



APA Colorado Annual Board Meeting

MINUTES

Friday July 12, 2013
Jefferson County Administration & Courts Facility

The meeting was called to order by President, Susan Wood at 2:15 p.m.

Roll call:

Present:

Susan Wood, President
Stan Clauson, President Elect
Joni Marsh, Secretary/Treasurer
Jessica Ibanez, VP External Affairs
Rebecca Levy, Northwest Representative
James Cramer, Student Representative
Seth Lorson, North Central Representative
Tamra Allen, Central Mountain Representative
Eric Heil, Legislative Committee Co-Chair
Erica Heller, Metro Representative
Dan Bush, Legislative Committee Co-Chair
Lor Pelligrino, South Central Representative

Staff: Shelia Booth, Chapter Administrator

Absent:

Jeremy Nemeth, Faculty Representative
Abby Shannon, Professional Development Officer
Paul Rosenberg, Public Official Rep
T.J. Dlubac, VP of Communications
Jessica Osborne, Metro Representative
Katie Guthrie, Western Planner Representative
Chris Hawkins, Southwest Representative

Guests:

Greg Moberg, PIC Committee Chair
Catherine (Kit) Roupe, Catamount Institute
Chris Aaby, Catamount Institute
David Thistle, Revolution Advisors

1. President's Opening Remarks - Susan Wood, President

a. Welcome and Introduction of new Board members

Susan asked the Board to introduce themselves to each other. She summarized what was discussed at the new board member orientation that was held prior to the Board meeting.

b. Western Resource Advocates Update

Susan updated the Board on the latest activities. She said the Pace group came to Denver to meet with the jurisdictions that will be participating. The panels will begin in September.

c. New Partners for Smart Growth Conference

Susan informed the Board that the call for sessions ended on July 8th and the conference planning group received a good group of sessions. The local committee is working on the mobile tours.

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

a. **Approval/Correction of June 7, 2013 Minutes**

Erica and Susan noted corrections needed to WTS / WTE references. Jessica I. noted that the Awards Committee section was incomplete.

Motion and second to approve the minutes with stated changes and corrections.

Discussion: None

Vote unanimous.

b. **June 2013 Financial Report**

Joni summarized the financial report in the packet. She noted there was a discrepancy of about \$20,000 in the profit/loss report. She relayed that she and Shelia had reviewed it just prior to the meeting and Shelia thinks its due to a change she made in the report in the Payroll section causing a duplication. The Board expressed their desire to have the report brought back in July because the amount was so large.

Shelia told the Board that the new Wells Fargo accounts have been opened and the Colorado State Bank & Trust accounts for APA Colorado have been closed. The student account and PIC accounts will be next. She also informed the Board that the credit cards have still not been closed and she has contacted Denise again to see if she would help close them.

Rebecca asked that the budget be added to the financial report to make it easier to review. The June financial report will be brought back in July.

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. **Vail Conference Update**

Shelia informed the Board that she is still working with the Local Host Committee to tie down the theme and logo. She has started compiling the CM credit information to get it online and approved prior to the conference. Erica and Shelia summarized the current conference sponsorship status.

b. **Other**

Shelia informed the Board she is working on business cards for the Board and is seeking cost estimates.

4. Old Business

a. **Website Design Update - TJ Dlubac, VP Communications**

Shelia told the Board about the process thus far for the new web design. She highlighted the web design elements from each sample website provided to the Board in the packet and how each might be incorporated into the new APA Colorado website. She asked the Board if they had any additional ideas or preferences and none responded. She closed the discussion relaying that HostWorks will be at the August Board meeting to showcase the new design. Committees have been asked to provide feedback on their “wish list” items.

b. **PIC – Eric Heil, Legislative Committee Co-chair & Greg Moberg, PIC Review Committee Chair**

Greg and Eric discussed the review of PIC and the memo provided in the packet regarding combining the PIC Board and the APA Colorado Board. Both agreed that their recommendation was to combine the two Boards. Discussion ensued as to how this might be done and how it might look after it was completed. All agreed that further review of the process and final design to combine the Boards should be done by the two and a recommendation brought back to the Board at a later date.

