



APA Colorado Board Meeting

MINUTES

Friday July 10, 2015

Boulder County Land Use Department
2045 13th Street
Boulder, CO

The meeting was called to order at 2:08 p.m.

Roll call:

Present:

- Stan Clauson, President
- Susan Wood, Past President
- Jessica Ibanez, VP External Affairs
- Joni Marsh, Secretary/Treasurer
- Tareq Wafaie, Professional Development Officer
- Libby Tart Schoenfelder, Metro Representative
- Seth Lorson, North Central Representative
- Toby Staufer, Northwest Area Representative
- Sarah R. Davis, EPP Representative
- Paul Rosenberg, Public Official Representative
- Julio Iturreria, Western Planner Representative
- Tamra Allen, Central Mountain Representative
- Eric Heil, Legislative Committee Co-Chair
- Staff:** Shelia Booth, Chapter Administrator

Absent:

- Wade Burkholder, South Central Representative
- Erica Heller, Metro Representative
- David McWilliams, Student Representative
- Carrie Makarewicz, Faculty Representative
- TJ Dlubac, VP of Communications
- Russell Forrest, Southwest Area Representative

Guests:

1. Opening Remarks – Stan Clauson, President

a. Fall CPC Grant Cycle

Shelia informed the Board that the next round of CPC grants for the fall is now available. Stan asked the Board if anyone had any ideas but noted we would continue to work to complete the grant from last fall for the PlanTool site. Any ideas are to be forwarded to Stan or Shelia.

Stan than stated that the next Board meeting will be in Aspen on August 7th. He is working to get a block of hotel rooms and the current rate is around \$250 night. He is trying for a better rate and will be sending out information shortly. He noted that Snowmass is always cheaper but Aspen has more going on. He said for those that want to camp, they should book quickly as the spots fill up. On Thursday night there is a free concert in Snowmass and he recommended another venue in Aspen on Friday night. The Board meeting will be at Design Workshop.

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

a. June 2015 Minutes

Joni introduced the minutes. She noted that the cover sheet for the minutes has the Fort Collins information but the corrected version had been posted. She asked for comments and corrections. Paul noted he was at the June meeting and Joni said the correction had been noted in the corrected version of the minutes.

Motion by Toby to approve the June 2015 minutes.

Second by Libby

Discussion: None

Vote: Unanimous

b. June 2015 Financial Report

Joni introduced the June financial report. She summarized that current assets total \$133,745.71 with \$45,500.16 in checking and \$88,245.55 in savings. The Chapter had a net loss of \$9,269.55 in June with a monthly income of \$5,767.72 and expenses of \$15,037.27. She then explained the discrepancy between the membership rebate of 2014 and 2015 noting a correction of approximately \$5,000 from 2014 deposited in 2014. Jessica noted there were still checks from the Transportation Symposium and Shelia responded that those were the checks that cleared. Shelia also mentioned that money was taken from the scholarship line item to do a refund for an attendee. That money will be returned when registration begins for the 2016 event.

Motion by Paul to accept the June 2015 financial report.

Second by Jessica

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2015 Steamboat Springs

Shelia said she would be completing the submission of the CM credits for review and approval in the next week. The review process typically takes 6 to 8 weeks. The next few months will be focused on sponsorship, programs and food and beverage orders. Shelia encouraged the Board to complete their sponsorship calls this month.

b. July 31st APA National Meeting

Shelia informed the Board about the upcoming meeting in Chicago. She told the Board that the idea had arisen at the Chapter Administrator's meeting in Seattle. Andrea Brown, APA MI had taken the lead to organize the meeting and Shelia will be attending in person. The day will begin with a meeting with Jim Drinan and Administrators will meet with senior staff from 8:00 a.m. to 5:00 p.m. on that Friday. Shelia asked the Board to provide her with any questions they feel should be asked, or comments that should be passed along.

c. DOLA 2015 Land Use Survey

Shelia reminded the Board that she had sent out a copy of the survey for them to review and comment on. She said she had received two comments thus far and had forwarded them to DOLA. Board members asked about the survey, some noting they had never heard of it. Shelia summarized who was participating and how often the survey was conducted. She said the survey results would be provided around December in a report format.

