



## **APA Colorado Board Meeting Minutes**

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January 5, 2007, 1:00 – Rescheduled to February 9, 2007  
Room 4.1.3 ~ Webb Municipal Services Building  
Denver

### **Board members present:**

Graham Billingsley, Boulder County  
Dale Case, Boulder County  
Joe Frank, City of Fort Collins  
Caryn Fox, Routt County  
Katie Guthrie, City of Longmont  
Bill Healy, City of Colorado Springs  
Denise Henasey, APA Colorado  
Amy Ito, Jefferson County  
Jeremy Klop, Fehr & Peers  
Rebecca Leonard, Design Workshop  
Ryan Loomis, APA Colorado  
Seth Lorson, Student Representative  
Fahriye Sancar, CU Denver Faculty Representative  
Michael Sutherland, City/County of Broomfield  
Steve Westbay, City of Gunnison

### **Guests present:**

Morgan Landers, National Student Representative

#### 1. Opening Remarks – Dale Case

Dale had no opening remarks. Invited Joe Frank to introduce himself, Joe has worked for the City of Ft Collins for 28 years, was Chair of the Conference Committee when the State Conference was held in Fort Collins and is excited to join to the Board. Graham moved to appoint Joe Frank to the position vacated by Greg Byrne, Michael seconded - APPROVED

#### 2. Old Business

##### a. Approval/Correction of December Minutes

Graham move to approve, Steve second APPROVED

##### b. PIC Update

53 students took PIC classes last year, 11 in January. 2 new courses have been passed on to Van Ed: Demographics and Economic Forecasting and Legal Issues in Planning and 2 more should be ready in a few weeks. Graham reviewed the process of how PIC selects courses.

Graham has been communicating with Oregon and some with Nebraska, it hasn't been very productive, so PIC has decided to create generic courses on it's own and other states can participate if they so choose. Somewhat disappointing because Van Ed has been working in those States and PIC feels it would be a benefit to Oregon and Nebraska Chapters if they were actively involved. Van Ed is still requesting a generic course for Appraisers. The plan is to have a planner and an appraiser write this course together. Michael has agreed to draft a marketing

plan for PIC. This will include educating our membership. PIC would like Dale to market this program to other Chapter Presidents at the Nat'l Conference. The education process would probably take a few months, so PIC should have more courses ready to go. PIC is going to add a new clause to the Instructor Agreement requiring them to create a generic course, in addition to the Colorado specific course.

1. appointment of New Board Member, Janice Winkler

Susan Aldretti resigned from the PIC Board. PIC invited Jan Winkler, a certified appraiser, to take her position. Jan was a member of the Co Springs Planning Commission and is now Director of the Appraisal Unit at US Bank. Bill made a motion that the Board appoint Janice Winkler to the PIC Board, Michael seconded - APPROVED

Dale asked if we have any feedback from the PIC students. Graham said that Van Ed had received few questions, those were all computer related.

Dale requested that future Agenda's have a Conference Update under Old Business.

3. Secretary/Treasurer's Report – Leah Dawson

a. 2007 Budget

Change conference expenses to \$54,000. Graham made a motion to adopt budget as discussed today, Bill seconded - APPROVED

4. New Business

a. Awards Program – Amy Ito

Amy has been Chair for several years. Board meets once a year to review applications and make recommendations before the Conference.

Last year the Committee discussed why have submittals fallen? No student proposals for four or five years. The Committee would like Regional Reps to encourage/solicit applications. Maybe new categories? Maybe alter the presentation? Amy asked if the Awards Program should be continued... The Board felt strongly that yes it should be continued.

Discussion: Maybe not award each category every year, could be detrimental if things are low already. We can use National's submittal forms. Should be a bigger event, invite people that contributed. Have slides/power point presentation. (Ask film school students to prepare Awards video.) It is the time factor that discourages attention at the Banquet, program shouldn't last more than 30 minutes. Chapter should support our winners in the National application. Criteria/application needs to be advertised. Has the quality of the awards declined? Amy responded that the Awards Committee feels very comfortable that only those projects that are award worthy have been granted recognition. Would a news agency sponsor the awards?

Conclusions: Cut the technology category, add new professional, submit applications electronically with a request for a minimum of a power point presentation for awards presentation.

Rebecca volunteered to join the committee, Jeremy will help with communications

#### 5. Administrator Items – Denise Henasey

Winners of the APA Colorado scholarship sent thank you letters, which were distributed to the group. After a short discussion, the Board felt UCD should recommend the top candidates and the Board should be responsible for selecting the award recipient(s).

