



APA Colorado Annual Board Meeting

MINUTES

Friday May 3, 2013

Vail Marriott Mountain Resort & Spa

The meeting was called to order by President, Susan Wood at 1:12 p.m.

Those attending: Susan Wood, Jessica Ibanez, T.J. Dlubac, Greg Moberg, Kyle Dalton and Shelia Booth

1. Welcome and tour by Marriott Staff.

Marriott staff provided a tour of the conference facilities to the Board.

Meeting adjourned at 1:40 p.m.

Vail Community Center

The meeting was called to order by President, Susan Wood at 2:06 p.m.

Roll call:

Present:

Susan Wood, President
Abby Shannon, Professional Development Officer
Jessica Ibanez, VP External Affairs
Lor Pelligrino, South Central Representative
T.J. Dlubac, VP of Communications
Paul Rosenberg, Public Official Rep
Stan Clauson, Central Mountain Representative
Joe Frank, North Central Representative
Nate Owens, Student Representative
Greg Moberg, Northwest Representative
Erica Heller, Metro Representative
Jeremy Nemeth, Faculty Representative
Kyle Dalton, Legislative Committee Co-Chair
Jessica Osborne, Metro Representative

Absent:

Joni Marsh, Secretary/Treasurer
Chris Hawkins, Southwest Representative
Katie Guthrie, Western Planner Representative
Eric Heil, Legislative Committee Co-Chair

Guests:

Julie Ann Woods
Warren Campbell
Joe Batcheller
Jared Barnes
Kelli McDonald
Jared Asher

Staff: Shelia Booth, Chapter Administrator

1. Opening Remarks by Susan Wood, President

Susan summarized the conference facilities as seen on the tour of the Marriott. She also summarized some of the Board's activities of the last few months.

a. FAICP Nominations:

Susan noted that APA Colorado did not submit a nomination for FAICP during the last nomination period and that the current FAICP members were not happy one

wasn't submitted. The FAICP group, headed up by Graham Billingsley, has said they will handle the nominations this year and will be coming to the Board with information. Susan acknowledged that the Board appreciates their efforts and noted the two people identified by the FAICP group are Jim Charlier and Denise Balkas. They will be working on the nominations this summer for submittal this fall.

b. Water Resource Advocates:

Susan informed the Board that WRA has planned a series of four workshops in the fall. September 27th is the first, and then the workshops will occur every two weeks after that. The group will target the DRCOG region and are coming out in June to meet with local jurisdictions to get their buy in to participate in the fall. Shelia and Susan were introduced to the Pace University staff by Don Elliott at the Conference in Chicago.

Susan then discussed the Chapter President's Council (CPC) and informed the Board that the CPC meets twice a year. She also noted that APA Colorado has 200 members who are also members of APA Divisions and National is pushing for collaboration between Chapters and Divisions. She suggested having the Division members write newsletter articles, or ask them to speak at events. Susan stated she is a member of the Transportation Division and she attended its reception at the National Conference. This Division was looking to establish a one person, Colorado point of contact for the Division and she asked Phil Greenwald to take the position.

Susan then discussed an email received from Meghan Pfanstiel, previous treasurer on the Board. Meghan was contacted by the Division of Real Estate, Gary Kujawski who was looking for someone to help out on a task force regarding state subdivision rules. Meghan suggested adding a planner to the panel and asked him to contact APA Colorado. Greg said he might be interested in participating and Shelia informed the Board that it would involve making an application and submitting it to the group. Shelia agreed to forward the email to Greg. Kyle asked who requested the review since there wasn't a bill requiring it. Susan read the email to the Board.

I am reaching out to see if someone from LTAC who is experienced in subdivisions, might be interested in taking part in a Subdivision Task Force at the Division of Real Estate. The Division would like to review and consider revising the subdivision rules so as to simplify requirements, delete unnecessary and outdated conditions, as well as to come up with some conforming standards. If you know of a member who has that experience and might be interested in participating in this project, please let me know and provide me with their contact information. I estimate that we would begin this process in the next month. I appreciate your consideration in this regard.

Thank you, Gary Kujawski

TJ suggested reaching out to DOLA. The Board also expressed concern that only one seat would be available for Planning and might compete with DOLA. Susan stated she would visit with Gary and email the Board the results of the meeting.

