



# APA Colorado Board Meeting

## MINUTES

Friday September 11, 2015

**UC Denver  
1250 14<sup>th</sup> Street  
Denver, CO  
Conference Room 320C**

The meeting was called to order at 2:13 p.m.

**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
- Wade Burkholder, South Central Representative
- Erica Heller, Metro Representative
- Tamra Allen, Central Mountain Representative
- Carrie Makarewicz, Faculty Representative
- Nate Currey, VP of Communications
- David McWilliams, Student Representative
- Sarah R. Davis, EPP Representative
- Tareq Wafaie, Professional Development Officer

**Absent:**

- Julio Iturreria, Western Planner Representative
- Eric Heil, Legislative Committee Co-Chair
- Russ Forest, Southwest Area Representative

**Guests:**

- Ken Schroepfel, MURP Program
- Jennifer Steffel Johnson, MURP Program
- Lindsey Bieging, UCD Development Office
- Rocky Piro, MURP Program
- Carolyn McAndrews, MURP Program

**Staff:** Shelia Booth, Chapter Administrator

**1. Opening Remarks – Stan Clauson, President**

- a. Welcome: Nate Currey, VP Communication appointment to vacant position  
Stan welcomed Nate to the Board.

Stan reminded the Board that during the last meeting they had agreed to do a survey in response to the PAB reaccreditation of the MURP program. He said the survey had been sent out and it received about 70 responses. He stated the responses had been summarized and forwarded to the PAB. He noted there was an upcoming onsite meeting Sunday, September 20<sup>th</sup> that would include members of the Chapter’s board, MURP alumni, and current professionals. He asked board members who were interested in participating to contact him so they could be included on the even invitations and planning.

Stan then stated that the Chapter had drafted a letter of support to be included in the APA Public Outreach award nomination packet for the Milken Skate Park. He said the project had won a 2015 Chapter award. He then said he had received another request for a letter of support from the City of Fort Collins Bike Plan for their nomination packet. He said they had already drafted a letter for the Chapter to review, modify and sign. He noted that award applications were due that same day and he will review, sign and send the letter before midnight.

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

### **a. August 2015 Minutes**

Joni summarized the August minutes and asked for any corrections. Hearing none, Stan asked for a motion.

***Motion by Erica to approve the August 2015 minutes.***

***Second by Nate***

***Discussion: None***

***Vote: Unanimous***

### **b. August 2015 Financial Report**

Joni introduced the August financial report. Current assets total \$217,342.47 with most of that from conference registration. Net income for August was \$77,494.87 with a total income of \$85,047.08 and total expenses of \$7,552.21. She said the Chapter had received a little less than \$80,000 in registration income in August. She then stated that due to upcoming conference expenses and bills, she would not recommend moving money from the checking to the savings at this time. The balance should be evaluated after the conference expenses have been paid. Stan asked if there were any out of the ordinary expenses and Joni discussed the registration and sponsorship increases.

***Motion by Wade to accept the August 2015 financial report.***

***Second by Paul***

***Discussion: None***

***Vote: Unanimous***

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

### **a. 2015 Steamboat Springs**

Shelia stated that conference registration to date had exceeded expectations and was currently at an all-time high over 400 attendees. She said she had contacted the hotel to begin discussions on handling the crowds and to determine maximum capacity for the various breakout rooms. She said the Awards Reception would be held in the pool tent and that the awards had been ordered and delivered. Sponsorship brought in over \$28,000 this year.

### **b. 2017 Conference Update**

Shelia will be touring the Telluride facilities the second week in December with Kelly Beaudoin, Conference Direct. They have a courtesy hold on the rooms. The goal is to have a contract to the Board in January should the facility meet the Chapter's needs.

## **4. Old Business - None**

## **5. New Business**

### **a. Chapter Endorsement of FAICP Candidates – Stan Clauson, President and Shelia Booth, Chapter Administrator**

Stan summarized the list of FAICP candidates recommended by the FAICP Selection Committee. Shelia read the two short bios of Mark Jackson and Cindy Houben provided by the Committee. Stan shared his knowledge of Julie Ann Woods and Kurt Culbertson and said that the Board had supported the FAICP applications for himself and Kurt the previous round. Jessica asked how much the application fee was and if we budgeted for it. Shelia said

it had been included in the budget but she wasn't sure how much was budgeted or what the actual fee is. Paul asked if the Chapter paid the application fee the last go around, and Stan said that we did. Susan said it is very common for people to have to apply more than once. Paul asked who makes the final decision and Stan responded that APA has a jury made up of FAICP members. Carrie noted that she saw the application fee is \$95. Paul asked if it was common to nominate five and Stan responded that the Board should support any candidate they think is qualified.