Motion and second for the PIC Committee to return to the Board with a plan to dissolve the current PIC Board and making the APA CO Executive Board the managing executive board of PIC.

Discussion: none

Vote unanimous.

5. **New Business**

a. **Student Scholarship 2013-2014 – Shelia Booth, Chapter Administrator**

Shelia noted that four students applied for the scholarship and all look to meet the review criteria. She also informed the Board that they received over \$1800 from the Transportation Symposium to use toward scholarships. The current budget for scholarships is \$1500 and with the addition of the new funds, the line item was almost \$4000. She stated that the Board could choose to use the entire amount or a portion. She also reminded the Board that the new policies approved earlier in the year recommended that the scholarship not be split between more than two persons.

Some Board members felt the scholarship should remain at \$1500 and be awarded to no more than two recipients. Their concern was that awarding it to all applicants might make it seem “easy” to acquire. Other Board members felt the scholarship should be awarded to all the students since they all seemed qualified and it would promote planning. After much discussion, the Board felt that all applicants should be awarded \$1000 each. James expressed that not many students are aware there is a scholarship available. Erica and James said they would work together to establish a marketing plan to advertise the scholarship to students next year.

Motion and second to approve \$4000 in scholarship funds, to be divided evenly at \$1000 per student for the four scholarship applicants, namely Elyse Dinnocenzo, Watkins Oswald Fulk-Gray, Melanie Sloan and Michelle Zuniga.

Discussion: none

Vote unanimous.

b. **Housing Colorado Design Charettes – Jessica Ibanez, VP External Affairs**

Jessica summarized the request by Housing Colorado for participation and partnership from APA Colorado in their housing design charettes at their conference. They asked for CM credit sponsorship, newsletter advertisement and a request for charette volunteers via our email list serve. The Board discussed the request and agreed a partnership with Housing

Colorado was a good idea. They did not think the charettes would be eligible for CM credits based on past format. The Board thought it would be acceptable to provide advertising of the design charettes through the newsletter, website and email blasts.

Motion and second to advertise for the event, advertise for charette volunteers and submit CM credits for the charette if it meets CM criteria and AICP Provider sponsorship guidelines.

Second by

Discussion:

Vote unanimous.

c. Colorado Sustainability Conference CM Credits – Lor Pellegrino, South Central Area Representative

Lor introduced Catherine M.(Kit) Roupé, Sponsorship Coordinator and Chris Aaby, Marketing & Communication Director for Catamount Institute. Catmount Institute hosts the Colorado Sustainability Conference annually and requested that APA Colorado support and be a sponsor for the next conference in Colorado Springs. They asked that APA Colorado offer CM credits in return for being identified as a Bronze level (\$500) sponsor of the conference. The Bronze level includes APA information on the on-site signage, CSC website, the attendee brochure and advertisements for the conference. The conference is attended by over 350 persons each year and they hope to get attendance near 500 this year. They have keynotes with national, state and or local significance and offer sessions over a two day period. The Board clarified that the request did not include actual monetary contributions but in-kind contributions that equal the Bronze level. Kit and Chris confirmed and stated they hoped to have at least two sessions that would be eligible for CM credits. Shelia referenced the CM sponsorship guidelines and asked if an APA Colorado member would be allowed sit on the selection committee for those sessions identified for CM credits. Kit and Chris confirmed that they could. Shelia stated that as long as APA Colorado was involved in the selection of speakers, all the other sponsorship guidelines could be met by the partnership.

Motion and second to approve the request for in-kind exchange of advertising on the APA Colorado website, APA Colorado participation in session review for the conference, APA Colorado sponsorship of CM credits for the conference and bronze level sponsorship recognition for APA Colorado at the Colorado Sustainability Conference.

Discussion: none

Vote unanimous.

d. UCD/APAS Request for Table at Conference– Susan Wood, President

Susan informed the Board the UC Denver had requested a free exhibitor table at the 2013 APA Colorado conference. She said she had taken the request to the Sponsorship committee first and they had agreed but expressed one concern. They suggested it was a good idea as long as there was adequate exhibitor room for all paying exhibitors. Shelia stated she felt there would always be an area for a UC Denver table. The Board discussed

the issue further and thought it might be better to limit it to this year to try it out.

