



APA Colorado Board Meeting Agenda

**Friday June 29, 2012
RTD FasTracks Office
1560 Broadway, Ste. 700, Denver, CO**

1:30pm to 4:00pm

Susan Wood, President

Jessica Osborne, Metro Rep

Nate Owens, Student Rep

Kyle Dalton, Legislative Committee Co-Chair

Abby Shannon, PDO

T.J. Dlubac, VP of Communications

Paul Rosenberg, Public Official Rep

Greg Moberg, Northwest Rep

Jeremy Nemeth, Faculty Rep

Stan Clauson, Central Mnt. Rep

Chris Hawkins, Southwest Rep

Joe Frank, North Central Rep

Absent:

Meggan Herrington, South Central Rep

Shelia Booth, VP of External Affairs

Erica Heller, Metro Rep

Joni Marsh, Secretary/Treasurer

Eric Heil, Legislative Committee Co-Chair

Guest: Monica Groh

1. Opening Remarks by Susan Wood, President

Chapter Administrator Position: Susan discussed the transition of the Chapter Administrator position duties and job posting. The position has been posted and to date, the Chapter has received 85 resumes. Kyle, Jessica, Abby, Stan and Susan have reviewed the resumes and narrowed it down to 19 individuals and 2 companies. Further reductions will be made prior to scheduling interviews.

As part of the transition, Denise dropped several boxes of files, and some electronic data to Susan. Susan will maintain these files until the new Administrator is on board.

Joni and Susan have been working on the Chapter accounting together. Some issues have been identified, but the two will continue to work through them.

Conference: Susan and the Local Host Committee (LHC) are continuing to move forward with conference planning. At this time, they are concentrating on the keynote speaker, Dr. Kirk Johnson of the Denver Museum of Nature and Science, who has not yet committed to the event.

Susan provided a copy of the task sheet that was prepared by Denise prior to her departure. The task sheet categorizes the remaining tasks and times in which that need to be completed (see handout).

Abby gave a brief update on the Planning Commissioner Workshop.

2. Monica Groh, APA National

Ms. Groh has recently moved from Washington D.C. to Denver and she is currently finalizing some of her duties with APA National. Ms. Groh was responsible for running AICP member functions in Washington D.C. and was tasked with identifying ways to help students and young planners. She will be working with TJ to expand and improve our chapter's social media outlets.

3. Old Business

- a. Approval/Correction of June 1, 2012 Minutes. APPROVED (Unanimous)

Note: Motion and Second were not recorded.

4. Secretary/Treasurer's Report

- a. **Financial reports for June 2012**

The financial report for June was reviewed. Kyle wanted to ensure that our Lobbyist is being paid. This will be looked into and the necessary remunerations made if needed.

Motion to approve by Jessica.

Abby seconded the motion. APPROVED (Unanimous.)

5. Legislative Committee, Kyle Dalton

Kyle summarized recent activity, indicating there wasn't a lot to add. He provided a follow up on the 35-acre initiative, stating there may be a push to place the initiative on the November ballot.

6. PDO Report, Abby Shannon

Abby informed the Board that she is looking to start a young leaders/young planners group and she was seeking a consensus to start the group and possibly create a subcommittee. Nate added that the existing students feel this is important and it should be supported. Board members questioned costs and revenue implications. Abby indicated there would not be any but the group and/or subcommittee could talk about it more in depth if formed.

The Board continued discussion of the importance of this type of group. The Board shared the need for networking between professional levels, combining "old and new" members and professionals, providing guidance for those that are just out of school and feeling lost, the sharing of experiences and cross disciplines, etc. Abby is looking for people with energy to help create the group. Other State Chapters have been working on this and the group/committee should investigate their process, success, etc. Ms. Groh stated she is looking at creating a library for these types of groups.

The Board gave consensus that the idea to create this group should be moved forward.

7. Student Update, Nate Owens

Student Rep. Nate Owens discussed a happy hour at State Conference. They are currently looking for donations for a silent auction at the conference. This will be held during the Awards reception.

Nate questioned if student volunteers get a reduced registration fee? This volunteer reduction is already established in the registration fee.

The Student Chapter is planning events for the fall. One event is the breakfast with professionals. The students held two last year and hope to have four this year.

Nate also informed the Board that APA National has given the okay for student chapters to have a different logo.

8. Fundraising Committee Update/Reminder, Erica Heller

Susan gave an update on the sponsorship status. She stated all of the tools are in place to begin asking for sponsorship. To date commitments for a total of \$4,000 has been received from Clarion, P.U.M.A., Stan Clausen, and a few others. Board members still need to complete their call list. The goal is \$15,000.

9. Grand Junction Training, Greg Moberg

Greg gave a brief overview of the Western Slope Conference.

10. New Business

a. Strategic Plan Discussion, Susan –

Susan announced that the update to the Strategic Plan began in May with each section being reviewed and discussed at Board meetings. The next level is to update the schedule and responsible person. The Strategic Plan focuses on outreach to allied groups with emphasis on continued contact with these groups. Everything has essential stayed the same for this new section with no additional changes requested by the Board. Susan requested that everyone take the next week or two to review and ensure the Plan includes everything as discussed. Susan will send out an email reminder.

b. Awards Committee –

Stan would like the mechanism for the process for reviewing the APA Awards discussed in further detail. There is a concern that committee members are voting on their own projects. A Board level decision should possibly be added under an existing plan item. Kyle suggested that possibility of having the Chair of the Awards Committee attend a Board meeting to discuss the process. Susan said that she would contact the Chair about availability.

c. DRCOG Sustainable Communities Initiative Consortium Agreement, Susan –

The Board needs to review this Agreement in more detail. Susan will talk with DRCOG. Jessica stated she would be the point person but cannot attend all of the meetings and she would be happy to share information with the Board.

Stan made a motion to sign the agreement

Jessica seconded the motion. Discussion followed.

Jessica felt that the details can be worked out as long as the Board is not over-committed. Additional concerns were raised relating to who and what is being voiced and how the Board should be engaged.

APPROVED –Paul R. voting in opposition.

d. UCD Update, Jeremy –

Split with Boulder campus will occur July 1st. The department received 200 responses from the listserv, focus groups, other surveys and began reviewing and discussing them last month. The department wants to increase the engagement with the community and a resource. August 15th is a self-imposed deadline to complete the process. Jeremy will become chair of the department July 1st.

e. AICP Test Results, Abby –

Abby informed the Board that the May AICP test results are not in yet. She is gearing up for the fall test. She would like to put a process in place for scholarships, including an application and awards process/criteria.

The Board meeting adjourned at 4pm.

APPROVED: NOVEMBER 2, 2012

Final