



APA Colorado Board Meeting

MINUTES

Friday August 7, 2015

**Design Workshop
120 East Main Street
Aspen, CO 81611**

The meeting began at 2:03 without a quorum. The meeting was called to order at 2:19 p.m. with a quorum

Roll call:

Present:

- Stan Clauson, President
- Susan Wood, Past President
- Jessica Ibanez, VP External Affairs
- Joni Marsh, Secretary/Treasurer
- Libby Tart Schoenfelder, Metro Representative
- Seth Lorson, North Central Representative
- Toby Staufer, Northwest Area Representative
- Paul Rosenberg, Public Official Representative
- Julio Iturreria, Western Planner Representative
- David McWilliams, Student Representative

Absent:

- Wade Burkholder, South Central Representative
- Erica Heller, Metro Representative
- Tamra Allen, Central Mountain Representative
- Carrie Makarewicz, Faculty Representative
- VP of Communications - Vacant
- Tareq Wafaie, Professional Development Officer
- Eric Heil, Legislative Committee Co-Chair
- Sarah R. Davis, EPP Representative

Guests:

- Jenny Steffel Johnson, UC Denver
- Anna Gagne, Design Workshop
- Ashley Allis, Design Workshop
- Jesse Young, Design Workshop

Staff: Shelia Booth, Chapter Administrator

1. Opening Remarks – Stan Clauson, President

- a. Design Workshop Presentation: Planning and Design in the West- Anna Gagne, Planner; Ashley Allis, Landscape Architect/Planner; and Jessie Young, Planner

Anna Gagne did a short presentation on Design Workshop then highlighted contributions of consultant firms with APA Colorado and other organizations. She highlighted topics that seem to be of interest to Design Workshop clients as well as colleagues. She stated the Design Workshop team would like to find ways to engage people to further discuss planning issues and trends. They inquired about ways to become more involved with APA and APA Colorado and Jessica replied that we always have committee openings. The group discussed ways to inform members of opportunities to participate, as they were unaware of them. Stan said that there is a need to send a communication to the membership about committee opportunities.

Stan thanked Anna for her work on the Awards Committee. Anna stated that Ashley will be taking the committee over during her leave.

Stan did another roll call and a quorum was established. (2:19 p.m.)

b. VP Communications Vacancy

Stan informed the Board that TJ has resigned and the position is open and available for appointment. He said he would be looking to do an appointment in the next month and asked the Board for recommendations. A few names were offered and Stan said he would contact and consider them for the position.

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

a. July 2015 Minutes

Joni summarized the minutes and asked for corrections. Libby noted she had some typos and will email those to staff.

Motion by Paul to approve the July 2015 minutes with corrections noted.

Second by Libby

Discussion: None

Vote: Unanimous

b. July 2015 Financial Report

Joni introduced the July financial report. She stated that the checking and savings have a balance of \$139,034.80. In July there was a net income of \$6,725.19, with expenses of \$9,487.06 and income of \$16,212.25. She noted that the sponsorship had come in earlier this year than last. Paul stated that the national membership rebate shows to be behind around \$2000 and Joni replied that the membership rebate would be lower this year due to a correction that was posted in the 1st quarter of 2014. She also noted that there are still two more rebates to be posted and they are not always consistently applied. Shelia then explained the billing cycle and how that affects the rebate changes. Paul asked if our conference income was coming in sooner and Shelia said it was due to the early bird incentive. Paul then asked about a) 10% increase in payroll; double the amount spent on registration in 2014 vs. 2015; and c) why office supplies are so high. Joni noted that she wasn't worried about payroll as Staff had spent more time on the Transportation Symposium and the CPC grant this year. Shelia said she would look into the registration issue. The increase in office supplies was due to the unplanned purchase of a laptop for staff.

Motion by Paul to accept the July 2015 financial report.

