Consultant, Revolution Advisors
Julie Stanek, Consultant, Revolution Advisors

1. Opening Remarks – Stan Clauson, President

Stan welcomed everyone to the meeting and introduced the meeting host, Revolution Advisors.

a. Presentation – Melissa Antol

Melissa introduced the Board to the Revolution Advisors functions, work programs, and areas of specialty.

b. Introduction Nate Currey, DRCOG Communication Coordinator

Stan welcomed Nate and asked him to introduce himself while technical issues were being resolved. Nate spoke of his move to Colorado, his position with DRCOG, his experience in Utah and his hopes for partnerships with APA Colorado.

Stan informed the Board that he will not be at the May 1st meeting and he asked for a Board member to serve as Chair. TJ confirmed that the Bylaws required the appointment to follow a certain order with Past President Susan getting first honor. Susan accepted and said she would attend and chair the May 1st meeting in Fort Collins.

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

a. March 2015 Minutes

Joni introduced the minutes from the March 6, 2015 meeting in Boulder County and asked for comments and corrections. Susan stated that on page 6 under Legislative Committee, the words "from last session" should be removed. Erica added that the word "even" in the motion for item 5A should be changed to "event". With no other changes being recommended, Stan asked for a motion.

Motion by Jessica to approve the March minutes with the two noted changes.

Second by TJ

Discussion: None

Vote: Unanimous

b. March 2015 Financial Report

Joni introduced the March financial report. The Chapter's net income for March was a little over \$20,000 which, most of which is attributed to the Transportation Symposium. Chapter assets sit at \$160,559.13 with both checking and savings. Total income was \$34,189.18 with expenses totaling \$14,025.23.

Erica inquired about the new financial policies regarding the movement of excess funds from checking into savings and Joni said she and Shelia will discuss this and address it before the next meeting. TJ asked what the agreement is for sharing the proceeds from the Transportation Symposium and Shelia explained that all the proceeds are shared evenly among all the organizers. Stan asked about the 32000% increase in the events category and Joni replied it relates to the Transportation Symposium income that will be removed once the other organizations are paid. He noted another issue in the legislative committee line item and Shelia explained that the direct payments had not been working so three months had been paid in March.

Hearing no more questions or comments, Stan asked for a motion.

Motion by Erica to approve the March financial report.

Second by Libby

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. Steamboat Springs

Shelia stated she had completed her site visit and met with Sheraton staff and the Steamboat Springs Local Host Committee (LHC). She toured the Chieftain, which is the proposed location for the Wednesday night opening reception. She also noted concern with the Sheraton breakout room spaces. She said she and Tareq had talked about offering 5 sessions instead of four to better disperse the attendance.

She noted her biggest concern at this point was getting the keynotes booked. Some currently being looked at are Jim Defrancia and other local speakers. Russ suggested Ed McMahon at ULI and Erica agreed but noted that he's been making the rounds and a lot of people may have heard from him.

b. Transportation Symposium

Shelia said the event was the following Friday and she will be working to tie up the registration and all other aspects of the event. She noted it has taken more of her time than she had

estimated but the attendance was higher this year. Jessica asked if the committee had had considered hiring someone and Shelia said they had not but that decision might lead to less income for each group. Susan talked about joining with CDOT next year. Shelia said the group will be planning for the event earlier next year.

c. National Reception –

Shelia said she was having a harder time this year finding a venue. She noted that there was discussion with the Chapter Presidents about moving the event from Saturday to Monday and asked the Board for input. Most agreed that a Monday event would be better based on the conference schedule.

4. Old Business -

a. Conference Speaker Registration Policies – Shelia Booth, Chapter Administrator

