



# APA Colorado Board Meeting

## MINUTES

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Friday December 4, 2015

**RTD FasTracks  
1560 Broadway, 7<sup>th</sup> Floor  
Denver, CO  
Express Conference Room**

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  
Sarah Davis, 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  
Seth Lorson, North Central Representative  
Paul Rosenberg, Public Official Representative  
Susan Wood, Legislative Committee Co-Chair  
Jonathan Cappelli, EPP Co-Representative  
Russ Forest, Southwest Area Representative

#### **Absent:**

Julio Iturreria, Western Planner Representative  
Eric Heil, Legislative Committee Co-Chair  
Anthony Avery, EPP Co-Representative  
Carrie Makarewicz, Faculty Representative  
David McWilliams, Student Representative

#### **Guests:**

**Staff:** Shelia Booth, Chapter Administrator

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

Stan welcomed everyone to the meeting and thanked Susan for setting up the meeting room.

#### **a. 2016 Karen B Smith Award**

Stan said he submitted the award nomination and would inform the Board once he heard back from the CPC.

### **2. Secretary/Treasurer’s Report – Leah Dawson, Secretary/Treasurer**

#### **a. November 2015 Minutes**

Leah introduced the November minutes to the Board and asked for any comments or corrections. Michelle noted that her title needed to be corrected and that there were a few other

minor corrections that she would forward to staff. Stan asked for other comments and hearing none, called for a motion.

***Motion by Nate to approve the November 2015 minutes with noted corrections.***

***Second Libby***

***Discussion: None***

***Vote: Unanimous***

**b. November 2015 Financial Report**

Leah presented the November financial report to the Board. Assets totaled \$147,930.17 with a checking account balance of \$58,891.54 and a savings balance of \$89,038.63. Pursuant to the Chapter's Financial Policies, anything over \$50,000 should be moved to savings. After reviewing anticipated expenditures and incomes for December, she recommended that the transfer be reevaluated in January. Leah then stated that November had a net income of \$7,583.38 which included a monthly income of \$13,616.52 and expenses of \$6,033.14. She inquired if there were any questions. Stan hearing non, asked for a motion.

***Motion by Susan to accept the November 2015 financial report.***

***Second by Nate***

***Discussion: None***

***Vote: Unanimous***

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

**a. 2016 Colorado Springs**

Shelia stated that she had sent an email requesting volunteers to help with the conference planning and had received a good response. An introductory email was sent out Friday morning and she is working with staff at the City of Colorado Springs to set a meeting date. Those who volunteered include city staff, private sector military planners and others from surrounding communities.

**b. 2016 Meeting Schedule**

Shelia presented the draft meeting schedule for 2016. Changes were made to the April and July dates and Board members offered meeting venues. An updated schedule will be presented at the January meeting.

**4. Old Business**

**a. Legislative Liaison Annual Compensation Review – Eric Heil and Susan Wood, Legislative Committee Co-Chairs**

Susan reviewed the commentary and discussion from the previous meeting. She reminded the Board that the recommendation from the Committee is a minimum of 3.5% or a maximum of 5%. Shelia confirmed that 5% was built into the 2016 budget and therefore the 2016 budget could accommodate either recommendation. Nate and Susan stated that the Board tabled the item to allow the increase to be reviewed against the proposed budget. Stan stated that with a 5% increase the compensation would be \$24,192.58 annually.

***Motion by Leah to approve a 5% compensation increase.***

***Second by Nate***

***Discussion: Stan asked for further discussion. Paul asked staff what the asset amounts were in 2014 compared to 2015. Paul noted that the current report shows that the Chapter's assets are lower and because of that a 5% increase is frivolous. Susan and Stan emphasized that the difference between a 3% and 5% increase was a little over \$400. Susan said that there is much to be done over the next year and if the Chapter puts forward the proposed water planning legislation, it will need more of Sol's time. Tamra said she agreed with Paul and thinks that the anticipated work is already included in his expected duties per the contract. It was suggested that the Board consider a bonus structure next year. Nate said 5% is not unreasonable as it***

***includes the cost of living increase plus a little bump. Jessica agreed with a lower percentage. She said her concern and request from last year to have the Committee provide an end of year review with a thorough performance evaluation had still not been provided. Libby said she concurs with Nate and Susan because she knows how much work is involved. Stan stated he thought there should have been a report and a Planner's Day on the Hill. Stan asked for a roll call vote.  
Vote: 10-yes, 4 – no. Seth, Tamra, Paul and Jessica voting in opposition.***

Susan addressed the Board and said that the Legislative Committee needs to establish what the Board wants to receive from Sol by way of reports and communication. Tamra suggested having a monthly review and/or report in the Board packet. Susan said Sol does provide a report during the session but not in the off-season. Tamra reminded the Board that the contract calls for a monthly report back to the co-chairs. Shelia said she used to get the legislative summary but she hasn't seen those in a while and they haven't been posted.