#### 6. Other Reports

##### a. AICP President-Elect – Graham Billingsley

Graham was in New Orleans with AICP Commission creating Maintenance of Certification Program, main points - 40 hours required over 2 years, Chapters can endorse other conferences/seminars for credit. Credits will be required in Ethics and Law. Draft will be on National site for comment, first draft received 1400 comments. Jan 2008 – Dec 2009 will be the first accounting period, but it begins in April 07 at the Conference. Graham suggested the Chapter create a response to the draft.

Advance Certification will also be rolled out: Transportation, Urban Design, Historic Preservation, etc. No additional fee, except for test – solely to receive higher recognition.

##### b. Vice President of External Affairs – Rebecca Leonard

Continuing to work on criteria for when we would sponsor/partner with other organizations/conferences.

##### c. Vice President of Communications – Jeremy Klop

Before the meeting, Mike had distributed via email information about a Colorado Walks Conference, Jeremy has some knowledge of Colorado Walks. They are fairly small, ambitious. They are a good fit for our organization – a speciality. Mike and Rebecca should finish our partnership criteria before we approach other groups.

The Legislative Committee needs the support of the Media Committee. Charges for this Committee: Publicity on the Conference, Legislative Agenda publicized, letters to the editor, etc.. Good for APA Colorado to be more recognized. Morgan would volunteer for Committee. Include Katie in news releases and she incorporate in Western Planner articles.

The Board agreed that purchasing a Media Directory every other year would be sufficient. for Media Directory

James van Hemert, Tom Clark, Peter Pollock are names for the “voice” of APA Colorado when the media wants a representative contact.

##### d. Professional Development Officer – Mike Sutherland

###### 1. Conference (moved to earlier in the Agenda)

Bill reported that there have been some staff changes to LHC. All the cities in the region are represented. New position of Corporate Consultant was created. LHC is meeting monthly. Looking for a theme, “Reaching New Peaks in Planning” has bubbled to the top. Program RFP

is out and due March 1. Educational program has expanded with more sessions. Antlers contract is complete. Ice Breaker at the Pioneer Museum, can hold 200 hundred. Thursday night event activity possibly. Looking into carpools for some off site venues – Board doesn't really like the idea.

Silent Auction? In Vail the proceeds went to charity. In Ft Collins and Telluride it was decided that it was too much time. Students might volunteer to do the work (and reap the profits), Seth will present to next Student Chapter meeting.

Keynote Speakers – Dale is working on Ritter connections. Susan Szenasy has been confirmed for Thursday. Other possibilities, Cynthia Peterson, AWARE Colorado, Evan Vlackos, CSU Philosophy, from Caryn – Jonathan Schecter, Jackson's Hole

## 2. AICP Exam

Results from AICP exam were disappointing this year, 24 took – 10 didn't pass. For the first time in recent history Colorado was lower than the national average. Mike will research pass rate of those who attended training. Maybe we need more in depth training sessions.

National has invited Mike to speak at the AICP session, history theory and law, at the upcoming National Conference in Philadelphia.

e. Legislative Committee – Susan Wood and Gil McNeish – not present

Susan submitted the Legislative Agenda, there was a brief discussion, any comments should be sent to Susan. The next Committee meeting will be virtual, conference call only!

f. Metro – Kevin Puccio and Lindsey Royce – not present

g. North Central – Joe Frank

North Central regional event/program went well and brought in some revenue.

h. South Central – Bill Healy – no report

i. South West – Steve Westbay – no report

j. Central Mountains – Russ Forrest - not present

k. North West – Caryn Fox – no report

l. Public Official Representative – vacant

Dale will start working on this again.

m. Student Representative – Seth Lorson

Student Chapter elected 2 new officers, Molly Veldkamp, Vice President and Seth as PR Representative. Have 10 students interested in attending National Conference. Committees trying to do events – maybe a social event with the Chapter. Also working on a Lunch time Speaker series, casual brown bag converse with a Professional. Graham invited to speak on AICP. Fahryie was the speaker at the previous one. Peter Pollock was also suggested. Students would like to put together a tour of Denver planning office/firms. Westminster good place to go. First Fridays used to be an event sponsored by students after Board meetings.

n. UCD Representative – Fahryie Sancar – no report

o. Western Planner Representative – Katie Guthrie

Next week Western Planner will meet in Denver and discuss the Annual Conference, taking place in Dickinson, North Dakota this year. Katie would like to discuss being a voting member. Graham asked Katie to research if other Western Planner Reps are voting members to their Chapter Boards.