***Motion by Tareq to accept the FAICP candidates as selected by the FAICP Selection Committee.***

***2<sup>nd</sup> Susan***

***Discussion: None***

***Vote: unanimous – abstention by Stan***

**b. 2015 Chapter Administrator Review– Stan Clauson, President**

Stan said he and Shelia had not had too much discussion regarding the review. Stan asked Shelia to step out and the Board went into executive session.

***Motion by Paul to accept the performance review as presented and discussed, to approve a pay increase to be implemented January 1, 2016 and to award a one – time bonus payable immediately.***

***2<sup>nd</sup> Erica***

***Discussion: none***

***Voted: unanimous***

**c. Plan Finder Presentation – Jessica Ibanez, VP External Affairs**

Jessica discussed the timeline of the Plan Finder project and reiterated that the project was partially funded by a CPC grant. She said she would be sending the working link to the Board and asked them to upload projects. She also asked the Board to maneuver through the page to see if there are any issues or to make suggestions for changes. Shelia and Jessica went over the log in requirements, current issues with the website and potential resolutions. Jessica then demonstrated the site. Tareq and Nate questioned if the comments allowed in the "comments" section were going to be moderated and Jessica said not at this time but if it becomes an issue it could be looked into. Jessica said there is a field for award winners and the goal is to highlight those. Erica suggested having the award nominators or Awards Committee upload the projects each year as a requirement. Paul asked if we could sell the project and Jessica said that it was tied to the CPC contract. Paul asked if it could be tied to other Chapters and Jessica said she would ask Chris. Jessica closed the discussion noting that Urban Interactive Studios will be showcasing Plan Finder at the conference in the exhibitor hall.

**6. Committee Updates:**

**a. APAS Student Committee – David McWilliams, Student Representative**

David said APAS is hoping to sell t-shirts at the conference. He inquired if the volunteer time at the t-shirt table would count toward student volunteer requirements. Shelia responded that they shouldn't initially count but they should be shown on SignUpGenius. David then talked about the Job Shadowing program and possible changes to remove the student "match maker." Susan thought it sounded like a good idea and that previously there was a goal to allow everyone who wanted to shadow to have that opportunity. David said they will do the program only once a year and the firm can make the experience what they want it to be. The program could be changed to allow staggering so more than one student can have the opportunity to shadow the same company or to shadow more than one company. Carrie asked if there was a way to see the list of the students applying for each opportunity, so that open slots are easily visible. David said they would try to work that into the program.

**b. CPC Grant Project Committee – Jessica Ibanez**

Nothing more to report.

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

Sarah said at the beginning of August EPP elected their officials for the 2<sup>nd</sup> year. She said in mid-August they held a “reimagine workshop” to connect with their members. There were 15 attending the workshop. The group discussed what they enjoyed, what events/topics fell flat, event times and days, and transit/accessibility to help with event/meeting planning for the future. EPP wants to encourage more attendance. EPP will have a follow up with the “Planners Sound Off” where they can bring in something they ran into – an obstacle - and offer ideas. Sarah said EPP is doing an internal restructuring which will possibly reduce the board from seven to three or four. Stan asked how many EPP members there are and Sarah responded that the unofficial list is about 167 members. She said there are about five to 25 active members that show up to events.

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

Erica said that after the work flurry on the Plan 4 Health grant the committee hasn’t done much. Erica asked if there was someone on the Board who wanted to take over as committee chair person since she would be rotating off the Board. Susan said continuity is important and she would encourage Erica to stay on. Erica suggested a liaison and Stan said the Board would work on that. Stan said that the Chapter submitted two grant applications and asked Erica if she knew when they might make the announcement. Erica wasn’t sure of the date and said she would check on that. Stan reiterated that if either were awarded, the Chapter would need leadership to carry them forward. Jessica asked if we had received feedback from the previous applications and Erica said yes, but there wasn’t any feedback on how to improve them. APA encouraged those applicants to reapply because they wanted to spread the grants out geographically. Stan asked Erica to summarize the Plan4Health grant for the new board members and she did. Carrie noted they have a faculty person that focuses on healthy communities and that person might be a good fit for the committee.

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

Susan said there wasn’t much to report. She said the committee is still working with DCI on the passed TIFF legislation. Eric and Sol met with Dickey Lee Hullinghorst about TIFF and she had no interest in the issue. They also talked about the construction management defect bill and she had no interest in that either. Tareq asked if the Chapter was taking a position on the construction issue, as he didn’t recall asking the Board. Susan said yes, we did support the change and Paul said that both CCI and CML were in support.

Susan then discussed the APA’s Planner’s Advocacy Network, which is a process at the national level to get people involved at the local level. She said it’s a little different from the Legislative Committee as it is more focused on the federal level. She said she had reached out to Kyle Dalton but looking at the federal level isn’t where his interest is right now. She said the committee will be looking at members and membership statewide. Stan said to send out a message to the membership to see if anyone is interested. Paul suggested Bob Watkins and Susan said she would contact him.

