



APA Colorado Annual Board Meeting

MINUTES

Friday August 2, 2013
Denver FasTracks Office

The meeting was called to order by President, Susan Wood at 2:10 p.m.

Roll call:

Present:

Susan Wood, President
Stan Clauson, President Elect
Paul Rosenberg, Public Official Rep
Jessica Ibanez, VP External Affairs
T.J. Dlubac, VP of Communication
James Cramer, Student Representative
Seth Lorson, North Central Representative
Rebecca Levy, Northwest Representative
Eric Heil, Legislative Committee Co-Chair
Erica Heller, Metro Representative
Jessica Osborne, Metro Representative
Chris Hawkins, Southwest Representative

Staff: Shelia Booth, Chapter Administrator

Absent:

Carrie Makarewicz, Faculty Representative
Abby Shannon, Professional Development Officer
Joni Marsh, Secretary/Treasurer
Dan Bush, Legislative Committee Co-Chair
Lor Pelligrino, South Central Representative
Tamra Allen, Central Mountain Representative
Katie Guthrie, Western Planner Representative

Guests:

Deryn Wagner, EPP Committee
Tom Stocker & Keith Stansell, HostWorks
Monica Groh, APA Director of Certification and AICP
Member Programs
Phil Farrington, AICP Region 5 AICP Representative

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

Susan welcomed everyone to the meeting and thanked the guest for coming.

2. Guest Attendee Presentations

a. Monica Groh, Director of Early Career Programs, APA

Susan introduced Monica Groh, noting her position with APA national and the fact that she now lives in Denver. Monica told the Board that she previously worked in the DC office for APA and moved to Denver last year to the Golden area. She said she has been with APA for seven (7) years and is currently working on a department dedicated to the new, younger members of APA. Her goal is to attract and keep the younger members. She is working on new programming and training with the national conference. Her work with the Chapters should help bridge the gap between those leaving school and the seasoned professionals. She discussed various ideas such as resume review, service clinics, and social events proposed at the APA Conference in Atlanta 2014. She is hoping to have a more official and structured program at the national level.

Susan said she appreciates the work Monica has done with the Emerging Professional Planners (EPP) group in Colorado. Susan mentioned the discussion at the Federal Policy Briefing last year to match up legislative delegates with young professions. Monica talked about the new mentoring, low commitment program where mentors take the mentee to meetings on Capital Hill and show them how to advocate for planning and how to get involved on the local and state. Monica then mentioned the Young Planners guide book that was drafted in the Sacramento area about six (6) years ago and the fact that national APA is trying to update it.

Susan then noted the EPP group just held elections on July 18th filling seven (7) out of the eight (8) officer positions. The new officers are:
Chair: Deryn Ruth Wagner; Vice Chairs: Administration: Sarah R Davis, Communication: Kristina Kachur, Networking and Events: Nicole McDermid, Service and Outreach: Ryan Sagar, Professional Development: Dara Braitman, Innovation: Olivia Stinson

Deryn stated that the last position is an at-large state representative to make sure they appeal to EPP members around the state. The group will be doing and will be doing some recruiting to fill this position. Next Tuesday, August 6, 2013 is slated as the first officers meeting.

Susan ended the discussion stating that APA Colorado will continue to work on the mentor match at our state conference because it worked well at the national conference.

b. Philip Farrington, AICP – Region 5 AICP Representative

Susan introduced Phil Farrington the Region 5 AICP Representative. She noted Phil is from Oregon and happened to be in town and graciously agreed to come to the meeting. Phil is in the last year of his first term and has plans to run again. Phil talked about what is happening with the AICP Commission noting there is a robust initiative to look at healthy communities. He noted that last year's national conference had the best attendance since 2008 – pre recession levels. He reminded the Board that the next conference will be in Atlanta followed by Seattle. He discussed his experience with the mentor match program and the two students he met and said he participated as a resume reviewer in the past. He encouraged the Board to participate and to have engagement in these efforts. He then noted that about a year ago there was an initiative undertaken to look at the intersection of planning and public health and public workforce issues. APA is looking at best practice models for community health in planning. He stated there were a number of sessions at the Chicago conference and he expects there will be a full tract at the Atlanta conference. At the APA Oregon Chapter conference last month, (chapter of about 800 members) they had the Daniel Burnham Livability Forum. He said the forum looked at how we can work together with other professions to integrate healthy communities and best practices. Susan said it was a great event.