Second by Russ

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2015 Steamboat Springs

Shelia noted that registration was way ahead of previous years, acknowledging that many people took advantage of the Early Bird rate this year. She stated that sponsorship was above the budgeted amount of \$20,000 and encouraged the Board to continue making sponsorship calls. She stated she would be working to finalize the AV, food/beverage, mobile tours and event logistics over the next two months. She then thanked Toby for her hard work, along with the rest of the Local Host Committee, especially on working with the local transit authority and other tasks Shelia had requested help on. Shelia concluded that Stan had invited Karen Wolf, AICP Commissioner, District V and she will be coming and speaking during the board meeting. Shelia concluded stating registration was currently at 308 and the hotel was sold out. She and Conference Direct are working on another room block at a nearby hotel for the overflow.

b. July 31st APA National Meeting

Shelia informed the Board that the meeting with APA staff was informative and successful. She highlighted the staff she met with and the various information they shared. She noted that of the 49 chapters, only 17 have administrators and of those only 8 to 10 have administrators that

work solely for their Chapter. Most others are a management company. She stated the goal of the meeting was to lobby for APA to keep administrator's informed, to communicate more with all of the membership and to put value back into the APA.

Shelia discussed APA's conference selection process and listed the upcoming locations from 2016 to 2022. She noted that APA has a selection criteria and process and those would be provided to the administrators. She said there are currently only 24 cities on the approved list and she was not sure if Denver was on the list or not. Susan asked if the Board should submit a letter of interest and encouragement and Shelia responded that during the meeting with APA, they stated they only consider the criteria and not the please. Once a city replies to the RFP that they are willing and able to host the conference, then the board reaches out to the local chapter for commitments.

c. Other None

4. Old Business – None

a. 2017 Conference Update – Shelia Booth, Chapter Administrator

Shelia went over the history of the 2017 selection and the revised proposal from Telluride. She relayed the two date ranges and Paul noted that the September dates would interfere with a Jewish holiday. The Board agreed to dismiss those dates and concentrate on the second option which was the first weekend in October. Staff reviewed the conference setup and the need to use two venues for plenary sessions and breakout sessions. She also noted there would be a need for two hotels to accommodate everyone if registration mirrored that of this year. Shelia stated she would feel more comfortable booking Telluride but would like to continue working with Estes Park to see if the issues with their site could be worked out for a future year.

The consensus of the Board was to move forward with Telluride for 2017 and to have the contract brought back at a future date after Staff and Conference Direct were able to negotiate concessions and room rates. (See item 5F)

5. New Business

a. PAB Accreditation Review of MURP Program at CU Denver – Stan Clauson, President

Stan stated that we received a letter from the Planning Accreditation Board (PAB) and they would like us to play a role in the review of the MURP program at CU Denver. They attached some survey questions and Stan asked the Board and MURP faculty to review them. Stan asked the Board how they want to handle the process and the survey. He asked if the sample survey was the best way to get membership input. He noted that PAB doesn't want individual responses, but a poll from the membership and a unified response.

Jenny Steffel Johnson, UC Denver, said the survey questions were reviewed by the faculty and they didn't think they were misleading or incomplete. She reviewed the questions on the survey with the Board and highlighted revisions suggested by one of the faculty. She said she would share the survey report and other documents they will be submitting to APA with the Board, noting the report is around 800 pages with the appendices. Stan said some of the questions are specific to the Board, but all of them are in comment format. He suggested changing the format to a Survey Monkey format, noting that would make compilation easier. Susan asked how the responses would be supplied to PAB, and Stan said we could use the survey response report. Russ suggested a question regarding if a member had any direct contact with the university as a former student, an employer of a student or if their responses were just a perception. Jenny mentioned the 2012 Strategic Plan and she would share what they heard from them at that time. She said they want to show the University's interaction with the Chapter. Jenny said she would build the survey and Stan said Staff would distribute it to Chapter members. Jenny noted the deadline for the PAB report is September 7th. Stan requested the Board members to complete the questions as they relate to the Board and send them to him or Staff.