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

Stan thanked Jessica for shepherding the article for CML in October. The theme was Emerging Trends in Municipal Government Planning and needed to be 2500 words or less. She said the article highlighted healthy communities, resiliency, short term rentals and small dwelling units (tiny houses). She’ll bring a copy to the November board meeting and when it’s final it can be posted on the website.

Jessica then stated that October is National Community Planning Month and that we will send out an email to our membership asking them to celebrate. She said any celebrations will be posted on the website. Lakewood and Longmont did some last year. Jessica said she submitted a proclamation request to the Governor but had not heard back yet. Nate said there are lots of opportunities to get stories out with local media. He said the goal should be to make APA Colorado THE source for all the things planning. He said the conference should also be written up in the Steamboat Springs papers. He would like to do one about record conference attendance,

addressing why it so high. He said the Chapter doesn't want to become Front Range centric and we should address planning issues and stories on the western slope as well.

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

No report.

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

Tareq said he was preparing for the AICP Exam Prep workshop at the conference. He said Summer Fredrick would be assisting him with the workshop. The plan was to do a practice exam for an hour, then go back and review each question. He said Colorado had a 90% pass rate for the May exam, compared to a 68% national average pass rate. He wants to start focusing on how and when the Chapter hosts the exam prep sessions. They are currently a month before the exam and the committee may add another session in the summer.

He concluded his report stating that the review of the session proposals for the conference wears the committee down. He said a lot of ideas keep getting lost like poster sessions, so he wants to focus on that now instead of waiting. Some of the conference timelines may need to be adjusted.

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

Libby said the committee continues to do mini-presentation sessions before the meeting starts. In September they will focus on Erosion Zones and a webinar. She said the next meeting was scheduled for September 15<sup>th</sup> from 8:30 – 10:00 a.m.

**7. Board Member Updates: None**

**8. Other Business – None**

**b) UC Denver MURP Faculty & Staff and APAS – Carrie Makarewicz, Faculty Representative and David McWilliams, Student Representative**

Carrie introduced Ken Schroepel, Jennifer Steffel Johnson, Lindsey Bieging, Rocky Piro and Carolyn McAndrews. She stated that the APAS and the Chapter are hosting a Happy hour at Pour House following the board meeting...

The group noted there were improvements to internship website and that the alumni board is becoming more active and just had their first event. Attendance at the event was diverse including a group of alumni, students, professionals and others. Ken said faculty had talked internally that since they are the only graduate program in planning, they want to be known as the "go to" point for Colorado along with APA Colorado. They encourage attendance at the conference and feel having 30-40 students show up and engage with the professionals is important. If the MURP program and the Chapter can continue to nurture their relationship, they can elevate the prominence of planning in Colorado. He said that most APAS organizations are student recognized but in Colorado it is a subordinate group to the Chapter which is different. Jenny said if there is any way the faculty or program can be a resource (research needs, capstone projects) to keep them in mind. They are here to be a resource to the profession.

Rocky introduced the Colorado Center for Sustainable Urbanism, which is focused on urban planning, is about 10 days old and is an education and research center. He said the Center is building on great work the department has undertaken and has a most energized and enthusiastic staff. Rocky expressed an interest in partnering with the Chapter on education programs and said the Center will apply to be a CM provider. The Center can also assist with education for appointed and elected officials. He concluded by stating that anything the Chapter needs regarding education, the Center will help.

Stan read through the survey responses from the PAB questionnaire. Jenny thanked Stan for the summary and helping with the PAB. Erica said the Chapter should help advertise the Center and asked Rocky to help get that started. Carrie said she hopes the Center will be a good venue to share research information. Erica said there is potential to have professionals submit questions and

see if any align with current research. She also suggested a "listening session" to see what the issues are locally. Rocky said he would advertise the Center at the conference.

Carried noted that one of the core elements of the program's 2012 strategic plan was to provide as many opportunities as possible for interaction with professional planners. The goal is to bring planners into the classroom and to send students out of the classroom into the work place.

The group discusses a future conference Session and/or workshop whereby professionals report to the academics. The idea was to have the professions highlight what they're looking for, what they need, and what they're dealing with. The group concluded that the Chapter needs to look at the plans for next year now. Nate said in Utah they did a similar type of forum two times a year and opened it up to everyone.

Rocky is working on a PAS report on regional planning best practices.

Lindsey said the first award from the scholarship will be presented this spring. The goal of the scholarship programs is to bring the best and brightest to Denver and have them stay. She noted that the sweet spot for attracting students is around \$5000. The school is trying to amass funds so they can compete nationally and elevate the college.

**Meeting ended at 4:15 p.m.**

***Motion by Jessica to adjourn.***

***Second by Libby***

***Discussion: None***

***Vote: Unanimous***

**APPROVED: NOVEMBER 5, 2015**