Mr. Farrington then noted that national has been discussing free membership options for students and the question has been raised as to whether it can be

expanded. The idea is to encourage graduates to get in early and try to keep them as members. He then talked about the AICP Candidate Provision that has been proposed. Members could sit for the AICP exam upon completion of degree requirement and serve as an AICP candidate until the experience requirements are met. This option would nurture emerging professionals. Monica summarized the AICP exam requirements and how this would change the sequence of the exam taking process. APA is looking at it as a way to keep younger people in APA and get them vested in AICP sooner. The process is currently being reviewed by the Commission and would take a vote by the Commission to put into place. Phil said there may be some feedback through Interact this summer/fall. He then noted that some of the concern is the questions that are geared toward experience. TJ asked if the Commission had thought about having a separate exam such as a Planner in Training (PIT) prior to AICP.

The exam refresh will take place for the fall exam. The next specialty certification being explored is Urban Design. Staff is doing audits for CM providers to note who is doing really good work and how can they assist and serve as mentors for other providers. The Membership Committee has been looking at adding a classification like an Emeritus Planner for retired planners who are valued but don't want to continue continuing maintenance for AICP certifications. The discussion then went to how to engage academia and ideas to offer blanket memberships for program staff/faculty. The College of Fellows Committee has been discussing ways to get the FAICP members more active in their chapters. APA made changes to the nomination guidelines for the FAICP this year and the FAICP induction will be in April of 2014.

Finally, Phil discussed the Ethics Case of the Year and suggested it be reviewed and incorporated into the chapter conference. He stated the case is intended to be a mini version of the Harvard Case of the Year and tends to be fun and thought provoking. Susan noted that Lee Brown, AICP President will be teaching the ethics courses at the conference and has said it will be on the Case of the Year.

c. HostWorks, Website Design Update:

Susan introduced the HostWorks team. Tom Stocker noted that an elaborate RFP was issued with a lot of requirements and HostWorks was happy to get the business. They provided an overview of the objectives of the RFP noting the presentation is a status report and there is still a ways to go before the product is completed. He summarized the problems with the current website, discussed the background images, and header that are still under review and then showed the Board the new mega menu.

The Board asked what kind of feedback was being requested and TJ responded that he was looking for verification that the design is on the right path. Eric offered that his one comment was less clutter with back ground pictures and scrolling pictures. Rebecca asked if there will be a bulletin board and TJ responded that we will be working on a blog/forum type page. Eric asked for a repository of land use codes and TJ responded that the site will

have a resource library. TJ noted that the question that needs to be considered is - what is the value of the website to our members? Rebecca suggested looking at ICMA for a guidelines and TJ responded that the full searchable indexed resource page won't be with phase 1, but we need to determine what phase 1 will be. Susan asked for a time frame and TJ said the goal is to have a soft launch before the conference. The Annual Board meeting would be the "grand reveal."

3. Secretary/Treasurer's Report

a. Review of July 12, 2013 Minutes

Shelia reviewed the July meeting minutes and informed the Board that the typed draft was accidentally deleted during a backup of the computer. She asked the Board members to email her with any additional information that could be added to the minutes that she drafted. The final version will be presented to the Board at the September Board meeting.

b. June 2013 Financial Report

Shelia reviewed the July financial report with the Board. She reminded them that the report was tabled in June due to a discrepancy of approximately \$20,000. She said upon review, she was able to identify the error in the spreadsheet. She has cut/paste the payroll expense to match the budget line item and the cell movement caused the amount to double. She changed the budget line item to match that being used and the problem was solved. She then asked the Board if the reports as presented were acceptable in format and information provided and the Board gave a general consensus.

Motion by Eric to approve the June financial report

Second by Paul

Discussion: none

Vote: Unanimous

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Motion by Erica to approve the July financial report

Second by Stan

Discussion: none

Vote: Unanimous

4. Chapter Administrator Report

a. **Vail Conference Update**

Shelia discussed the current status of the conference planning. She noted that sponsorship was up from last year. She stated a few Board members have followed up with calls and a few sponsors still need to pay. She then said the CM credits have been submitted for review and she hopes to have them approved before the conference. The mobile tours were not submitted and she is still waiting on the CM forms from the mobile tour presenters. She said she was working with James to get the student volunteering organized and they hope to use an online volunteer sign up this year.