Stan said he didn't feel it was an action item, but he thought there was a consensus as to how to move forward.

b. 2015 Chapter Administrator Review – Request for Board Comments – Stan Clauson, President

Stan noted that it was time for the Chapter Administrator review per the contract. He requested Board comments on Staff and said he would take them now or they could be emailed to him by mid-month. The review will be completed in mid-September. Russ asked if there was a standard format, and Susan said she would share the forms she had used previously. Stan will forward the forms to the Board to complete if they so desire. He noted that the employment agreement does acknowledge a pay change if approved by the Board.

c. Modification to Administrator Employment Agreement – Stan Clauson, President

Stan said the Chapter Administrator is an hourly position according to the contract. The position has a budgeted maximum time and an average monthly amount of time that is to be worked. No more than 29 hours on average per week and no more than 1,559 hours on average a year without prior approval. The current salary based on those restrictions is \$37,462.77 annually. Stan informed the Board that he proposes to make the Chapter Administrator position paid on a salary basis instead of an hourly basis. It could be effective immediately and subject to any pay increases in the future. Libby said she would support the change if Shelia was acceptable and Shelia noted that she and Stan had talked about the issues. Susan asked about concerns with varied hours, and Stan said the change was actually beneficial to the Chapter as it would avoid overtime payment issues if Staff ever worked over 40 hours, which is might be subject to overtime pay. A salary person is expected to do the job and not subject to overtime. Paul asked if we could have Eric look at it to make sure. Russ asked about the title of the position and Stan replied that the title was not being changed at this time from Chapter Administrator.

Motion by Paul to approve the employment contract change from hourly to salary effective immediately.

Second by Libby

Discussion: Russ asked if Shelia was comfortable. Shelia said she was.

Vote: Unanimous

d. Transfer of Colorado Land Planning and Development Law Contract from Bradford Publishing to CoBar CLE – Stan Clauson, President

Stan summarized the issue with the contract transfer. He stated that Don Elliot informed him about the pending change with Bradford. Stan and Eric have been discussing the change and both agree that they need a new contract with CoBar CLE. Don thought it could be just a motion of the Board to move from one entity to another. Stan and Eric would like to get more information from CoBar CLE to see what they plan to do with the book. Stan noted the contract has some outdated information. He hasn't heard from the law group yet. Stan suggested no action until there is a new contract or a clear assignment.

e. Endorsement of 2015 APA Board Candidates– Stan Clauson, President

Stan noted that the APA National election is underway. Stan asked the Board if the Chapter should choose to endorse any candidates. He recommended endorsement of Colorado Chapter member Kurt Culbertson, who is running for Director at Large. Kurt works at Design Workshop and he has been supportive of APA Colorado. Stan noted that Susan is running for a Chapter President's Council (CPC) position. She is currently running for CPC Chair and only CPC Members vote on that.

Motion by Pau to endorse Kurt Culbertson

Second by Russ

Discussion: Susan asked if we would entertain others and the consensus was to move forward with this motion and consider others after the vote. Susan said doing this is a good way to support our own in our area, but she said the incumbent does a good job. Paul said he may not win but we should endorse our own.

Vote: unanimous

Stan asked if the Board wanted to endorse any others. Susan said she had found it hard before to endorse and then highlighted some of those running and their strengths. Stan said he was reluctant to endorse, in case the persons you endorse do not win. Libby said she didn't feel comfortable because she just saw the ballot and Russ agreed that he doesn't have any personal knowledge of any of the candidates. Russ asked how the endorsements get presented and Shelia reviewed how it was done in the past. Stan said the information APA supplied didn't deal with that, but the endorsement might show up on APA materials. He then stated that for the endorsement to be useful it needs to get out quickly. The deadline to vote is September 10th. Stan asked again if the Board desired to do any additional endorsements, and he noted the consensus was not to do any others.

f. 2017 Conference

Stan noted that this item was previously discussed and asked for a motion. *(See Item 4a)*

Motion by Susan to move forward with Telluride for 2017 in October, and keep working on Estes Park for consideration in a later year.

Second by Paul

Discussion: Stan said Staff would continue to try to negotiate a better rate.