Motion and second to provide UC Denver a table at the 2013 conference.

Discussion:

Vote unanimous.

e. **FAICP Selection Committee & Nomination Process– Susan Wood, President**

Susan summarized the commentary and the process used thus far in 2013 for the FAICP selection. She noted that the Colorado FAICP group had approached her and said they would handle the process for APA Colorado. The recommendation is to have the FAICP group serve as the FAICP Selection Committee for 2013. A more formal process will be created before the next nomination cycle in two years.

The Board discussed a need to have additional information from the FAICP selection committee as to how they determine who is to be nominated. Susan indicated it might be too late for this year considering how much information is necessary but in the future it could be provided.

Motion and second to establish the FAICP Selection Committee and nomination process as submitted and requiring additional study, recommendation and process specifics to be submitted to the Board and possible inclusion in and modification to the APA Colorado bylaws.

Second by

Discussion:

Vote unanimous.

f. **FAICP Candidate Support Determination – Susan Wood, President**

Stan excused himself from the room as the Board discussed the nominations. Tamra expressed concern that no information was provided on one of the candidates and it was difficult to agree with a nomination for someone you know nothing about. The Board agreed but felt the FAICP selection committee vetted the candidates. Susan informed the Board that the FAICP group will be handling the nomination forms for two candidates and the other two will be done by outside individuals. The Board felt separate motions should be made for each individual.

Motion and second to approve the nomination of Denise Balkas for FAICP.

Discussion:

Vote unanimous. Tamra and Stan abstaining from the vote.

Motion and second to approve the nomination of Stan Clauson for FAICP.

Discussion:

Vote unanimous. Stan abstaining from the vote.

Motion and second to approve the nomination of Kurt Culbertson for FAICP.

Discussion:

Vote unanimous. Stan abstaining from the vote.

6. Committee Updates:

- a. **Legislative Committee, Eric Heil**
Eric informed the Board of the next Legislative Committee meeting and said it would be an informal meeting to talk about the expectations for next year.
- b. **Sustainability Committee, Erica Heller**
Shelia stated the June event was successful with around 20 attendees. The financial report will be brought to the Board in August.
- c. **Sponsorship Committee, Erica Heller**
No report.
- d. **PIC Review Committee, Greg Moberg**
No report.
- e. **Media & Outreach Committees, TJ Dlubac and Jessica Ibanez**
Jessica summarized the current status and the planning the group is doing to continue their efforts to guide the new super committee.
- f. **Professional Development Committee, Abby Shannon**
No report.
- g. **Awards Committee, Anna Gagne (Shelia Booth)**
Shelia informed the Board that the nominations have been accepted and the committee will be reviewing them.

7. Board Member Updates:

None.

8. Other Business

None

Meeting ended at 4:42 P.M.

EMAIL VOTE JULY 24, 2013:

2013 APA Colorado Awards: The Awards Committee reviewed the applications for the 2013 APA Colorado awards. The following are the winners as recommended by the Committee.

- Sustainability and Environmental Planning Merit Award: Bucking Horse-Fort Collins
- Community Engagement Honor Award: Lakewood Sustainable Neighborhoods Program
- Innovative/Creative Partnership and Collaborations Honor Award: Hunter Creek-Smuggler Mountain Cooperative Plan
- Project with a Small Budget (under \$20,000) Merit Award: Sonoran Institute APA Community Engagement
- Outstanding Planning Project Honor Award: Adams County Open space, Parks and Trails Master Plan
- Outstanding Planning Project Merit Award: El Paso County Parks Master Plan

Section 4.2 (8) of the Bylaws requires the Board to: "Review and approve, deny or table all nominations for Chapter awards."

Board members were asked to review the recommendation and vote via email, beginning July 22, 2013.

Motion by TJ to approve the Awards Committee's recommendation for the 2013 APA Colorado Awards.

Second by Dan.

Discussion: None

Vote: unanimous (10 ayes: Susan, Seth, Dan, TJ, Becky, Joni, Tamra, Stan, Lor and James).

APPROVED SEPTEMBER 6, 2013 BOARD MEETING