2. Approval/Correction of March 29, 2013 Minutes

Motion by Joe.

Second by TJ

Discussion: None

Vote unanimous.

3. Old Business

a. 2013 Board Elections, Susan Wood

Susan called for executive session and Lor noted that Julie Ann Woods would be calling in at 2:30. The Board decided to move the item to later on the agenda.

b. Website RFP Update/Award, TJ Dlubac

TJ summarized the commentary and the proposal review process to date. He reminded the Board that it didn't receive the grant from CPC and it approved \$5000 for the website redesign. The proposed budget offered by the company the committee has chosen is over the \$5000 approved by the Board. The committee was asking for the Board's direction so it could proceed with the contracting with website design company, HostWorks. TJ stated the plan was to meet with HostWorks, discuss the proposal in detail, draft a contract and come back to the Board in June with a request for a budget adjustment, if needed, and the approval of the final contract. TJ noted the committee was asking for \$2500 in additional funds to provide the "flexibility" it needed to get the website done. With the additional funds, the website line item would settle in at around \$7500 which should include some of the things identified in phase 2. Phase 2 being those things assigned to the CPC grant. Shelia, Susan, Jessica I, TJ and Nate were on the review/interview committee.

Greg said everyone is aware of his fiscal restraint but he thinks the website is one of the organization's priorities and he was acceptable of the additional funding needs coming out of reserves if needed. He stated he realized it's a one time expense and the Board should find the money to do it. Susan asked TJ to discuss the difference between Phase 1 and Phase 2. He responded that phases 1 and 2 have now been combined since the organization did not receive the CPC grant. Susan stated that she had thought phase 1 were immediate needs and phase 2 were additional items that weren't necessary needed right away. TJ responded that some of that was true, like a link to our Facebook page but it made sense to do them now. Erica said it was clear that the Board and committee are proceeding with responsibility and scrutiny and the Board should move forward with the funding. Greg agreed and Paul noted that the HostWorks clients are an impressive list. He also felt the RFP was done well. Susan summarized that the request was for a general consensus from the Board to move forward and stated that feedback received indicated the Board was agreeing that the committee should move forward. TJ stated he would work with Shelia to establish a meeting date to finalize the HostWorks contract.

4. Financial Report for April 2013, Joni Marsh

Shelia summarized the new monthly budget reports. She noted that in reviewing the reports there were some areas that didn't match the 2012 Year-To-Date figures, but that could be attributed to areas she might be entering information differently than previous staff. She stated that the organization's budget is similar to a retail store budget in that the organization stays in the red until the fall, after the conference.

She informed the Board that APA National has drafted some Financial Policies for the Chapters and Divisions and she and Joni would be reviewing those and bringing them back to the Board.

Shelia also informed the Board that one of the credit cards had been involved in fraudulent charges of over \$5000. Shelia stated she was working with the credit card company and previous staff to file fraudulent charges and to close the accounts.

Motion by Greg

Second by Paul

Discussion: Greg likes seeing the deposits to see the trends and hopes it goes the right way for the rest of the year.

Vote unanimous.

5. Chapter Administrator Report, Shelia Booth

2013 elections: Shelia informed the Board that the elections went live on May 1st. Staff had decided to utilize APA National for the elections since they will be doing the elections next year. The first problem was that the candidate statements were not attached to the ballot. Secondly, a few people emailed that they received the candidate statements but not the ballot. Lastly, there were issues with the representative selection process. Voting on the representatives is on the honor system; there isn't a built in limitation on who each person can vote for. Elections close on May 30th. Winners will be announced the first week of June.

a. National Conference Reception:

The reception was attended by over 65 conference attendees. Approximately 15 were from the New Mexico chapter. APA NM has agreed to pay \$250 to cover some of the costs. Shelia acknowledged the Colorado Brick Council again as the sponsor of the event. With the sponsorship and APA NM reimbursement, the event came in approximately \$375 under the original budget of \$1000. Shelia noted that next year, the organization will try to team with APA NM and APA UT for the reception in Atlanta.

