



APA Colorado Board Meeting

MINUTES

Friday November 6, 2015

**City of Aurora
1250 14th Street
Denver, CO
Conference Room 320C**

The meeting was called to order at 2:03 p.m.

Roll call:

Present:

- Stan Clauson, President
- Michelle Stephens, President Elect
- Jessica Ibanez, VP External Affairs
- Leah Dawson, Secretary/Treasurer
- Nate Currey, VP of Communications
- Tareq Wafaie, Professional Development Officer
- Libby Tart Schoenfelder, Metro Representative
- Scott Bressler, Metro Representative
- Wade Burkholder, South Central Representative
- Tamra Allen, Northwest Area Representative
- Anna Gagne, Central Mountain Representative
- Russ Forest, Southwest Area Representative
- Paul Rosenberg, Public Official Representative
- Susan Wood, Legislative Committee Co-Chair
- Eric Heil, Legislative Committee Co-Chair
- David McWilliams, Student Representative
- Anthony Avery, EPP Co-Representative
- Jonathan Cappelli, EPP Co-Representative

Absent:

- Julio Iturreria, Western Planner Representative
- Seth Lorson, North Central Representative
- Carrie Makarewicz, Faculty Representative

Staff: Shelia Booth, Chapter Administrator

Guests:

Michael J. Hyman

1. Opening Remarks – Stan Clauson, President

Michael J. Hyman, City Attorney, welcomed the board and talked about Aurora and planning.

a. Welcome to New Board Members

Stan welcomed the new board members and thanked them for attending the orientation meeting. He mentioned the “brainstorming” ideas that took place at the end of the orientation and asked Shelia to document them:

- Focus on the profession by offering/addressing: sharing of knowledge/ideas and having more open exchanges between members; focus on APA Colorado as a resource and build the planning community; make APA Colorado applicable, show the value of membership and

planners; continue the efforts to make APA Colorado relevant; offer events that members want and need; develop networks in all sub areas; get members perspectives of important issues and what they need; address issues on a regional basis; merge EPP membership with more "seasoned" professionals.

b. FAICP Update

The FAICP applications were submitted for the five nominees. Stan noted it was a complicated process that involves the candidates, staff, sponsors, letter writers and the FAICP Selection Committee. He stated that the Chapter's nomination process was more formerly established this year; however, he will be working to review this year's process and establishing a written and expected protocol to be discussed at a future meeting. He said there was some difficulty and confusion with the process this year and he hopes to establish a clearer procedure for the next round. He reminded the board that in the previous nomination rounds, three Colorado applications were submitted but none were accepted. This year two of those reapplied. It's not unusual for applicants to have to submit several rounds before being inducted.

c. 2016 Karen B. Smith Award Nomination Window

Stan informed the Board that the window is now open for nominations for the Karen B. Smith Award. Susan said the award is presented by the Chapter Presidents Council (CPC) and has several categories. Susan noted that APA Colorado has won the award before with the most recent being for PIC in the outreach category. She said the Chapter applied last year in the same category but didn't win it. Stan informed the board that Karen was the Aspen Community Development Director and that she died at a very young age. She was active with APA and the award was created in her honor. The deadline for applications is in December. Stan suggested applying based on PlanFinder and the health grant. Jessica suggested the adding the Transportation Symposium.

d. Planner's Advocacy Network

Stan summarized the position and stated that the Chapter had approached a planner but he has not yet accepted. The person can't take it on until January due to conflicts with his current position. If this person doesn't agree, then additional outreach will be done. The Network is set up to have a representative from each state and recruits district captains to grow the statewide network. The position is required to join monthly conference calls and to attend Planners Day on the Hill in the fall. This travel item will need to be considered in the 2016 budget.

e. Daniel Burnham Forum on Big Ideas – 2015 video available

The video from the summit is now available and offers CM credits. It was presented September 27th and a link to the video will be posted on the website.