4. Old Business – None

a. 2017 Conference Update – Shelia Booth, Chapter Administrator

Shelia summarized the history of the search for the location of the 2017 conference. She reminded the Board that they had selected Estes Park but during a site visit, concerns were raised about the venues capacity and ability to hold the number of attendees anticipated. Shelia explained that the conference center was not large enough to hold a general session therefore, Estes Park offered the use of the events center. The plan would be to have the events center for all general sessions and the conference center for all breakout sessions. The events center is

within walking distance (about 15 minute walk) but it was suggested to offer bus service. Estes Park looked into the bus service and found a charter group out of Denver. The estimated cost for 5 buses was \$15,000 for three days. There is the possibility that only 2 or 3 buses would be necessary. Many of the attendees could drive between the two venues. The other issue was the room block. The conference center hotel would block off their entire hotel for the event, but an additional one or two hotels would be needed to house all the attendees. These hotels aren't next door so attendees would again either have to drive, walk or catch one of the buses to get to the conference. Paul expressed concern that there were too many unknowns to move forward with Estes Park. Eric agreed and suggested looking at Telluride again. Stan asked Shelia if she had a recommendation and she replied that she was seeking guidance from the Board because she was unsure. In the past, attendees have both complained and approved of the outdoor trek between buildings. Those walks were shorter than this and luckily there was good weather. Stan asked when a decision was needed and Shelia said soon.

Motion by Eric to research options in Telluride.

Second by Seth

Discussion: Stan noted that the \$17,000 needed for the bus service would nullify the sponsorships. He said the sponsorships that have been built over the last few years have been a big impact for the chapter financially. Russ agreed. There was a question if there was a local host committee in Telluride that could assist. Shelia replied that the two planning departments in Telluride and Mountain Village were both party to the letter of interest, but there has been some turn over there. The Board asked if the room rates were similar and Shelia replied that Estes Park was \$119 at the conference center and \$209 at the Stanley. The rates in Telluride from the last proposal were between \$159 and \$479. Tamra stated that during the last conference Telluride was a ghost town. Shelia said she had spoken to the resort manager and he had confirmed that the mountain village would still be active at that time. Eric said the town has grown since the last conference but weather and snow should also be taken into consideration. Stan reminded the Board that the motion on the table was to direct Shelia to investigate Telluride again to see if a) it is a viable alternative; b) if Mountain Village will be open; c) if the gondola to town will be running; and d) the earlier date in September is still available as the first option. Susan asked if the Board was giving direction for Shelia to book the Telluride venue if all the criteria were met and Stan followed up asking the Board if Shelia should book or report back. Russ noted that since the response from the Board on moving the event to Telluride was lukewarm, it would be best to report back to the Board. Shelia said it was most likely that she would be able to respond at the August meeting. She would also contact Estes Park and update them on the concerns. Toby stated that there seemed to be more local host support in Estes Park and that she didn't feel there was a need for all five busses.

Vote: 10 Yes; 0 No; and 1 Abstention (Toby)

5. New Business

a. Appointment Filling Legislative Committee Co-Chair Vacancy – Stan Clauson, President

Stan stated that Eric had expressed a desire to have a Co-chair at a previous meeting. During that meeting, Susan had expressed interest in the position but was conflicted and wanted to discuss the options further. Stan and Susan noted that since that meeting they had discussed options and Stan recommended Susan be appointed to fill the vacant co-chair position. He noted that because she is a voting member as the Past President until November, she would be a non-voting co-chair until her term as Past President expired.

Motion by Jessica to approve the appointment of Susan Wood

Second by Eric

Discussion: Susan thanked everyone for welcoming her back to that and said she was looking forward to assisting Eric.

Vote: Unanimous

b. 2015 Fall AICP Exam Scholarship – Tareq Wafaie, PDO

Stan first asked if Tareq wanted to add anything about the DOLA survey and Tareq replied that when it was last done in 2010 he had just started working with DOLA and only collected results from the participants. He stated it was a good informative survey.

Tareq then discussed the exam scholarship. He said this time around, the Chapter received more than one application. He said the Chapter is allotted two per year by APA and one is given for the spring exam and the other for the Fall. He said Fritz Clauson received the spring exam scholarship; therefore the Chapter has one more to award. At the PDO Exchange in Seattle, APA staff said many of the scholarships go unused. Tareq had emailed APA requesting an additional scholarship so that both of the applicants could be given the reduction, but APA said no. The recommendation for the second scholarship was made for Pam Cherry as she seemed to have a greater immediate need.

Motion by Tamra to approve scholarship for Pam Cherry

Second by Toby

Discussion: Susan asked for more information about National's answer. Tareq replied that he hoped to have further discussion with them in the future. Susan said as the AICP Commission liaison, there is an opportunity for her to have a discussion about this at the leadership conference. Stan said, it seems that if there is a budgeted amount, and that full amount isn't used, then that funding could be used for other scholarships. Susan agreed and said that there should be a policy in place to support that.

