



APA Colorado Annual Board Meeting

MINUTES

Friday September 6, 2013 University of Colorado Denver College of Architecture & Planning

Facility Tour:

The meeting was called to order by President, Susan Wood at 1:00 p.m.

Those attending: Susan Wood, Jessica Ibanez, TJ Dlubac, Seth Lorson and James Cramer

1. Welcome and tour by Leo Darnell, Assistant Dean of Academic Services and Extended Studies.

Leo Darnell provided a tour of the University of Colorado Denver College of Architecture and Planning facilities.

Meeting adjourned at 2:00 p.m.

Board Meeting:

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

Roll call:

Present:

Susan Wood, President
Jessica Ibanez, VP External Affairs
T.J. Dlubac, VP of Communications
James Cramer, Student Representative
Seth Lorson, North Central Representative
Tamra Allen, Central Mountain Representative
Lor Pelligrino, South Central Representative
Jessica Osborne, Metro Representative
Dan Bush, Legislative Committee Co-Chair
Carrie Makarewicz, Faculty Representative
Chris Hawkins, Southwest Representative
Paul Rosenberg, Public Official Rep
Katie Guthrie, Western Planner Representative

Absent:

Abby Shannon, Professional Development Officer
Joni Marsh, Secretary/Treasurer
Eric Heil, Legislative Committee Co-Chair
Erica Heller, Metro Representative
Stan Clauson, President Elect
Rebecca Levy, Northwest Representative

Guests:

Sara David, EPP
Kristina Kachur, EPP
Stacey Schulte, UC Boulder

Staff: Shelia Booth, Chapter Administrator

1. Opening Remarks – Susan Wood, President

Susan summarized the bylaw requirement for notification of the annual meeting and strategic plan. She noted that the Board has reviewed the Strategic Plan periodically, and thought the Board should review it one last time before providing

an update to the members. The goal would be to have an updated posted on the website prior to the conference and a hard copy provided for distribution at the conference. Susan asked each Board member to update their respective section. Susan suggested looking at comments from previous reviews to use as an initial starting point. Seth offered comments should be based on “accomplishments” followed by plans going forward. TJ suggested it be a list of accomplishments and how those are specifically tied to the Strategic Plan.

Susan then moved the discussion to James and his goal of contacting other students and education planning programs. James said he had been in contact with a UC Boulder planning student and they were invited to the happy hour following the Board meeting. There have been recent opportunities for APA CO to collaborate with UC Boulder, students and professors, and with UCCS. Susan noted with this activity, a lot will fall on the shoulders of James, Carrie and Abby. Lor noted that CC is also a good candidate for collaboration.

Susan then stated she was glad to have Katie at the meeting, noting Katie has been on the Board almost 9 years. Katie has served APA CO well as the Western Planner Representative. Susan then informed the Board that, Katie submitted a note resigning from the Board due to family circumstances. Katie said it was an honor to serve and said she had tried to find someone to replace her but has not been successful. She summarized Western Planner as an organization and its ties to APA Colorado, noting the 2013 Western Planning Conference is in Lake Tahoe with future conferences in Utah and Jackson Hole, WY. She then noted a \$500 stipend in the budget for the Representative to attend the conference. Susan thanked Katie for her service and said she hoped she would stay active and come back in the future.

2. Secretary/Treasurer’s Report

a. July 12, 2013 Minutes

Shelia reviewed the minutes provided.

Motion by Seth to approve the July minutes.

Second by James

Discussion: none

Vote: Unanimous

b. August 2, 2013 Minutes

Shelia reviewed the minutes provided.

Motion by Jessica O. to approve the August minutes.

Second by Seth

Discussion: none

Vote: Unanimous

c. August 2013 Financial Report

Shelia summarized the report, highlighting the travel expenses line item.

Susan noted that Shelia had asked about the organizations travel policy as it

relates to travel expense coverage. Susan said she thinks the Board should come up with a travel policy. Jessica I. asked about the organization's policy for going over budget. Susan noted that we typically go over budget after the fact but that we can look into that policy more during the next budget review process. Tamra asked if there was a policy to adopt an amended budget at some point. Susan noted that in the past the Board has looked at certain items but it has not looked at the overall budget. Shelia noted that the Board will be reviewing the 2014 budget in November, reviewing the 2013 and proposed 2013 budgets at that time. Susan noted that the Board has not been increasing the travel line item. Jessica I. asked about the Financial Policies listed under "Future Agenda Items" and Shelia responded that Joni and she have been reviewing them but they aren't ready and maybe they could be finalized with budget review process. Susan noted that the organization has never had a written policy and this would fall in line with recent trends to codify everything.