f. APA's Career Reality Webinars

In December APA will launch webinars for new and seasoned planners. The first 75 minutes long webinar will provide practical guidance to help planners find and flourish in the right job. The webinar series is only for APA members. The next planned webinar is related to resume and portfolio development on November 9th. An announcement will be sent out to the Chapter and a link placed on the Chapter's website. Future webinars will address working abroad and salary negotiation.

g. APA's Membership Videos

At the fall leadership meetings, APA debuted new membership videos. The videos are approximately 3 minutes long and aimed at getting the younger generation interested in planning. Shelia said she hadn't yet put them on the website and would seek guidance from the Outreach & Communication Committee for placement ideas. David suggested showing them for UCD Students.

Stan then asked all those in attendance to introduce themselves since some were not in attendance for the orientation meeting.

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

a. September 2015 Minutes

Leah introduced the item and asked Shelia to summarize the reports for this meeting. Shelia asked for any comments or corrections. Tareq noted that he was in attendance and should be added to the attendee list. Stan asked for a motion.

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

Second by Tamra

Discussion: None

Vote: Unanimous

b. September 2015 Financial Report

Shelia presented the September financial report to the Board. She noted that an abbreviated report had been presented at the Annual Conference but the month had not been closed out. Shelia summarized that the September assets included \$133,878.56 in checking, \$88,588.90 in savings and a total asset balance of \$222,437.46. September had a net income was \$3,873.27 with monthly income of \$21,130.49 and monthly expenses of \$17,257.22

Motion by Eric to accept the August 2015 financial report.

Second by Scott

Discussion: None

Vote: Unanimous

c. October 2015 Annual Board Meeting Minutes

Shelia summarized the October minutes and stated Tareq was in attendance but not shown on the list and she would add him. Stan asked for additional comments and corrections, but hearing none he asked for a motion.

Motion by Tareq to approve the August 2015 minutes with noted corrections.

Second by Eric

Discussion: None

Vote: Unanimous

d. October 2015 Financial Report

Shelia stated that October had a net loss of \$82,442.08. She noted that an item later on the agenda was the approval of payment to the Sheraton for conference expenditures and that the financial report assumed approval. Monthly income was \$16,673.63 with expenses of \$99,115.71. Shelia stated the bulk of the October expenses were conference related. The Chapter assets total \$138,247.07 with a checking account balance of \$49,383.67 and a savings account balance of \$88,863.40. Paul asked how the assets in 2015 compared to those in 2014. Shelia said she did not have that information readily available but would provide it after the meeting.

Motion by Paul to approve the August 2015 minutes.

Second by Eric

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2015 Steamboat Springs

Shelia summarized the financial report and the survey results. The conference had a net income of \$45,118.96 which is lower than last year. Although registration was higher, more was spent on keynote speakers, AV, events and food and beverage. Paul asked how much was made in Crested Butte and Shelia responded that she believe it was approximately \$2000 more. Shelia then informed the Board that one student had not paid his registration fee and it was the same student that was involved in the altercation at the hotel bar. She and the MURP faculty had

reached out to him several times but he has yet to respond or pay. Shelia reached out to APA National and they agreed that benefits could be withheld until he paid.

Shelia then reviewed the conference survey summary.

Survey Results:

- Thursday had the highest attendance.
- Overall conference rating was Very Good to Excellent (83%)
- Compared to previous conferences: 14% best one; 39% better than previous; 25% Same
- Cost to value of conference: 35% highly satisfied; 45% satisfies; 20% neutral
- Registration Process: 37% highly satisfied; 50% satisfied; 11% neutral; 3% unsatisfied
 1. Want to register multiple people at one time; registering commissioners/non-members a challenge; not user friendly; one payment for multiple registrants (check); confusing – tabs for the different days – have a reminder to register for each day when clicking; make it known that you select session during registration
- Quality of breakouts: 34% highly satisfied; 57% satisfied; 9% neutral
- The session generally managed time effectively: 80% Met expectations; 19% exceeded
- The sessions covered topics that interest me: 10% did not meet expectations; 68% met; 21% exceeded
- The speakers were effective: 4% did not meet expectations; 75% met; 21% exceeded
- I learned a lot from the session this year: 11% did not meet expectations; 61% met; 27% exceeded
 1. Comments:
 2. Some good – some not; internet connectivity; repetitive topics with nothing new from previous year's presentations; missing technology; have two ethics sessions; not a lot of development review; knowledge and experience of speakers was great; need more depth; sessions didn't match descriptions; repeat speakers; same material at PC workshop; ideas and practices that aren't new; ethics and law were great; speakers unprepared and reading from slides
- Topics for future conferences: see survey
- How to improve session: attendees be provided a thumb-drive preloaded with all sessions; test presenters/speakers; more interactive sessions; perspectives from consultants, land owners and developers; advocacy in planning; workshop/nut-and-bolts sessions;
- Conference Schedule: 87% Liked new schedule/Use it again; 5% Use but make changes; 3% Use old schedule but make changes; 6% go back to old schedule
 1. Comments: do not go into Saturday – difficult to attend/doesn't work; have it end on Saturday so attendees can stay through Friday night; Start Wednesday morning and end Friday afternoon; Saturday sessions give a reason to stay; depends on commute
- Venue:
 1. Location Conference– 64% excellent; 33% good; 3% neutral
 2. Location Hotel – 49% excellent; 44% good; 3% neutral; 2% poor/extremely poor
 3. Quality Hotel – 51% excellent; 38% good; 3% neutral; 1% poor
 4. Quality rooms – 48% excellent; 31% good; 3% neutral; 2% poor/extremely poor
 5. Ballroom – 36% excellent; 54% good; 8% neutral; 2% poor
 6. Breakout - 26% excellent; 55% good; 17% neutral; 2% poor/extremely poor
 7. Exhibitor – 13% excellent; 38% good; 34% neutral; 12% poor/extremely poor
 8. Comments: more exhibitor needed; better internet connectivity; cold and small breakout rooms; crowded exhibitor area; too far from Metro area; better downtown locations preferred; congested gathering areas between sessions; want tables in breakout rooms; bad lighting; hotel too expensive;
- Food/Beverage: overall good to excellent
- Events:
 1. Wed Night: 13% excellent; 30% good; 17% neutral; 14% poor/extremely poor
 2. Thurs Night: 23% excellent; 39% good; 7% neutral; 1% poor
 3. Friday Night: 6% excellent; 15% good; 5% neutral; 1% poor

4. Comments: Skip Friday night event and put money toward improving lunches; not enough room; good food; could hear awards presentations this year; no vegetarian options at Thursday; crowded but fun wed night; tight fit forced interaction and good humor; liked no presentations; couldn't hear presentations; recommend an awards lunch; pub crawl fun but not organized;
 5. Comments for Future Events: more room; more vegetarian options; bike social; game as a group; rooms for regions to meet; wear badges;
- Awards Reception: more room; present the projects; liked format; not a fan of the movies; earlier time so attendees can get dinner afterwards; tent too small; outdoor/indoor venue great idea; more formal program
 - Justice Hobbs:
 1. Topic: 22% excellent; 40% good; 9% neutral
 2. Speaker: 16% excellent; 33% good; 17% neutral; 5% poor/extremely poor
 3. Presentation: 12% excellent; 31% good; 21% neutral; 7% poor/extremely poor
 - Debra Fine:
 1. Topic: 46% excellent; 28% good; 7% neutral; 2% poor
 2. Speaker: 67% excellent; 14% good; 2% poor
 3. Presentation: 57% excellent; 22% good; 3% poor
 - Jim DeFrancia
 1. Topic: 9% excellent; 40% good; 14% neutral; 11% poor/extremely poor
 2. Speaker: 7% excellent 28% good; 22% neutral; 16% poor/extremely poor
 3. Presentation: 6% excellent; 22% good; 22% neutral; 25% poor/extremely poor
 - Keynote Suggestions (see list)
 - Breakout Sessions – see survey
 - Likely to attend 2016: 85% likely
 - What did you like best: location; networking; range of topics; keynote; lots of credits at a reasonable price; schedule – allowed vacationing/visiting in Steamboat after conference was over; downtown environment; events; water track; good sessions; transit;
 - Dislikes: mobile tours; crowded receptions; distance from hotel to downtown; repeat speakers; tight schedule; windowless conference facilities; remote location; setup for presenters; long drive; dead mountain town; more than one law/ethics session; food; repeat location
 - Other Comments: great conference; more employment postings; add booths for cities/towns to showcase their communities; keep resort towns; stop having events along the Front Range; hotel staff were great; Debra Fine was great; back page schedule missing Friday afternoon
 - Future conference locations:
 1. Breckenridge
 2. Beaver Creek
 3. Fort Collins
 4. Copper Mountain
 5. Denver
 6. Keystone