Vote: unanimous

6. Committee Updates:

a. APAS Student Committee – David McWilliams, Student Representative

David said they had a few meetings in the summer and did a BBQ "welcome back" last week. Students are interested in hotel rooms for Steamboat and Shelia said she would work with them.

b. CPC Grant Project Committee – Jessica Ibanez

Jessica said they have tested the Plan Finder website and made a few recommendations for changes. There will be one more review, entering of some projects, then the launch at the conference.

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

EPP will hold their Annual Picnic Sunday night at Jazz in the Park in City Park. Later this month they will be holding an in-person business meeting at the downtown offices of Louis Berger to discuss restructuring the committee, maximizing efforts in providing less frequent, more enriching and well attended events.

d. Healthy Communities Initiative Committee – Erica Heller

The Committee and Chapter supported the Tri-County and Eagle County applicants to the Plan4Heath grants. A 5% or \$7,500 line item was written in to cover Staff's time to oversee the grants. Erica wrote a short article about Healthy Community Planning, per Jessica's request, for the CML newsletter.

e. Legislative Committee - Eric Heil, Co-chair

Susan said the group had a meeting August 13th to discuss the urban renewal legislation and that the meetings with DCI are continuing.

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

Jessica said they are down a half of co-chair with TJ's resignation. She is working on an article for the CML newsletter on planning and she thanked the Board for providing her with information. She asked about the next newsletter and Shelia said the goal was to distribute it by the end of August. Susan and Russ asked if more articles were needed and Shelia said yes. Susan offered to get one on how demographics fit into transit planning.

g. PIC Review Committee, Eric Heil

No report.

h. Professional Development Committee – Tareq Wafaie, Committee Chair

No report.

i. Sustainability Committee – Libby Tart Schoenfelder, Board Liaison

Libby said the Committee didn't meet in July. She said they were appreciative that the Board voted to support their questions/comments on the sustainably policy guide. Susan was curious who they are submitting to and the timing. Susan said there are others that are submitting and they are looking at those they have in hand.

7. Board Member Updates: None

Libby said Aurora is hosting the November Board meeting and she is working with Shelia to hold a CM credit hour for a Dry Dock tour, covering economic development and zoning for a brewery. The Board meeting will be at Aurora city offices, followed by the Dry Dock tour and discussion at 4:30 p.m. the CM event will be opened to everyone. She inquired if the event should be offered at a \$10 rate and include a beer in the price with a \$5 rate for those who are not AICP (students and EPP). She also noted that there would be a food truck there but they may not be prepared for a large group. The event could be catered instead. The plan is to do the tour and discussion from 4:30 – 5:30 p.m., the happy hour until the venue closes at 7:00 p.m.

Julio said the Western Planner conference is August 19-21st and Julio and Jessica will be attending. Jessica noted there are a lot of Colorado speakers on the program. Stan asked how the registration is looking and Julio said he would report when he gets back.

8. Other Business – None

Stan said our next meeting is planned for UC Denver at the MURP building, followed by an APAS happy hour.

Meeting ended at 3:55 p.m.

Motion by Russ to adjourn.

Second by Paul

Discussion: None

Vote: Unanimous

Email Vote 8/31/2015

Request from Tetra Tech for Support Letter for National Award – Shelia Booth, Chapter Administrator

The Milliken Skate Park project won a 2015 APA Colorado Honor Award in the Category of Community Engagement. The recipients would like to submit the project for a 2016 APA award in the category of "Public Outreach" and are seeking a letter of support from the Chapter. Due to the timing of the award nomination submittal, the matter can't wait until our next Board meeting. Please see the emailed request from Anne Johnson, Tetra Tech, below.

If you choose to support the application, I'll need someone to agree to draft the letter of support, please. Please complete all email voting by September 4th so that enough time is allotted to draft the letter and submit. Completed applications are due by September 11, 2015.

Motion by Stan to draft a letter in support of the Milliken Skate Park project for the APA 2016 awards.

Second:

Aye: (11) Stan, Paul, Susan, Carrie, Nate, Tareq, Jessica, Seth, Tamra, Wade, and Libby

Nay: 0

Nor voting: Joni, Erica, Toby, Russ and Eric
Motion passes.

APPROVED SEPTEMBER 11, 2015