#### 7. Other Business

The Board requested that new meeting spaces be explored, possibly Botanic Gardens, Banks, etc. Need good phones, internet access and easily accessible from major highway.

Members of the Board requested that a discussion of the effects of Amendment 41 be on next month's Agenda.

Meeting was adjourned at 4:18pm.



## **APA Colorado Board Meeting Minutes**

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March 2, 2007, 1:00  
Room 4.1.3 ~ Webb Municipal Services Building  
Denver

### **Board members present:**

Graham Billingsley, Boulder County  
Dale Case, Boulder County  
Leah Dawson, City of Parker  
Joe Frank, City of Fort Collins  
Caryn Fox, Routt County  
Katie Guthrie, City of Longmont  
Bill Healy, City of Colorado Springs  
Denise Henasey, APA Colorado  
Ryan Loomis, APA Colorado  
Seth Lorson, Student Representative  
Kevin Puccio, New Town Builders  
Lindsey Royce, Parsons Brinckerhoff  
Fahriye Sancar, CU Denver Faculty Representative  
Michael Sutherland, City/County of Broomfield  
Steve Westbay, City of Gunnison  
Susan Wood, Douglas County

### **Guests present:**

Morgan Landers, National Student Representative

1. Opening Remarks – Dale Case
  - a. Off the record, staff review
  - b. Nominating Committee

Needs to be formed by March 18 -President Elect, Secretary, VP Rebecca, Metro Kevin, N & S Central, Ctrl Mtns, NW representatives are open. The Committee needs to have one Board member and someone that has never been on the Board: Lindsey and Mike volunteered. An announcement should be made on the website and sent on the listserve. Anyone interested being the incumbent on the ballot should contact Leah by March 15.

2. Old Business
  - a. Approval/Correction of Jan/Feb Minutes

Graham made a motion to accept the minutes, Michael seconded - APPROVED

- b. PIC Update – Graham Billingsley

Over the next 3 months, 5 or 6 new classes should be rolling out. Generic courses will be developed, possibly before other Chapters become involved. PIC Board is discussing agreements that would be worked out with the other states, probably will be based on how much work they add, our instructor's will receive the same royalties from courses that are

offered in other states. Graham shared the PIC student statistics based on location – statewide and these students have signed up with minimal marketing from PIC.

Have a possible instructor (Bob Cole, retiring from Boulder) for the appraiser course. As soon as this course is developed it will be made available in 27 states.

PIC is beginning work on a Marketing Plan, hope to complete in 3 months. Students enrolled in January and February: 16 total, Comp Planning 5, Process 4, Zoning & Subdiv 7.

#### c. Conference Update

“Reaching New Peaks through Planning” is the theme. Bill has discovered that Grayline Transit can give us a reasonable rate for transportation, awaiting proposal. Keynote Speaker – a request has been sent to the Governor, LHC has some contacts to follow up the request. Friday night BBQ can be at a park downtown, Awards Banquet on Thursday, during the social hour before a possible wine tasting and the Student run silent auction. LHC is meeting again on March 16. The Selection Committee will also meet to review and select sessions Sponsorship committee met last week, sponsorship levels will be named in conjunction with the theme. Morgan reported that Photojournalism students in Boulder would be interested in producing an awards video and wouldn't charge (an offer of \$200 would nice), the Board would like the Awards Committee to move forward on this. Follow up with National about online process...*online at [www.planning.org/awards/2007.htm#submissions](http://www.planning.org/awards/2007.htm#submissions)*

Fahriye stated that she would like to see a CU Alumni reception before an event (approximately 1 hr).

#### 3. Secretary/Treasurer's Report – Leah Dawson

Leah reported on the balance sheet, the February budget vs actual report will be sent via email.

#### 4. New Business

a. Discuss possible Bylaw Changes – add Western Planner Rep as a voting member and changing quorum requirements

Katie polled the other State Western Planner Reps, about half have voting privileges on their Boards. Currently, the position is not listed in the Bylaws, Katie would recommend the position be put into the Bylaws, Graham thinks there would be some value in formalizing the position. Dale suggested it be placed under VP of External Affairs, either the VP is the Rep or they appoint one. Katie stated the importance of the Western Planner is that it is representative of the small, rural remote areas and offers them a connection.