6. New Business

a. 2016 Conference Location, Lor Pelligrino

Lor summarized the request by Julie Ann Woods, representing the City of Pueblo and passed the discussion over to her. Julie Ann talked about the many new things happening in Pueblo and stated that with the regional tourism project, Pueblo would be a good spot for 2016 APA Colorado fall conference. She inquired what they needed to do to get on the calendar. Shelia discussed how the organization does contracts for conference locations and the use of Conference Direct. She also reiterated that the conference locations are book for 2014 in Crested Butte and 2015 in Steamboat Springs. Conference Direct has recommended that APA CO go out with RFPs sooner than later to lock in future dates as the conference business is recovering and things are becoming more expensive. The discussion centered on sending RFPs to several communities along Front Range communities and one or two other target areas. Susan stated that when the RFP is issued, she hopes Pueblo will respond. She offered that in the mean time, Pueblo could work with the South Central Representative to do a regional event like Grand Junction's Western Slope Conference. Julie

Ann said she was open to that and she would try to pull something together for training or continuing education. Lor said she was willing to work with Julie Ann but noted the lack of attendance at the one event she had planned in the spring. Lor stated she would like to meet with planners in her area to find out what they need and what they want to see.

Lor asked how funding for a regional event would be handled and Greg stated he would be happy to help out with the planning for the event. He noted that it has taken Grand Junction a few years to get established to where they now make money. He also stated that Grand Junction has always fronted the money. Susan reiterated that APA CO needs more regional events because it's the organization's way of giving back to its members.

The Board noted that the state conference is the biggest revenue generator for the organization and it needs to be held in places where there will be a high level of attendance. Greg noted that APA CO has made revenue on the Front Range and he would be happy to see something in that area of the state. Erica echoed Greg's sentiment.

Greg informed everyone that the Western Slope Conference is scheduled for mid-June at Grand Junction's new sporting facility. Average attendance has been between 40 – 50 attendees and last year they charged \$35. He noted there are a lot of planners who will talk for free and Jessica O. stated there are other folks who would be interested in speaking and attending. She said she would be happy to bring other people to the table for the event.

b. Request for Travel – CPC Emerging Issues Committee, Susan Wood

Susan informed the Board about the CPC's Emerging Issues Committee and the fact that all Chapter Presidents must sit on a CPC committee. The Colorado Chapter President is currently assigned to the Emerging Issues Committee and Susan Chairs it. The committee focused on establishing a web based data sharing page on their website and the CPC passed a resolution in April to direct national APA staff to start working it.

The Chapter Presidents from Oregon and Washington are also on the committee and are very active. They have championed the Great Cities initiative and their idea is to get the message out – communicate the value of planning. The Washington and Oregon Chapters are hosting the "Big Ideas" forum to discuss the initiatives, which could become a template for other locations. They asked Susan and the Vice Chair to attend of the committee to attend. They requested a grant from APA national to cover the travel expenses and it was awarded; however, it doesn't cover the entire travel expenses. Susan stated that attendance at the forum would be good to elevate the Colorado Chapter. She requested the Board help defray some of the travel costs not covered by the APA grant. TJ asked if it would be an upfront money or reimbursement. Susan noted that the grant will cover half of the airfare and if the committee vice chair can't make it, more of her expenses would be covered by the grant. Susan noted she wasn't

requesting coverage of all of her expenses but requesting some help in covering her out-of-pocket expenses not covered by the grant.

Greg questioned why she wasn't asking for the full amount. Susan capped the request at \$250. Greg and Paul both stated that her attendance benefits both the Colorado Chapter and the Members and the Board should be working hard to get our president to attend. Jessica I. stated she thought it was important that APA CO be represented on a State and National level and that this was part of the President's role. TJ stated he appreciated the conservative nature of the request but felt the Board should consider paying for all out-of-pocket expenses.

Motion by Paul that APA Colorado cover the President's out-of-pocket travel expenses up to \$500 for reimbursement.

Second by Jessica I.

Discussion: TJ asked about our line item for travel and Shelia responded that we will probably go over this year but the money could be taken from another line item like the National Reception. Paul asked how the travel line item was determined and Shelia/TJ said we used the same amount from the previous year's budget. Susan suggested looking at this again during the 2014 budget process and to consider the location of the conferences.

Vote unanimous.

Susan then moved back to item 3. a. and stated this item relates to an irregularity on the ballot. She noted that the issue related to the VP External Affairs position and Jessica I. would abstain from the discussion since she was a candidate for the position. Jessica I. left the room.

Motion by Susan to move into executive session.

Second by Paul.