Because Jessica had to leave, Jessica updated the Board on her attendance at the fall leadership meetings. She said APA National is doing a communication audit and hopes to roll out the findings in the next few months. They are working on the APA website and changes have been made to the email formats as well. Jessica noted that some changes have already been implemented on the website such as the Seattle registration and the image library. The complete web overhaul is planned for launch in spring 2016. She then reminded the Board that the planning article for CML was published in October and was distributed to over 5,000 members. The digital version is online and the article was written by Joni, Toby, Erica and Jessica. She then discussed Plan Finder and that it is getting a lot of traction at APA National. They have asked for an article for their Interact email and they are trying to coordinate getting PlanFinder into the Tech Zone at Phoenix during the National Conference. Jessica then relayed her experience helping celebrate the 2015 Chapter Award for Durango at their city council meeting. She encouraged other board members to reach out to the winners and offer to be

present when they make their presentations to the appointed and elected boards. She said that Durango appreciated the Board representation and she is aware of Milliken and Cortez doing presentations in front of their boards too. Finally, she said that she and Nate attended the APA Great Places Pearl Street Mall designation celebration. She closed by saying that the Outreach and Communications Committee is struggling with capacity and needs one or two more Board members to help out. The committee has a lot of good ideas but not a lot of hands to do the work. Susan suggested delineating the specific tasks and ask for volunteers for those.

Leah asked when the students stopped doing the newsletter and Shelia responded that it happened several years ago. Denise and Katie took it back since they continued to do most of the work and the students didn't seem to have the time or resources.

b. Other

Shelia stated she would be touring the Telluride facilities the second week in December with Kelly Beaudoin, Conference Direct. A courtesy hold has been placed on the facilities which allows first right of refusal until a decision is made. 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. Approval of Sheraton Steamboat Springs Invoice – Stan Clauson, President

Stan asked Shelia to address the item. Shelia stated that the invoice had been reviewed and revised. She recommended approval as presented.

Motion by Eric to approve the invoice for payment.

Second by Paul

Discussion: None

Vote: Unanimous

b. 2016 Budget Committee – Joni Marsh and Leah Dawson, Secretary/Treasurer

Leah introduced the request for the Budget committee and highlighted the Board positions that were on the committee the previous year – Secretary, President, and Chapter Administrator. She noted that Joni had suggested adding the President Elect to the Committee.

Motion by Tamra to form the 2016 Budget Committee comprised of the Board President, President Elect, Secretary/Treasurer and Chapter Administrator.