Graham made a motion to consider amending the Bylaws to recognize the Western Planner Representative without a vote under the appropriate section, Kevin seconded - APPROVED

Katie and Joe will work on draft language.

#### 5. Administrator Items – Denise Henasey

At the last Board meeting there was a request to research new meeting locations. Those with free parking, internet access and easily accessible from I-25 would be most desirable.

Ryan presented his findings and others added: UCD, Gil's office, Lindsey's office, history museum, Five Points – African American Research library, Swansea Rec Center, Ragonnetti's office. Any other suggestions should be forwarded to Ryan.

6. Other Reports

a. AICP President-Elect – Graham Billingsley

1. The Chapter should submit a response to new AICP Certification Maintenance program. AICP is meeting on April the 13<sup>th</sup> for final vote and implementation of the program. Graham reported that over 1,400 responses to the first draft were received. Based on those, some changes were made at the meeting in New Orleans. There was a change to the required amount of hours and some clarifications; 40 credits will be required over a two year period, 30 of the credits must be from APA or APA sponsored avenues, the other 10 can be from unendorsed venues. (Handout from meeting attached.)

Graham also stated that Chapters continuously asked for credit for serving on APA Boards; the Commission feels this is not appropriate. There is credit for teaching (not if it is paid). The CPC has put forward that the PDO be exempted during their terms. Graham stated the Commission doesn't believe their will be additional work for the PDO.

Our Chapter suggests that Board service be granted some credits. Further comments should be directed to Denise by March 16.

b. Vice President of External Affairs – Rebecca Leonard (not present)

c. Vice President of Communications – Jeremy Klop (not present)

d. Professional Development Officer – Mike Sutherland

Will set an AICP review session.

e. Legislative Committee – Susan Wood and Gil McNeish

Committee is busy, but less brush fires this year. Focused on HB1246 Predictability in Planning, passed from House Committee 10-0. Peter Italino, Elise Jones, and Susan spoke. CML and CCIA also supported. Should be in the Senate in next few weeks. Senate Local Government Committee does need to be contacted to garner support. Joe is working on getting the City of Fort Collins support – moving from neutral, their Senator is on this Committee. Steve is in contact with Gail Schwartz, urging support.

SB 51 regards LEED standards and green building, APA Colorado supported and has passed the Senate. 1068 is supported by APA Colorado, eminent domain for private toll roads. Clarie Levy is interested in a Regional Planning Bill for next year, a session at the Conference to strategize could be useful. Susan appreciated Ryan's work on the Committee. Have added conference calls to the meeting, tried a virtual meetings, but attendance fell.

The Committee would like to request that we research buying conference call equipment.



f. Metro – Kevin Puccio and Lindsey Royce

Kevin and Lindsey are participating on ULI Committee, Kevin Loves TOD. ULI grant has formed Colorado Tomorrow Alliance, the Alliance would like \$2,500 to serve on the Committee, this hasn't been resolved. There has been concern that planners aren't always involved in TOD and would APA Colorado always be properly represented by CTA, ULI? VP of External Affairs should also be involved, Lindsey and Kevin are being stretched thin. APA Colorado members are attending these events. What does APA Colorado want to see from these speaker series/events? Graham recommend bring a planner in not just transportation and developers, TOD's have to go through the planning process.

Working with the students planning the event with Dr. Jackson led to the discussion of how much money is available for Regions. In the past, money was available to Regions and it wasn't being used. The consensus was \$500 is budgeted for each and more can be requested if needed.

g. North Central – Joe Frank - no report

h. South Central – Bill Healy

Planning a special event, tentative date of Wednesday, May 23 in conjunction with ASLA.. Bill is working with Cody Funk, Colorado Springs representative for ASLA. The event will highlight the new visitors center at Cheyenne Mountain State Park. The Designer will come in for a short presentation and then a networking social. Bill believes this should have a solid regional draw.

i. South West – Steve Westbay

Would like a regional email list - *done*

j. Central Mountains – Russ Forrest (not present)

k. North West – Caryn Fox –no report

l. Public Official Representative – vacant

Dale spoke with Joe and is emailing Melanie, Mark's term is expiring.

m. Student Representative – Seth Lorson

Students are excited about doing the Silent Auction. Will put together a social after next month's Board meeting, just pick a place – very informal. Have gotten some speakers for their Brown Bag series. Have confirmed office tours, New Town Builders, Design Workshop and Edaw and some in Boulder. Lindsey offered her office.

n. UCD Representative – Fahriye Sancar - no report

o. Western Planner Representative – Katie Guthrie

Western Planner is soliciting awards applications, Planner of the Year, Excellence in Environmental Planning, The Lester Award – planner has extinguished themselves in the profession (This info should be put on web and on newsletter).