Vote: Unanimous

c. Ratification of Recommended Amendments to the APA Sustainable Policy Guide – Libby Tart-Schoenfelder, Denver Metro Area Representative/Sustainability Committee Board Liaison

Libby said at the June Sustainability Committee meeting, they reviewed and offered edits to the APA Sustainable Policy Guide that was drafted back in the spring. National requested edits, questions, comments, etc. and the committee edited the document and had lots of questions. The Sustainability Committee is appealing to National to make it a slightly cleaner document and they are looking for the Board's support to forward the redlined document to National. Stan asked if everyone had reviewed the document. He asked if anyone wanted to comment. Susan said she would like to provide comment on the report. She said the document had issues, it was a tough one to work on and it was not adopted at the National conference in April. The national committee is looking at it again and it probably won't look the same at the end of the process. She said there is a conference call coming up to talk about it. Libby complimented the Sustainability Co-chairs and said they did a great job putting all the comments together in the redlined document. She concluded that the Sustainability Committee would like to either take the recommended edits forward as a committee or with the Board support.

Motion by Susan to endorse the Sustainability Committee's comments on the APA Sustainable Policy guide

Second by Libby

Discussion: None

Vote: Unanimous

Susan asked Libby how the comments were going to be transferred, by whom and to whom. Libby replied that Waverly Klaw is overseeing the review process. Susan said she would let the committee know that comments are coming.

6. Committee Updates:

a. APAS Student Committee – David McWilliams, Student Representative

No report.

b. CPC Grant Project Committee – Jessica Ibanez

Jessica said the committee had received the beta version of the site. She has added some projects and its working great. They plan to put it out to wider group soon. Stan asked if we have a report due and said he would check the timeline.

c. **Emerging Planning Professional – Sarah Davis, Committee Co-Chair**

Sarah thanked Stan for providing updates during the last two meetings. The last EPP event was the PUMA firm tour in June and EPP got two new EPP members from PUMA employees. The annual meeting and picnic is planned in August. The new EPP officer terms will mirror the state chapter's terms. She noted that they are also trying to do that at the national level as well to keep consistency between all the state's EPP chapters. There will probably be a good turnover this year. Shelia asked about the naming of EPP vs Young Professionals, etc. throughout the chapters and Sarah replied that the Chapters do all have different names, forms, etc. At the national level they are calling them YPG/EPG. She noted that Colorado is trying to be more inclusive by tying it to the level of experience instead of age where other states restrict it by age. Sarah said they did a big push to do the 16th Street mall volunteer opportunity with dates probably in early August. The City & Downtown Denver Partnership volunteer opportunity is to gain information about people who use the 16th street mall.

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

Libby said she and Susan are a part of the committee, but they have not met. Susan said there are around four groups interested in applying for the grant and a letter of intent is required by the end of the month. Stan confirmed that the Chapter will endorse and carry forward any that show interest. Erica was trying to reach out to the Colorado Public Health to have them weigh in like they did last time, but they have not sent anything yet. They did vote to support the initiative but they have not sent the letter of support yet.

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

Eric stated that since the legislature was not in session, there was nothing to report. He said there has been a DCI meeting and discussion about the tax increment financing. This may be legislation to correct some ambiguities in the new law in the next session. He and the committee will continue to pursue a study. Susan said APA National is opening the advocacy network which is targeted toward members within the chapter to serve as contacts for legislators and others. Some have said this could take people away from legislative committee, but she thinks it could be a symbiotic relationship.

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

Jessica said the committee met the previous day and they are working on a few projects. The committee is going to submit an abstract to a group that produces content for public access television stations in hopes that they will be interested in producing a segment on planning in Colorado. If it is selected, the committee will need help pulling together content including projects to highlight. She's also trying to get with AARP on sponsorship and collaboration. There's also an opportunity to put an article in CML magazine on emerging trends in municipal government planning. She asked the Board to send her ideas. That article is due mid-August.

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

No report. The reformatted PIC Board has not been able to meet more than the previous board. Stan directed Eric to schedule something for the fall.

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

No report.

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

Libby stated the committee will be taking a break in July.

7. Board Member Updates: None

Tareq said he was contacted by Erin Degutis with ASLA and they would like to speak to the Board and discuss ways they can partner with us in the future. Stan said he had contacted her and invited her to the August meeting in Aspen, or a later meeting in the Denver area. Stan said there were a number of people granted ASLA Fellow status from Colorado.

Susan said she had just returned from the CPC the executive meeting in Chicago. She stated that Chapters are so important to the organization and the new CEO and Board president have a real focus on Chapters now. She said she believes that members make up the organization and are active in the Chapters. She said the CPC is looking at how they can be more active and effective with Chapter development.

Stan mentioned the survey about the Chapter Administrator and how few chapters actually have one. He said Colorado is at the forefront because we do have an Administrator to get things done and to do the fundraising. Shelia noted that APA hadn't always supported Chapter Administrators and this is the reason behind the July meeting. Susan said there's also a dialogue to support PDOs more through the CPC and APA national staff as well.

Joni wished Shelia happy birthday.

8. Other Business – None

Meeting ended at 3:30 p.m.

Motion by Joni.

Second by Jessica

Discussion: None

Vote: Unanimous