Second by Nate

Discussion: None

Vote Unanimous

c. APA's Minimum Chapter Performance Criteria & Chapter Mission Statement – Stan Clauson, President

Stan stated that he was reminded of APA's Minimum Chapter Performance Criteria as part of a discussion on an email chain. He stated he brought them to the Board as an information item. Stan reviewed the criteria and how the Chapter currently meets them. He said he had inquired if there was a formal compliance reporting requirements and APA said there aren't any. They responded that it is handled on a complaint basis and Colorado has not received a complaint. Shelia added the Lynn Jorgenson keeps track of Chapter Compliance through email communications as well. Stan then noted that there is a mission statement on the website but it was never adopted by the board. He said the Chapter uses APA National's slogan "Making Great Community's Happen" as part of APAs branding program. Susan said the statement on the website was crafted from previous drafts and was done to get the website up and running. Stan said he would like the board to review and make sure it meets our mission and plans at a future meeting. Paul stated that mission statements today are really short – one sentence – and the one on the website is too long. Nate asked if we need to form a committee and Michelle

asked if it could be added to the Strategic Plan update. Stan reminded the Board that it is time to look at the Strategic Plan and that the President Elect is charged with the update. Eric suggested the Board brainstorm and send short statements to Shelia and she compile a list. Stan countered that suggestions should be sent directly to Michelle so it would mesh with the strategic plan. Tareq stated that in 2015 the Board held a facilitated discussion to update the Strategic Plan and those discussion points and outcomes would be a good start for this Strategic Plan update. Stan noted that the website hasn't been updated to have the 2015 Strategic Plan and Shelia noted that the update had not been approved by the Board. Stan asked Shelia to research this.

d. Legislative Liaison Annual Compensation Review – Eric Heil, Legislative Committee Co-Chair

Eric stated it was time for the annual review. He reviewed the existing contract and compensation increases and researched the DBG CPI finding it currently at 3.2%. He said the contract states the Board can consider compensation increase. He then said it is difficult to quantify or review the performance or the liaison. Eric stated that Sol has been committed to the organization and is accessible. Sol is also well regarded at the house and is a good asset for the Chapter. Susan said that Sol has helped the Chapter bring planning to the forefront and to make APA Colorado the go-to for all planning issues. She noted that the Chapter's voice doesn't carry the as much weight as the HBA, but because of Sol the Chapter has become the organization they go to for planning matters. Nate asked if we have to act now and Stan said it can be continued.

Motion by Nate to increase the compensation to 5% retroactive November 1st.

Tamra requested that the compensation increase be included in the budget. Eric said he would also like it to be a part of the budget discussion.

Nate withdrew his motion

Motion by Eric to continue the item to the December 4th meeting and include it as part of the 2016 Budget review.

Second by Paul

Discussion: None

Vote: Unanimous

Shelia asked how the Board wanted to handle payments and Eric replied that payments should be done at the current rate for November and December and any pay increase would be retroactive.

e. UCD College of Architecture Planning Building Fund – Stan Clauson, President

Stan informed the Board that the Chapter had received a letter stating that the money it provided in 2008 for the building fund was ultimately not used for a building. He summarized why the money was not used and the request instead to use the money to remodel the annex. He said the annex remodel was for architecture programs not planning programs. Since the original donation was for planning, he wanted the Board to weigh-in on the reallocation. Stan contacted Lindsey Biegling, Development Officer, to see if there were other options for the money. She offered three alternatives: 1) use the money as requested; 2) offer the money to increase this year's award; or 3) add to the endowment.

Motion by Eric to apply the funds to the annex per the request.

Second by Libby

Discussion: Paul said he didn't agree with the request to fund the annex remodel. He suggested requesting the money be given back and when they have more opportunities it could be used to help. Paul stated that at a minimum it should be used to support the endowment. Susan said she agreed and that the funds should go to the endowment or to enhance this year's scholarship. Paul said he agrees that the funds should support planning. Tareq stated that there is an official request to fund the annex and that the Chapter always supports the planning program in many ways. He noted that as we try to partner with allied groups, it would be beneficial for them to

know that we supported this request. Susan said that up until a few years ago, most of the program was focused on architecture. Stan summarized the options and reminded the Board that there was a motion and second on the table and called for a vote.

Vote: 8 for, 2 against (Stan & Paul); Legislative Co-Chairs abstained due to conflicting opinions of the two chairs.