7. Other Business

Amendment 41 – Legislature has started to take on action on changes, allowing scholarships, etc. Routt County has added an amendment to address it. Others have made changes in personal manuals.

Adjourn at 4:02pm



## APA Colorado Board Meeting Minutes

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April 6, 2007, 1:00  
Room 4.1.3 ~ Webb Municipal Services Building  
Denver

### **Board members present:**

Graham Billingsley, Boulder County  
Dale Case, Boulder County  
Leah Dawson, City of Parker  
Joe Frank, City of Fort Collins  
Katie Guthrie, City of Longmont  
Bill Healy, City of Colorado Springs  
Denise Henasey, APA Colorado  
Jeremy Klop, Fehr & Peers  
Ryan Loomis, APA Colorado  
Seth Lorson, Student Representative  
Lindsey Royce, Parsons Brinckerhoff  
Michael Sutherland, City/County of Broomfield  
Susan Wood, RTD-FasTracks

### **Guests present:**

Morgan Landers, National Student Representative

#### 1. Opening Remarks – Dale Case

A 3% raise was approved for Denise Henasey, Administrator.

Discussion about phone systems, could also be used for AICP trainings, Legislative Committee. Graham made a motion to authorize the purchase of a conference phone system and carrying case up to \$600, Michael seconded – APPROVED (*purchased for \$536.75*)

Dale was approached by Martin Landers for APA Colorado to offer some help for Holly Colorado's tornado damage reconstruction. Martin will look into what specifically is needed, possibly a volunteer advisory committee to provide an assessment, maybe site planning or grant research might be useful. Habitat for Humanity might also be a partner. Katie would be interested in following up. Joe will send an email from CML to be passed to membership.

Dale thanked Will Kralovec, Student Chapter President and the Metro Reps for putting together the Dr. Jackson event on Public Health and Environmental Design. Dale stated it would be good to continue sponsoring joint events.

Appointing a Public Official – Joe Siccardi is interested and can attend the Board meetings. Susan has worked with him and recommends him. Michael made a motion to appoint Joe Siccardi to the Public Official Rep position, Graham seconded – APPROVED

#### 2. Old Business

##### a. Approval/Correction of March Minutes

Graham made a motion to accept the March minutes, Joe seconded - APPROVED

b. PIC Update

70 students have taken the classes, 7 courses are in various stages of production. Instructors have been asked to make their courses generic. PIC Board is working on a Marketing Strategy that has 2 pieces, marketing the courses to students and marketing the program to other Chapters and Allied professions.

c. Conference Update

There are several inroads being pursued to request the Governor as a speaker, his personal secretary might be another approach? (Andrew Romanoff and Joan Fitzgerald were mentioned as alternate speaker possibilities.) The Local Host Committee met at the Antlers in March and received a tour of the facilities. The LHC has reserved some transportation. There was a question of when should the UCD Alumni Reception be held? The consensus was before the Friday night activities. The Air Force will not have a home game that weekend. It was suggested that the Colorado College athletic schedule be looked into. Save the Date cards to be mailed soon. (4/30/06) The Program Committee also met and selected the 07 sessions.

d. Bylaw Revision re: Western Planner

Article 5 should be about Special Representatives (*this was adopted in the 2004 amendments*) An explanatory paragraph explaining the addition of the Western Planner Representative to the Bylaws would be on the ballot. Jeremy made a motion to add this Bylaw change to the upcoming ballot, Leah seconded - APPROVED.

3. Secretary/Treasurer's Report – Leah Dawson

Leah presented the report, Graham made a motion to accept the reports, Lindsey seconded – APPROVED

Elections report – The committee is not getting feedback from the website, have been contacting people individually. Candidates have concerns about running against others, our bylaws state we should try to have at least 2 people for each position. A recommendation to contact Past Board Members and/or Ben Herman, Jan Prowell, Bob Blanchard, Kirk Ogelsby, and James vanHemert. Have an election reminder on the website Jan 1 next year.