Shelia reviewed the final draft of the policies noting that the discussion from the last meeting had been incorporated. Shelia summarized all the changes that were included: a) all APA and APA Colorado members who are chosen to speak are required to register; b) all nonmembers are not required to register unless they plan to attend a session or event; c) the Chapter Administrator is authorized to enforce the policy; d) speakers will be required to register within at least 6 weeks prior to the registration deadline; e) speakers that have not registered (after numerous notifications of pending deadline) will be pulled from the program; f) the Chapter Administrator and Professional Development Officer will find alternative sessions/speakers to fill the slots; g) for multi-speaker sessions, only the speaker who has not registered will be pulled; however all the speakers will be notified of the issue; h) in the email to the selected speakers for 2015 and all future years, there will be a statement of the policy and the speakers will be required to acknowledge that they understand the registration requirement; i) on the 2016 and all future session proposal forms, there will be a statement of the policy and a “check box” that the applicant must complete acknowledging the registration requirement; and j) any exemptions to the policy may be granted by the President on a case-by-case basis. She then highlighted the changes that were not included: a) Speaker scholarship fund; b) Reduced speaker registration fee; and c) Reduced Board member registration fee. She asked if the Board wanted to adopt the policies temporarily and work through possible issues or adopt it as is. Stan said that since the policies don't deviate from what we've been doing, he feels we should adopt it as is. Susan and TJ agreed.

Motion by Susan to adopt the Speaker Registration Policies.

Second by Paul

Discussion: None

Vote: Unanimous

5. New Business

a. 2015 APA Colorado Scholarship – Shelia Booth, Chapter Administrator

Shelia noted that we only had one scholarship application this year. She said that she and Caeli would try to work with the new representative to better advertise the scholarship in the fall. TJ noted that he wasn't aware of it either but that no other scholarship is actually advertised to students. Erica agreed that APAS is the natural group to help advertise and she brought up the donation to the UCD Balsover Fund. She asked if the funds granted were from this scholarship line item and Stand replied that they were not. The Balsover funds came from excess funds in the 2014 budget. Erica noted that in the past we've had more than one applicant and we split the pot between the applicants and the full amount of \$3000 might be too large. Tareq asked if we only award once per year and Shelia replied yes. The Board discussed options and noted that giving a larger scholarship might make more students eager to apply next year.

Motion by Jessica to award the scholarship in the amount of \$2500 to Jennifer.

Second by Joni

Discussion: Erica stated she would rather see \$1500 or \$1000 and Susan agreed.

Susan said she admits that she would like to save some back to award to a larger pool

of applicants. Joni said we could also budget more money next year and that the larger amount might be more meaningful.

Vote: Yes - Joni, Russ, Jessica, TJ, Tareq, Seth and Toby; No - Stan, Susan, Libby and Erica. Motion passed.

b. Formation of Nominating Committee – Shelia Booth, Chapter Administrator

Shelia talked about the timeline for the national election process. She stated the requirement for a Nomination Committee in the Bylaws, noting the committee must be comprised of at least three (3) Chapter members with at least one person a member of the Board and one who has not previously served on the Board. She asked for a volunteer and both Seth and Libby agreed to serve. Stan said he would begin looking for one other person who has not served on the Board.

Motion by Toby to approve the appointment of Seth and Libby.

Second by Russ

Discussion – None

Vote - Unanimous

c. Formation of Bylaws Committee – Shelia Booth, Chapter Administrator

Shelia reminded the Board that the Bylaws had been amended in 2014. She said she felt there were a few minor changes that might need to be made and she would like to run them by a small committee. Libby, Russ, and Stan agreed to review the proposed updates. Shelia said she would provide the group with a redline to highlight the changes.

d. FAICP Selection Committee– Stan Clauson, President

Stan stated that the FAICP nomination cycle is open once again. In the previous cycle the Board established the FAICP designees as the FAICP Selection Committee and that group made two recommendations and applications on behalf of APA Colorado. One applicant ultimately withdrew and two others submitted independently. The Chapter supported and paid the application for all three. Thus far, the Chapter has done a solicitation to see if anyone is interested in applying for FAICP. Stan asked the current five FAICP designees if they would be willing to serve as the FAICP Selection Committee again this year and they all replied that they would. The committee is empowered to vet and recommend applicants. Stan asked the Board to appoint the Colorado FAICP designees as the 2015 FAICP Selection Committee.

Motion by TJ to approve FAICP designees as the 2015 FAICP Selection Committee

Second by Susan

Discussion – Jessica asked what the Selection Committee's role is and Stan said they recommend applicants to the Board and the Board/Chapter then endorses those applicants. The committee also puts together the applications. Susan said because they are FAICP they know what is involved. Stan noted that the Chapter didn't get any FAICP appointments last time which was disappointing. Susan said that Colorado is behind and that's why they want to do this.