6. Committee Updates:

a. APAS Student Committee – David McWilliams, Student Representative

David stated that students want to use their table at the conference to showcase projects. He then said the job shadowing program is coming up, has quite bit of interest and will run from February through end of March. This year, the firm and students will work directly with each other and non middle-man-match-maker will be needed. Stan said he participated twice and it was good experience.

b. CPC Grant Project Committee – Jessica Ibanez

Nothing more to report.

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

Sarah said last month they finished the restructuring and had a call for nominations. They turned over all but one of the 8-member board seats. She noted that Anthony and Jonah will be serving and co-representatives. EPP met earlier this week to outline what they expected from the committee and how they plan move forward. The next meeting Anthony stated that he will be updating the board on their plans. Stan asked how many members are in EPP and Anthony replied that there are 8 on the Board and 168 on the email/membership list. Nate asked what they signed up to do and Sarah explained the board positions.

d. Communities Initiative Committee – Erica Heller

No further report

e. Legislative Committee - Eric Heil, Co-chair

Eric informed the board there were almost 300 respondents to the 2016 Legislative Survey. He stated the results will be posted on the website. He noted there was a decided shift in the focus of the issues noting that this time around affordable house was first, then transportation, water planning and conservation, economic development, regional cooperative planning and healthy communities. The legislative agenda will change based on this new ranking and it will be presented at the first of the year when the legislative agenda begins.

Eric then stated that there has been discussion about sponsoring legislation to require water planning. It has come up at the last two conferences. About half of the respondents were supportive and half were neutral. Paul noted that there may be some west slope/front range issues on the water topic. Eric then talked about transportation and the lack of funding being directly related to the challenges. He asked if the Chapter would weigh in on supportive transportation funding. He then said he hoped to have one more meeting before the end of the year and that he will look into Go To Meeting as that would be more efficient for him than driving to Denver and it might get more participants.

Eric then stated that with his move to Avon, it won't be as easy for him to run down to the Capital as serve as an expert witness anymore. This is a valuable service and a planner's (and APA Colorado's) presence is important. He noted that Sol will be attending but when we need expert testimony we need a planner. Hearing straight from the planning professionals makes a difference. Shelia asked if we have a list of experts to draw from and Eric said in a way. It works best for those in the Denver area.

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

Nate said we are looking for more board member contributions for the articles.

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

Eric said PIC will get sorted out in 2016.

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

Nothing to report.

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

Libby said the committee met last month to do strategic planning for 2016. On December 19th they have an outreach effort with the ASCE on Wheatridge’s sustainable building efforts. They also plan to do a holiday happy hour.

7. Board Member Updates: None

Tamra asked about COGCC rule making. Eric said it’s an interesting topic but has not come out to the Legislative Committee as an area of focus. Tamra then asked Eric when he expected to bring the Board the water planning legislation issue. Eric replied that he hoped to report at December meeting so that the real position and decision can be made at the January meeting. It was suggested to reach out to DOLA in advance to see what their position might be since they fund some comprehensive plans. There are already statutory requirements for minimum standards being addressed.

Wade then informed the Board that he was approached by a University of New Mexico graduate student working on a thesis with Pueblo. The student was inquiring if the Chapter had any grant money to assist him. Stan said the simple answer is that the Chapter doesn’t have any grant funds to offer at this time. He noted that there have been towns who have paid graduate students with their work and maybe Pueblo might be able to.

Nate stated that APA National has released a PR and Communication resource. He said it might be possible to create an APA Division specific to communications and PR. He then informed the Board that he’s no longer with DRCOG and is now the PR person for RTD.

Anthony said he would be working with Tareq on a possible event around Live-Ride-Share. He’s on the steering committee and they are putting together their breakout sessions and seeing what it looks like. The event will focus on how people get around and how that affects land use. There is a possibility of offering CMs and the event needs sponsors.

Meeting ended at 4:06 p.m.

Motion by Eric to adjourn.

Second by Libby

Discussion: None

Vote: Unanimous

APPROVED DECEMBER 4, 2016