Discussion: None.

Vote unanimous.

Executive Session 3:27 p.m.

3. Old Business

a. 2013 Board Elections, Susan Wood

Motion by Kyle to adjourn from executive session and reconvene.

Second by Paul.

Discussion: None.

Vote unanimous.

Reconvene at 3:40 p.m.

Susan noted that the local host committee was in attendance and asked the Board and Committee to introduce themselves.

Joe and Erica left the meeting.

2. Committee Updates:

a. Legislative Committee, Kyle Dalton

Susan introduced Kyle and noted his work on the Committee over the past few years and informed everyone that he will be leaving the committee in June. She will be seeking a new co-chair.

Kyle noted that this month's agenda item was prepared by Eric and he is taking over the committee, having managed the last committee meeting. Kyle stated that a couple of months ago the Board talked about how slow things were but activity picked up and of the eight bills the committee took a position on, seven went their way. He stated the session ends on Wednesday, May 8th. Kyle informed the Board that Eric testified on the Hill and helped kill SB 203 and SB267.

The Planner's Day at the Capitol income/expense report was summarized and Kyle stated that the discounts received on printing and catering helped the budget. There were 24 attendees. The discussion portion of the event was extended because attendees wanted to talk about everything but they didn't get to everything prepared. He noted there weren't a lot of meetings with legislators and he wished in the future there would be more. Paul asked if he got more Legislative Committee members from the event. Susan was encouraged that there were people who wanted to meet with legislators. Kyle stated that if the discussion phase is the same next year (longer than previous years) there might be a possibility to increase the LAW CM credits from 1 CM to 1.5CM.

b. **Sustainability Committee, Erica Heller**

No report.

c. **Sponsorship Committee, Erica Heller**

No report.

d. **PIC Review Committee, Greg Moberg**

Greg summarized the information from the memo provided by Eric Heil's office. He reviewed the ability for the APA Board to assume the role of the PIC Board and/or dissolution of PIC. Greg stated the he believed there should be more discussion on the issue. He acknowledged that PIC can be dissolved and the Board can take it over but the Board needs to discuss some of the issues identified in the memo more in depth. He felt the Board should talk about this when it has more time. Shelia suggested taking the information back to the Committee and Susan suggested setting aside an hour at a future board meeting to talk about it in depth. Greg didn't feel it needed to go back to the committee but agreed it should be brought back to the Board. Susan suggested shooting for July.

e. **Media Committee, TJ Dlubac**

TJ updated the Board on the combination of the Media and Outreach committees. He then informed the Board that the spring edition of the newsletter would soon be underway and stated that Shelia is helping solicit articles. The theme for the spring newsletter is "Career 101" and he said it should have a good cross section of planners who will be writing about their careers, as well as articles for new planners. He then talked about the

proposed question and answer article between EPP, Students and working professionals and how it might fit into the newsletter. He noted it might be a reoccurring feature if it worked out well. He stated the spring newsletter will be hefty and they seem to be getting longer each time with more articles. TJ then solicited theme ideas from the Board and Susan wanted to know if the Local Host Committee wanted to do an article on Vail. TJ agreed that would be a good idea and informed everyone that the article submission deadline was set as May 17th.

f. **Outreach Committee, Jessica Ibanez**

Jessica I. informed the Board that the committee was reviewing the communications survey, social media plan, bylaws and strategic plan as part of the committee combination efforts. The group will suggest changes to the documents, as needed, to allow the combination. They are also working on promotional materials for the organization. She said the committee would meet the following week.

g. **Professional Development Committee, Abby Shannon**

Abby said she held the April 20th AICP workshop and that she would submit an article for the next newsletter.

h. **Awards Committee, Anna Gagne (Shelia Booth)**

Shelia informed the Board that she had contacted Anna Gagne for an update. Anna emailed and said the Committee was working to finalize the new application and coming up with new award categories. The nomination form will be distributed in mid May.

3. Board Member Updates:

None.