4. New Business - none

5. Administrator Items – Denise Henasey/Ryan Loomis

Does the Board want to try a new meeting facility? The Blair Caldwell Research Library meets the Boards requirements. There is a fee of \$10/hour. Bill made a motion to authorize up to \$300 to be spent on meeting space in 2007, Graham seconded – APPROVED.

6. Other Reports

a. AICP President-Elect – Graham Billingsley

The Commission ran into a problem with the Certification Maintenance program. Anti-trust attorneys have said independent study cannot be granted credit – which was going to be up to 10 hours. There will be a vote at the National Convention about a new hourly division requirement for total hours required.

b. Vice President of External Affairs – Rebecca Leonard (not present)

c. Vice President of Communications – Jeremy Klop

Jeremy reported he is having success re-creating the Media Committee, he is also working on next newsletter.

d. Professional Development Officer – Mike Sutherland

Michael has an AICP Workshop scheduled for April 28 in Denver.

e. Legislative Committee – Susan Wood and Gil McNeish (not present)

Susan reported that HB 1246 passed and is awaiting signature from Governor. Hopefully this legislation will set the stage for more for regional planning and coalition building. Susan would like to set up a sub committee over the summer, after the end of the session and get the media committee involved and work together. Susan has requested a signing ceremony with the Governor, however has not heard back yet.

Several oil and gas bills are going through the Legislature, APA has typically stayed away from them. However, Susan requested some feedback on some current Oil and Gas Board bills that may be of interest. In the past these topics typically did not include land use issues and in the past so much energy of the Committee was devoted to Takings bills. Oil and Gas has not been a Front Range issue, but rather has been more pertinent to Southwest Colorado. The consensus of the Board is that if these types of bills involve land use issues the Legislative Committee will become will monitor them and take a position consistent with APA mission.

f. Metro – Kevin Puccio (not present) and Lindsey Royce

The Metro Reps thanked everyone involved in planning for the Dr. Jackson event. Kevin is part of planning the ULI speaker series, Lindsey is working with ULI & Colorado Tomorrow Alliance. CTA is trying to determine what their vision/mission is, wants to focus on more than TOD. Lindsey was asked to help with Congress for New Urbanism in 2009.

g. North Central – Joe Frank

Nothing to report.

h. South Central – Bill Healy

On May 23<sup>rd</sup>, the South Central region for ASLA and APA are co hosting a presentation and social at the new Cheyenne Mtn State Park Visitor Center.

i. South West – Steve Westbay (technical difficulties)

j. Central Mountains – Russ Forrest (technical difficulties)

k. North West – Caryn Fox (not present)

l. Public Official Representative – vacant

m. Student Representative – Seth Lorson

The student chapter has questions about financing and the newsletter. The payment for the newsletter has been set at \$2,000 and in the 07 budget \$1,000 was set aside for the student chapter. To keep the students informed a resolution regarding line item will be forwarded when the budgets are adopted.

Graham stated that CU-Boulder has an undergraduate chapter, should they be granted some representation and support and a change in the Bylaws? For the present, their president will be invited to the Board meetings and maybe some integration between the two groups is possible.

- n. UCD Representative – Fahriye Sancar (not present)
- o. Western Planner Representative – Katie Guthrie

Katie distributed a flyer on the Western Planner awards. (*this information is also on the website*)

#### 7. Other Business

Morgan wanted to share that the National Student Reps are starting their own Awards program. The first ones will be awarded next year, the Colorado student chapter will probably pursue an award.

Adjourn 3:40pm



## APA Colorado Board Meeting Minutes

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May 4, 2007, 1:00  
Blair Caldwell Library  
Denver

### **Board members present:**

Graham Billingsley, Boulder County  
Dale Case, Boulder County  
Leah Dawson, City of Parker  
Russ Forrest, Town of Snowmass Village  
Caryn Fox, Routt County  
Denise Henasey, APA Colorado  
Jeremy Klop, Fehr & Peers  
Ryan Loomis, APA Colorado  
Seth Lorson, Student Representative  
Lindsey Royce, Parsons Brinckerhoff  
Joe Siccardi, Jefferson Cty Board of Commissioners  
Susan Wood, RTD-FasTracks

### **Guests present:**

Morgan Landers, National Student Representative  
Jeff Lovshin, Boulder Student APA President

#### 1. Opening Remarks – Dale Case

Next meeting – No meeting in June, probably July 20<sup>th</sup> in Snowmass.

