



APA Colorado Annual Board Meeting

MINUTES

Thursday October 1, 2015

**Sheraton Steamboat Springs Resort
2200 Village Inn Court
Steamboat Springs, CO
Grand Ballroom**

The meeting was called to order at 8:05 a.m.

Roll call:

Present:

- Stan Clauson, President
- Susan Wood, Past President
- Jessica Ibanez, VP External Affairs
- Libby Tart Schoenfelder, Metro Representative
- Seth Lorson, North Central Representative
- Toby Staufer, Northwest Area Representative
- Tamra Allen, Central Mountain Representative
- Paul Rosenberg, Public Official Representative
- Carrie Makarewicz, Faculty Representative
- Eric Heil, Legislative Committee Co-Chair
- Julio Iturreria, Western Planner Representative
- Tareq Wafaie, Professional Development Officer

Staff: Shelia Booth, Chapter Administrator

Absent:

- Russ Forest, Southwest Area Representative
- Joni Marsh, Secretary/Treasurer
- Wade Burkholder, South Central Representative
- Erica Heller, Metro Representative
- Nate Currey, VP of Communications
- David McWilliams, Student Representative
- Sarah R. Davis, EPP Representative

Guests:

- Michelle Stephens – Newly elected
- Leah Dawson – Newly elected
- Scott Bressler – Newly elected

1. Opening Remarks – Stan Clauson, President

Stan welcomed all those in attendance. He remarked about the record attendance for the conference at over 460 attendees.

2. Introduction of Board Members

a. Current Board Members

Stan acknowledged the following current Chapter Board members: Stan Clauson, President; Susan Wood, Past President; Jessica Ibanez, VP External Affairs; Nate Currey, VP Communications; Joni Marsh, Secretary/Treasurer; Tareq Wafaie, Professional Development Officer; Eric Heil, Legislative Committee Chair; Seth Lorson, North Central Area Representative; Toby Stauffer, Northwest Area Representative; Erica Heller, Metro Denver Area Representative; Libby Tart-Schoenfelder, Metro Denver Area Representative; Wade Burkholder, South Central Area Representative; Russell Forrest, Southwest Area Representative; Tamra Allen, Central Mountain Area Representative; Carrie Makarewicz, Planning Faculty Representative; Paul Rosenberg, Public Official Representative; Julio Iturreria, Western Planner Representative; Sarah R Davis, EPP Representative and Shelia Booth, Chapter Administrator.

b. Outgoing Board Members

Stan acknowledged the following outgoing Chapter Board members: Joni Marsh, Secretary/Treasurer; Erica Heller, Metro Denver Area Representative; Toby Stauffer, Northwest Area Representative; Susan Wood, Past President; and Caeli Hill, Student Representative

c. Newly Elected Board Members

Stan acknowledged the following newly elected Chapter Board members: Michelle Stephens, President Elect; Leah Dawson, Secretary/Treasurer; Scott Bressler, Metro Denver Area Representative; Tamra Allen, Northwest Area Representative; Anna Gagne, Central Mountain Area Representative; David McWilliams, Student Representative; and Susan Wood, Legislative Committee Co-Chair

d. Board Member Updates

Stan asked for Board member updates. Hearing none, he moved on to the next item.

e. Committee Updates

- APAS – no report
- Emerging Planning Professionals – Stan summarized the activities of the EPP group as provided in an email from the EPP Representative, Sarah R. Davis. He noted the committee is very active and always welcomes more members.
- Healthy Communities Committee – Stan stated that the committee was formed originally to oversee the Plan4 Health grant applications. Libby said the committee is still getting organized and hope to open for membership in the next few months.
- Legislative Committee – Eric said the committee was looking for new members. He informed those in attendance that they could be put on the Legislative list serve and that the committee meets monthly during the legislative season and a conference call number is always provided.
- Outreach & Communication Committee – Jessica informed the audience that the committee meets monthly and always provides a conference call in number. They are looking for members to help with their marketing plans.
- Professional Development committee – Tareq stated that much of his committee’s work is done in the spring as they review session submittals. He noted that there were over 90 submitted this year and that the quality of the submissions was great. He would like to have more members involved to help spread out the work load of the reviews. He would also like to have new members on the committee to help with exam training, ethics sessions, etc.
- Sustainability Committee – Libby noted when the committee meets each month and that they currently are doing webinars before each meeting.

3. Financial Report

Stan asked Shelia to summarize the financial report. Shelia noted that as of September, the Chapter had an income of \$217,289.17, expenses of \$123,820.79 for a net income of \$93,468.38. She then highlighted the September income of \$20,483.15, expenses of \$16,920.46 and net income of \$3,562.69. She stated that the conference is a big factor in those numbers and the overall net income would decrease after the conference bills were paid. Shelia then discussed the 2015 Budget which proposed an income of \$166,515, expenses of \$158,959 and a net income of \$7,565. She compared the budget to the year-to-date figures and noted how they Chapter was on track. She then discussed the Chapter’s assets of \$132,872.33 in checking and \$89,254.55 in savings.

The next discussion was centered on where the Chapter’s income is from and where the money is spent. Shelia stated that much of the Chapter’s income is from membership rebates from APA and from the conference. The expenses for the Chapter are the legislative liaison, chapter administrator salary and for events, including the conference.

Stan asked for a motion to approve the financial report.

***Motion by Tareq to approve the 2015 financial report as presented
Second by Eric***

Discussion: none
Vote: unanimous

4. Plan Finder

Jessica introduced the Plan Finder tool to the group. She said the tool had been crafted with money from the Chapter as well as money from the Chapter Presidents Council grant. The tool is web based and was designed to highlight planning projects around the state. Members can upload projects and/or plans as well as search for plans or projects. She said searches can be done on type of plans, community size, budget, location, etc. She concluded by noting that Urban Interactive Studios, the designer, was an exhibitor and members should stop by and give Plan Finder a try in the exhibitor area.

5. Redistricting

Stan summarized the new changes to the area representative geographic boundaries as approved by the membership earlier in 2015. He highlighted the county movements in the Southwest, Northwest, Central Mountain and Denver Metro areas.

6. Other Business

Stan informed those in attendance that the next board meeting would be held in Aurora on November 6th. He asked Libby to talk about the post meeting event. Libby stated there will be a CM event regarding breweries and economic development followed by a happy hour and she invited everyone to attend. Stan then asked if there was any other business to be discussed. Hearing none, he called for a motion to adjourn.

Meeting ended at 8:35 a.m.

Motion by Jessica to adjourn.

Second by Libby

Discussion: None

Vote: Unanimous

APPROVED: NOVEMBER 5, 2015