Motion by Tamra to approve the August financial report

Second by Paul

Discussion: none

Vote: Unanimous

3. Chapter Administrator Report

a. Vail Conference Update

Shelia informed the Board of the current status of the conference planning.

b. Future Meetings

Shelia informed the Board of a possibility to work with CDOT to host the November meeting and having Don Hunt speak to the Board before the meeting. This could only be accomplished with a morning meeting and she asked for Board discussion if this would be a viable option. Paul thought those traveling from out of town should weigh in. Seth noted he would not be able to attend either way. Tamra noted that even at the usual time she would have to call in for the November date. Lor and Chris indicated they would probably call in as well. Susan asked if any of the other members would have an issue. TJ noted that if only 3 or 4 people show up then it might not be worthwhile for Don but we might be able to get someone else. Paul offered that we might look at a date in 2014. Jessica I. offered that maybe it could be a CM credit presentation. Susan agreed that attendance should be good for the meeting to happen. TJ noted that Mr. Hunt was expecting to update the Board on what CDOT is doing. Susan thought the organization should take advantage of the opportunity and possibly open the Board meeting up to members. TJ said he would follow up with CDOT and work with Shelia to schedule the meeting...

c. Other

Shelia handed out business cards to those who had requested them. She noted that the sticker on the back would be better if printed on a laser printer and not an ink jet.

4. Old Business

a. Emerging Professional Planners – EPP Vice Chairs Sarah Davis and Kristina Kachur

Sarah thanked the Board for allowing them to come share EPP information. Sara and Kristina introduced themselves and gave a short summary of their individual background and involvement with EPP. Sara then moved to discussion of the EPP strategic plan. She summarized the purpose of EPP and recent activities including election of officers and the upcoming Firm Tour and other future events. Jessica O offered to help make connections with DOLA and CCCD for them. Susan noted that EPP has a roundtable planned at the conference and she noted their work with Monica Groh and APA National. Susan thanked them for coming and updating the Board.

b. Website Update - TJ Dlubac, VP Communications

TJ and Shelia summarized the mega menu outline, the need for content and the timing to get it all done. They asked Board members to volunteer to write the text for one or more of the identified web pages. Seth asked about the need for the Board to vet the content before it goes live. Susan offered that the vetting of the information could be done by Shelia and TJ or a group could volunteer to look it over. Shelia and TJ listed the various pages and noted the volunteers for each. All web content was to be returned to Shelia.

5. New Business – none

Susan then acknowledged the new APA CO Faculty Representative, Carrie Makarewicz and asked the Board to introduce themselves to her. Susan noted that UC Denver has hired three new professors and Carrie was identified as the most traditional within planning. Carrie discussed her education and professional background, noting her focus on community and economic development. She stated that she is currently teaching regional planning and in the spring will be teaching urban development. She noted that UC Denver hasn't had an alumni association she has volunteered to start one. She then informed the Board that at the happy hour following the Board meeting, an announcement will be made regarding a new scholarship fund. Dan noted that he was the past president of the overall UCD Alumni Association overall and he offered his thoughts and suggestions.

Stacey Schulte, an instructor for the Program in Environmental Design at UC Boulder introduced herself to the Board. She noted UC Boulder has a group of motivated students. The students are interested in connecting more with APA CO. Students have stated to her that they want to know what it was like to be a planner and there will be some opportunities for student project collaborations and guest speakers. UC Boulder currently has about 50 students in the track to planning and it seems to be growing. The program is trying to make planning more appealing and a more known profession to the students. Susan said she sees a natural tie with the APAS group and Seth noted the when he was in school the undergrads fell under the master program student APAS group. XXX She noted that the difference now is the physical separation of the two programs.

6. Committee Updates:

a. **Legislative Committee, Eric Heil**

Dan noted the next meeting on September 23rd at the Fainting Goat. He said the survey would be mailed out the following week.

b. **Sustainability Committee, Erica Heller**

No report.

c. **Sponsorship Committee, Erica Heller**

No report.

d. **PIC Review Committee, TBD**

No report.

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

No report,

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

No report.

g. **Awards Committee, Anna Gagne**

No report.

7. Board Member Updates:

No report.

8. Other Business - None

Meeting ended at 4:37 P.M.

APPROVED NOVEMBER 1, 2013 BOARD MEETING