FAICP nominations are being solicited by National, nomination and criteria information is on the website. Do Board members want to nominate someone? Past President's Council has put forward names in the past and the Board has accepted them. Do last year's nominee's want to be nominated again? Graham will take the lead, if anyone would like to nominate someone from the eligibility list.

#### 2. Old Business

##### a. Approval/Correction of April Minutes

Susan recommended some changes to the Legislative Report. Graham made a motion to incorporate Susan's changes and accept the minutes, Leah seconded - APPROVED

##### b. PIC Update

One more course should be online in the next few weeks. PIC met with Van Ed last week for some general discussions. Next year certification updates for real estate agents will be monthly (instead of at the end of the year). Van Ed can take the MRE program national and wants to take the PIC courses with them. Inclusion in the MRE should broaden the appeal of the sessions. The Appraiser course is still looking for an author. There might be an instructor for Fire and Building. Should be about 5 more courses online in July. Graham gave an Education Program overview to Joe.

c. Conference Update

When asked for allied professionals that should receive the Save the Date cards, the Board offered these suggestions: CPI, Rocky Mtn Association of Env Professionals, WY Chapter – Association of Peds – Kristen Bennet.

3. Secretary/Treasurer's Report – Leah Dawson

The payroll taxes are not properly represented. Denise will investigate with accountants. Graham made a motion to accept the financial reports, Jeremy seconded – APPROVED

As Leah prepared the Ballots she wondered if there was a word limit on candidate statements. (There is no mention in the By-Laws). It was agreed this should be encouraged. Dale also wanted to make sure the ballot is formatted so that it is clear you can only vote for a Representative that represents your county. Graham made a motion to accept the slate of candidates, Kevin seconded - APPROVED

Discussion about Patricia Parish being on the ballot: The Bylaws for PIC state that Board Members cannot be Instructors. The VP of External Affairs (for which she is running) serves on the PIC Board. The PIC Board discussed this and agrees the Bylaws could be interpreted that they are not retroactive and she could complete her current course. There was consensus with APA Colorado Board.

4. New Business

Jeff Lovshin, President of Boulder student Chapter was in attendance. This weekend is election for their new officers. The students in Boulder would like to be involved with APA and the Student Chapter, one obstacle is that the numbers in the program fluctuate wildly.

5. Administrator Items – Denise Henasey/Ryan Loomis

Denise will be on vacation May 9 – May 16.

6. Other Reports

a. AICP President– Graham Billingsley

Graham's term on the Board is expiring, he is willing to provide quarterly reports from AICP. The Board welcomes this. The AICP Committee voted to approve continuing maintenance, with a reduction to 32 credits in a 2 year period (starting April 14, 2007). Still several issues to work through. Can't have online education unless its monitored. AICP will spend ¼ million a year for next 3 years to get online courses for distance learning. The cost for credits should be about \$1. The program is prepared for a 20% loss of AICP members. Graham feels, based on surveys, it should be less than 10%.

An honorary AICP certification is being given to a planning student killed at Virginia Tech.

b. Vice President of External Affairs – Rebecca Leonard (not present)

c. Vice President of Communications – Jeremy Klop

The finishing touches are being made to the Spring newsletter. He has added Gideon Berger to Media Committee, Gideon has served as an editor and journalist.

d. Professional Development Officer – Mike Sutherland (not present)



e. Legislative Committee – Susan Wood and Gil McNeish

Last week the Governor signed HB1246, “Predictability in Planning.” Congratulations to the Committee! Before this bill Master Plans could only be advisory, case law had supported this – now statues will match and governments can adopt them without any conflict. This bill was for clarification. The committee understands this is a small step and is confident it is a great start. A number of bills passed that are pro planning, land use and sustainability. Rep Claire Levy would like to do sponsor more bills. Drafting this legislation started with a sub-committee, this will be necessary for future bills.

The committee also monitored oil and gas bills, this year there were some related to land use.

There should be some celebration for the passage of the Predictability bill. Susan asked for input. It was decided to hold a social event in June and present an award for the bill sponsors. Susan will draft a press release. A thank you letter was sent to the Governor, Susan will get letters to those that spoke on our behalf.

Chuck had not received the 3% increase, budgeted for this year. Susan suggested a bonus for \$2,000 and there was a short discussion. Susan made a motion to award a \$2,000 bonus to CNM Enterprises for their legislative work this year, Jeremy seconded - APPROVED

f. Metro – Kevin Puccio and Lindsey Royce

They continue to work with ULI on TOD and CTA. Speaker series begins on May 30. The flier is posted on web and will be emailed to N Central, Metro, S Central region members.