**b. Chapter Strategic Plan – Stan Clauson, President and Michelle Stephens, President-Elect**

Stan summarized the retreat and results from Crested Butte in 2014 and said he thought that the Board had adopted the results, but after researching the minutes it was clear that it hadn't. Per the Bylaws, he noted that the strategic plan falls to the President Elect. He then stated that the Board's efforts in Crested Butte were valuable and the results should be adopted. He suggested that Michelle could then build upon that with the Work Program. Stan requested that the Board consider adopting the retreat results as the Strategic Plan. Tamra said she would be interested in the logistics since some of the work plan is outdated. Michelle replied that the purpose at this meeting is to adopt the retreat results as the strategic plan and as the baseline. The work program will come back in January or at a later meeting.

***Motion by Nate to adopt the retreat results as the Strategic Plan.***

***Second by Susan***

***Discussion: None***

***Vote: Unanimous***

Michelle asked that this newly adopted Strategic Plan be added to the website and that staff remove the word "draft" from the one currently there.

**5. New Business**

**a. Ratification of PDO Appointment – Stan Clauson, President**

Stan reminded the Board that Tareq Wafaie had submitted his resignation in November. Stan reached out to several persons and ultimately chose Sarah Davis to fill the vacancy. Stan said the appointment would be for the fulfillment of Tareq's term which ends in November 2017. Sarah said her schedule opened up more since she vacated her spot on EPP and she was looking for ways to stay involved with the Chapter and the Board.

***Motion by Michelle to ratify the appointment of Sarah Davis as the PDO.***

***Second by Libby***

***Discussion: None***

***Vote: Unanimous***

**b. 2016 Budget Committee –Leah Dawson, Secretary/Treasurer**

Leah introduced the draft 2016 budget and reviewed the individual line items with the board. Nate proposed an addition of \$480 which would include an annual license for Lucidpress newsletter software and for Constant Contact. Michelle asked if that amount would include all the licenses and Nate replied yes. Stan then noted that Eric had expressed concern to him that the proposed budget was showing more net income than it should. Stan said that Eric felt we shouldn't be looking at increasing our net income and it was acceptable for the Chapter to have a net income of \$0. Libby asked if representatives could use the event money for free events and the response was yes. Paul asked if we had enough to cover the \$8,000 PIC payments and

staff replied yes. Paul then said he wanted to address Eric's concern with the Chapter's net income. Paul stated that he works for a nonprofit and they don't shoot for \$0 net income in their budgeting process. He felt an organization should shoot for sustainability and have a reserve to cover future years where income might be more lean. Nate said he agreed and that the Chapter wasn't in the business to make money but it is in the business to be sustainable for members. Susan informed the board that in previous years it had operated in the negative, but was lucky enough to stay in the black in actual expenses. Jessica asked if the budget included funds for the Planner Advocate to travel to DC and staff replied yes. Jessica then asked if others submitted budgets and Shelia said EPP was the only one that did. Jonathan reviewed the EPP request. Jonathan then asked if we had any goals or policies for the Chapter's annual budget and Shelia replied that the Financial Policies don't address the budget. Stan asked about the Chapter's year end finances and Shelia replied that she anticipated about \$9000 more in expenses and the Chapter should see a net income around \$10,000 by the end of the year. Jonathan asked how we came up with the \$1000 amount for Committees and Shelia reviewed previous year's budget discussions. Susan noted that for several years, there were no funds identified for committees and representatives. The funds have been added back but have not been fully utilized. Stan noted that he would like to see the committees and representatives use the funds in 2016. The Board concluded their discussion and Leah stated that the budget would be brought back for adoption at the January meeting.

**c. 2016 Planning Matters Newsletter Schedule – Nate Currey, VP Communications**

Nate introduced the draft newsletter schedule and asked for comments. He said he was open to suggestions and edits. He said he would like to keep transportation but also wants to target the millennials and topics of interest to them. He then said he'd like to offer new sections to the newsletter. Stan said the land use transportation topic was a good one due to the recent passage of the transportation bill. Susan said the next APA policy guide will be on water and will be approved in Phoenix. She noted there is a lot of buzz about water and maybe the newsletter could address the policy guide.

Stan asked about the advertisement chart and Shelia explained. Nate said he will be looking toward the Board to provide content of 2-3 paragraphs a quarter. On a larger scale he said the membership should know what's happening around the state, so this a great opportunity to communicate that. Sarah asked how authors are solicited and Jessica responded that we seek abstracts.