Vote - Unanimous

6. Committee Updates:

a. APAS Student Committee – Caeli Hill, Student Representative

No report.

b. CPC Grant Project Committee – Stan Clauson, President

Jessica said the CPC Grant RFP had been published and a conference call will be set up to review and discuss the applicants. A recommendation will be made to the Board at the May meeting.

c. Emerging Planning Professional – Sarah Davis, Committee Chair

Sarah said she is continuing to work with Monica Groh on the national Young Planners Group (YPG). They are working to create online presence on LinkedIn and online database on Google Drive. At the national conference, the group will have an ideas exchange. The SketchUp workshop

was successful with a good mix of seasoned and emerging professionals. Melanie Slone is working on the mentoring program. The RFQ workshop may get moved to May. The next event is scheduled for April 29th - Cards Against Urbanity. Jessica asked how many attended the SketchUp workshop and Sarah replied about 14 at the Boulder campus at capacity at the CU Denver campus.

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

Erica said the next committee meeting is scheduled for Tuesday, April 7th. She will be working with TJ on the healthy communities themed newsletter and is reaching out to the partners that went through the grant process. She noted that both grant applicants submitted session proposals. Shelia asked if the two would be interested in conference sponsorship and Erica said they do sponsor but might be more inclined if their sessions are selected.

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

No report

f. **Outreach & Communications Committee – TJ Dlubac and Jessica Ibanez, Committee Co-Chairs**

Jessica said the committee will meet the following week and she had met with Nate at DRCOG. TJ stated that the next newsletter will come out in mid-May. TJ said he would be working with Shelia to do a comprehensive review of the website to see if we got what we were expecting; how its functioning and what do we need to enhance, fix, etc.

g. **PIC Board, Eric Heil, President**

Stan said we have not met.

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

Tareq said we received 90 submittals and plans not to extend the deadline in 2016 but to give plenty of notice. He went further to state that this is more proposals than we've seen in a long time. The Professional Development Committee individual reviews are current due and the following Monday they will meet to discuss them. The AICP Spring Cram Jam is planned at CU Denver and is not just open to those that applied to take the exam. He plans to use interactive polling software and about 180 test questions.

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

No comment.

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

Libby said the committee submitted a session proposal and it was on time. The committee held a webinar with the last meeting that started 30 minutes in advance. She announced the delegate position at the meeting and asked them to reach out to Stan. Two people on the meeting conference call are planning on attending the national conference. Jessica asked if they were talking about the Sustainable Building Council's project and Libby confirmed that they have someone who is doing it.

7. Board Member Updates

Erica said she submitted a session to DCI on Englewood and Loveland the importance of downtown plans.

Susan said we are partnering with WTS on the reception for Shalein Bhatt on May 6th. She said it would be an opportunity for the Denver Metro reps to invite members. WTS is still looking for a location and they want it near Stapleton in the early evening.

Susan then stated that the AICP Commission has approved going ahead with a new CM approval process. Providers will be prequalified and pre-certified so they can approve their own CM event. The goal is to have this new process in place by January 2016. It would most likely fall to the PDO, Shelia, and the PDO Committee to review and approve all the CM events.

Libby asked Shelia about the CMs for FEMA's event and if they can use the previous form. Shelia said they could and she would look for the form they submitted for the event in Glenwood.

Stan then reviewed the APA National conference delegates issue. He said we got two Chapter members who volunteered to do it, noting that Erica and Paul both volunteered at the last meeting. Of the two, one stated she has done it several times and would be happy to do it again but would suggest that if someone else steps up they should do it because it's a good expertise. The other has not previously been a delegate. Paul and Erica both said they would still like to do it. The Board agreed that the volunteer who had not previously been a delegate should get the third slot. Erica, Paul, and Matthew Helfant will be our three delegates.

Seth said Fort Collins will be hosting the May Board meeting. He wanted to know how many would be attending; should he have someone speak; and was there an interest in having a happy hour afterwards with the North Central Area. Stan asked those at the meeting to state if they would be attending and seven (7) said they would attend in person, three (3) said by phone.

8. Other Business – None

Meeting ended at 4:03 p.m.

Motion by Tareq to adjourn.

Second by Erica.

Discussion: None

Vote: Unanimous