Erica reiterated the great strides in sponsorship and thanked the Board members for making their calls.

b. **Other**

Shelia said she is continuing to work with APAS to close the current student bank account and open the new one. She updated the Board on the business card order stating the generic cards have been ordered and she is still working on the personalized ones.

5. Old Business - none

6. New Business - none

7. Committee Updates:

a. **Legislative Committee, Eric Heil**

Eric said the Committee had a summer meeting that went well and was well attended. He noted that TIFF may come up again in the next legislative session. The Committee talked about making connections and building relationships before the next legislative session. Eric said he was contacted by CML to discuss “rallying the troops” for those in favor of TIFF if a bill is introduced that is restrictive. CML, DCI and APA CO could do a coordinative message. Eric said they would try to do the legislative survey and have it ready for the conference. Eric will be attending and will be doing the Legislative Committee session while Paul and Dan will work on the survey. The next meeting is scheduled for Aug 19th at the Fainting Goat on Broadway.

b. **Sustainability Committee, Erica Heller**

Shelia reviewed the financial report for the workshop noting the event had 21 attendees with expenses of \$14.52 and a net profit of \$345.48.

c. **Sponsorship Committee, Erica Heller**

No report.

d. **PIC Review Committee, TBD**

Eric and Greg have not had a chance to work on the revision yet.

e. **Media & Outreach Committees, TJ Dlubac and Jessica Ibanez**

TJ noted the group is still plugging ahead on communications and marketing strategy and are identifying who they want to communicate to, what the message will be and the type of medium needed to distribute the message. The 3rd quarter issue of Planning Matters will be coming out at the end of the month and TJ requested help soliciting articles. Rebecca suggested CPRA and Susan noted the Jefferson County Open Space might be of interest. TJ said a social media plan will be coming to the Board in a few months.

f. **Professional Development Committee, Abby Shannon**
No report.

g. **Awards Committee, Anna Gagne**

The committee met and recommended winners and they were approved by the Board. Over the next year the committee will set for a series of process and procedures so it will be more transparent. There hasn't been but there is now a need to tie things down.

8. Board Member Updates:

TJ noted he is working with CASTA on the fall conference and they used some of the sessions that weren't chosen for the fall state conference. He also noted there may be more CM credits in for the fall conference than in the spring.

James said there wasn't a whole lot going on with the students since school is out. Susan said she still liked the idea of getting other students involved. Stan noted that he saw a piece on Planetizen that CU Denver had a very high pass rate for AICP – one of the highest for the Country.

Rebecca is shooting for a regional training on the 27th of September which is the Friday of the Fruita Fall Fest. She has one ethics proposal but would like to do a legislative update and make the training water centric. Susan suggested she connect with Chris since he did a water law session in Durango in February. Jessica I. expressed concern with having it so close to the state conference and the DCI conference. Rebecca referenced budget cuts in Grand Junction and noted she had talked with Greg about it. She said there was some interest in having something in the fall and due to the DCI planning tract she wanted to stay on a different topic. TJ noted that it's probably better to offer trainings close together than not at all.

9. Other Business - None

Meeting ended at 4:28 P.M.

EMAIL VOTE – August 15, 2013:

Request from Golden Urban Renewal for Support Letter for National Award, Susan Wood
My apologies for requesting this email vote. Sometimes the timing is such that there is no way around it. Yesterday, I received a request from Mark Heller, the Executive Director with the Golden Urban Renewal Authority, asking for a letter of support for their 25-year urban renewal efforts in downtown Golden. I think it is beneficial to the Colorado Chapter to have local projects put forth for National Awards and am supportive of providing the letter. Similarly, if any of our Chapter Award winners submit for a National Award, we will

also provide support letters for them as we have done in the past. Finally, if other Colorado projects are submitted for National Award and we deem them worthy, we can provide a letter of support for them as well.

Attached is an agenda item, the application by GURA for a National Award, and a draft letter of support from us. Let me know if you approve, and if so, proceed with an email vote no later than COB Monday, August 19. Thanks for your help.

Motion by Paul to allow APA Board approval to submit of a letter of support for the Golden Urban Renewal Authority for implementation of a 25-year Downtown Urban Renewal Project.

Second by Stan.

Discussion: none

Vote: 10-0 (Paul, Stan, Jessica O., Jessica I., Eric/Dan, Rebecca, TJ, Lor, Tamra, James, and Seth. Erica recused herself from the vote.)

APPROVED SEPTEMBER 6, 2013 BOARD MEETING