**d. Water Conservation Legislation – Eric Heil & Susan Wood, Legislative Committee Co-Chairs**

Susan said there is group who wants to put forward legislation regarding a water supply element in master plans. She said that the responses from the APA Colorado legislative survey showed that water is the 3<sup>rd</sup> most important issue in the state. The Legislative Committee suggests moving forward proactively with legislation that includes permissive language for both counties and cities that a master plan may include a water supply element. She then said the question before the Board is if they would support the Committee moving forward with legislation. Stan said this refers to a master plan but is the correct term "comprehensive plan." He then inquired why the proposed language includes the term "may" instead of "shall" or "should." He emphasized that everyone "may" include water supply in their master plans already as there are no regulations restricting its inclusion. Susan replied that the reason "may" was suggested is because there is already language in the legislation and permissive language is usually more successful than mandatory language. The Board continued to debate the merits of permissive versus mandatory language.

It was asked if the legislation would include a reference to the statewide water master plan. Jessica asked if the Committee was approached to take on this effort, and Susan said yes. She noted that those who are wanting to move forward with the bill favor mandatory language. Susan stated that in an ideal world the language would be mandatory, but groups haven't been successful when mandatory language has been tried in the past. Jessica said she would like to see an executive summary of the legislative survey and then a proposed legislative agenda before deciding on a matter of this importance. Susan agreed and said both should be

presented in January, but she needs direction now regarding the legislation due to the timing of meetings. Michelle said she is agreeable with pursuing the legislation with potential partners, but not sponsoring it at this time. Nate said no matter what is put forth, the legislative process will decide the language. He said the whole idea is to emphasize the importance of water planning as a part of planning. He stated that in order to be successful, we have to start building a coalition now. Susan said there is a meeting on December 10<sup>th</sup> with CCI, CML and Sol. These two organizations will either be with us or against us. If they aren't with us, then it probably won't pass. Nate said we should have him talk to them about the "should", "shall" or "may" language options. Paul reiterated that if its mandatory it will be dead.

***Motion by Stan that we support the Legislative Committee pursuing partners for a water conservation planning bill, proposing the word "should" instead of "may"***  
***Second by Nate***

***Discussion: Tamra said as she reads the statues, there are only two things that are required: 1) recreation, and 2) tourism. She noted that everything else is under the "may" category. She said that if we're not going to recommend "should" then there isn't a lot of reason for the effort. The Board agreed that it needs to be important and effective legislation and that just adding another item on the list doesn't hit the mark. Paul inquired that if the permissive language of "should" wasn't accepted at the December meeting, would the drive for the legislation end. Nate offered that if we recommend "should" they might change it to "may" as part of the legislative session process. Susan suggested starting with "shall" and go from there. Michelle asked the Board if they were comfortable sponsoring this legislation and Susan responded that the Chapter had sponsored a bill before. Nate said the Chapter will seek a legislator to sponsor the bill. Tamra said she had asked if there had been outreach to DOLA on this issue and Susan said to her knowledge that has not occurred.***

***Vote: Unanimous***

Jessica asked that in the future, the Legislative Committee bring forward a legislative agenda before the Board is asked to consider things like this. Nate asked that the legislative agenda be provided at the next meeting and our liaison be at that meeting. Jessica also wanted an executive summary of the legislative survey.

## **6. Committee Updates:**

- a. **APAS Student Committee – David McWilliams, Student Representative**  
No report.
- b. **Emerging Planning Professional – Anthony Avery & Jonathan Cappelli, Committee Co-Chairs**  
No report.
- c. **Communities Initiative Committee – Susan & Libby**  
No report.
- d. **Legislative Committee - Eric Heil & Susan Wood, Co-chairs**  
No further comments.
- e. **Outreach & Communications Committee –Jessica Ibanez and Nate Currey, Committee Co-Chairs**  
No further comments.
- f. **PIC Review Committee, Eric Heil**  
No comments.
- g. **Professional Development Committee – Sarah Davis, Committee Chair**

Sarah discussed recent changes to the AICP exam scholarship process. There is potential that any unused scholarships would be placed into a pool for all Chapters to access. She then noted that the scholarship application will be distributed shortly with the application deadline in early January.

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

Libby said the committee has finished their strategic plan and have planned a coordinated event with engineers in January.

**7. Board Member Updates: None**

**Meeting ended at 3:59 p.m.**

***Motion by Paul***

***Second by Sarah***

***Discussion: None***

***Vote: Unanimous***

**Email Vote 12/17/15**

Dear Board – At our last meeting, the Board voted to add expenditures for Constant Contact and Lucidpress to the 2016 budget. Seeing as we have funds left this year and they can offer us a 30% discount if we purchase Constant Contact in the next week, I'd like to ask the Board to approve the expenditure out of this year's budget.

Annual Subscription to Constant Contact: \$294

Annual Pro subscription to Lucidpress for newsletters: \$191.40

Total: \$485.40

**Motion by Tamra to approve the expenditure out of the 2015 budget.**

**Second by Paul**

**Vote: Tamra, Paul, Susan, Carrie, Wade, Libby, Sarah, Seth, Michelle, Stan, Scott, Leah, Jessica and Russ.**

**APPROVED JANUARY 8, 2016**