4. Other Business

5. Vail Conference, Shelia Booth & Local Host Committee

Susan thanked the Local Host Committee (LHC) for attending the meeting and for waiting. She said the Board is excited to come to Vail for the conference and it has done well there in the past. She felt with the proximity to the Front Range, the conference should bring a good crowd. Kelli M. said that Vail gets a lot of people that come in the spring and fall and Vail tends to have the top conference attendance numbers in the state for spring and fall conference. Susan talked about the 2004 experience. Kelli M. noted that they do a push to keep the stores and restaurants open by listing all the conferences that will be in town. Vail restaurant has been set for the weekend of the conference. They proposed Sept 27th – October 6th and it will be similar to the one in Denver with one price for each meal/restaurant. Greg suggested that be promoted as part of the conference.

Shelia talked about the theme and how she, George, Scott and Warren will go through the sessions selected to see if there is a theme. George has someone on board to do the logo.

Susan talked about Mitch Silver being the keynote speaker, noting he is the past president and would like to come, but APA National typically only pays for the new president which is Bill Anderson. APA National pays for the President's airfare and the Chapter has to cover the cost of registration, meals and accommodations. She said she was also trying to get Lee Brown, AICP President from Chicago to come too. He could talk about all the new changes in AICP and maybe do an ethics session. APA National would pay for Lee's airfare and APA CO would cover accommodations. Susan said she would like to have all three and current Mitch is on board, but Bill may not be able to due to conflicting schedules. Susan asked the LHC what they thought. Warren suggested that if APA National is paying for airfare, then they should fly into Eagle. Paul asked if having all three come would bring more revenue than just having one or two. Warren agreed that if they are coming they should do a session as well. Abby stated that she's heard Mitch's speech before and she would like it to be new. She does like having Lee come and do a session on Ethics. She felt it would be nice to have one or the other and noted it would be difficult to add sessions when we already have over 70 sessions submitted for consideration. Paul noted that national has two speakers for opening keynotes and Susan noted they have a closing. Paul said doing multiple keeps people here but Shelia countered that if you have more keynotes, you loose a session. Kyle noted that Mitch was a keynote at 4 corners and he was at APA National a few years ago. He said that it's been almost four years in a row that we've had a middle aged man be the keynote and the Board should try to focus on a female at some point in the future. Jared suggested Chuck Mahron who heads up Strong Towns in Minnesota. He said he has an interesting message about the finances of towns and how it needs to change. Other suggestions were Better Block and Tactical Urbanism.

Shelia mentioned the proposed mobile tours and orientation walking tours. She also mentioned the availability of the Vail 50th anniversary videos.

The discussion then moved to technology ideas for the conference. TJ noted that last year the students offered doing QR codes for sessions that would link to the presentations. There was also discussion about an app for conference programs similar to that used by Rocky Mountain Land Use Institute.

The next item discussed was a proposed Raffle by the LHC. Shelia questioned if the raffle might conflict with the students and said she would check with them to see if they were planning one. Proceeds from the raffle could go to a charity or student scholarship.

Finally, the group discussed a proposed Photo contest and auction to be held in conjunction with the conference similar to that done at National. The idea was to have members submit photos and the winner would be submitted to the National auction in April. The group questioned if there would be a prize. Someone suggested a weekend in Vail or a free registration. Kelly said she would help work it out if the group gave her more information. The group then questioned when the winner would be selected. Discussion also ensued on publishing the winner on the website, in the newsletter and possibly announcing at the awards reception.

Meeting ended at 5:09 P.M.

Email Vote April 22, 2013:

Revised 2013 Election Ballot: As of April 22nd, three candidates on the approved ballot requested to be withdrawn from the ballot. Shelia emailed the board the revised ballot and requested a vote to approve the ballot with the three candidates removed.

President Elect

Greg Moberg
Stan Clauson

VP External Affairs

Sally Vecchio
Jessica Ibanez
Lilly Hardin

Secretary/Treasurer

Joni Marsh
Kevin Maddoux

Central Mountain

Julia Puester *Withdrawn*
Jessie Young *Withdrawn*
Tamara Allen

Denver Metro A

Charlie Cummings
Erica Heller
Morgan Landers *Withdrawn*

North Central

Seth Lorson
Robert Helmick

Northwest

Rebecca Levy
Linda Dannenberger
Toby Stauffer

Motion by Stan.

Second by TJ.

Discussion: None

Vote unanimous (14 aye: Susan, Greg, Stan, TJ, Joe, Nate, Jessica O., Jessica I., Joni, Kyle, Chris, Lor, Erica & Abby).

APPROVED June 7, 2013 BOARD MEETING