- g. North Central – Joe Frank (not present)
- h. South Central – Bill Healy (not present)
- i. South West – Steve Westbay (not present)
- j. Central Mountains – Russ Forrest –no report
- k. North West – Caryn Fox – no report
- l. Public Official Representative – Joe Siccardi

This is Joe’s first meeting since being appointed to the Board. He would like to now how to represent his fellow officials. Dale offered the suggestion of making contact at the Conference and Joe will be introduced in the upcoming newsletter, with his contact info.

m. Student Representative – Seth Lorson

Seth reported that 23 students from Colorado attended the National Conference in Philadelphia. At their local meeting they discussed “passing the torch.” One way to keep the student chapter functioning smoothly is to stagger the terms of officer terms. The new officers elected are: Molly Veldkamp, President, Andrew Coburn, Vice President, and James Tauman, Treasurer. They are also trying to create a relationship with undergraduates and keep the group together over the summer. To this end the students have formed an APA softball team. They would like sponsorship for their team costs.

The students will be coordinating the Silent Auction at the state conference. The items will adjacent to registration on Thursday and Auction will end at the Banquet. They are seeking donations.

Seth was elected as a Student Representative for Region IV. Morgan Landers received an Award from National for "Outstanding Contributions to APA."

- n. UCD Representative – Fahriye Sancar (not present)
  - o. Western Planner Representative – Katie Guthrie (not present)
7. Other Business

Denise let the Board know that Chapter Administrators from other states met at the National Conference and intend to start communicating and meeting regularly. The Board supports this and Denise's participation. This could be very useful as Chapters can learn from each other. Graham felt that Denise (the Administrator position) should attend the National Conference, at least the Business portion.

And after many, many years on the Board, Graham made his final motion for adjournment, Seth seconded - Adjourned 3:17pm.



## APA Colorado Board Minutes

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July 20, 2007, 1:00  
Community Development Conference Room – Vail, CO

### **Board members present:**

Scott Bressler, URS Corp  
Dale Case, Boulder County  
Leah Dawson, City of Parker  
Paul Dibble, Grand Jct Planning Commission  
Joe Frank, City of Fort Collins  
Bill Healy, City of Colorado Springs  
Denise Henasey, APA Colorado  
Jeremy Klop, Fehr & Peers  
Ryan Loomis, APA Colorado  
Lindsey Royce, Parsons Brinckerhoff  
Todd Tucker, Town of Frederick  
James van Hemert, RMLUI  
Steve Westbay, City of Gunnison  
Susan Wood, RTD-FasTracks

### **Guests present:**

Chris Hawkins, Town of Telluride  
Morgan Landers, National Student Representative

#### 1. Opening Remarks – Dale Case

The meeting opened with introductions at 1:15.

##### a. Welcome to new Board Members

The recent elections were very close, Dale expressed appreciation to have the new members, always good to have fresh ideas.

##### b. APA Branding

National APA did some research and discovered state logos were not always associated with APA or planners. Dale passed out a packet with examples from the National consultant. Each state will pick their own colors. All other aspects of the branding has been worked out. Dale believes it brings more flexibility and easier recognition. Susan asked when National hopes to have this in place, Dale reported that it started in June and should continue over the next year. Morgan felt that this will bring more cooperation between chapters and national. Pantone 634U was chosen by the majority.

##### c. Certification Maintenance

There was discussion on how the Chapter can best provide education opportunities to fulfill these new requirements.

Where should the chapter be going? The AICP Commission was to have a vote this week about the cost of chapters putting on events, however it has been delayed. There are administrative and legal parts behind these fees. It has been decided that **1.5 hours of ethics and legal sessions will be required. Our sessions will need to be expanded at the conference.**

Dale gave a brief history of AICP and continuing education requirements. Steve brought up the

need to make it easy to access rurally and on the Western Slope. One idea is to develop some classes with Van Ed.

Lindsey stated the Regional Representatives have an obligation to offer credits, technology can allow this. Michael mentioned that at the PDO Roundtable it was stated that the program would be online and going this summer. He feels that it is important that the conference is counted (and could be sent and tracked to National right away.) Morgan suggested a sub committee work on this – revise the Education Committee. Todd, Morgan, Lindsey and Scott were interested. Goal: to have \_\_\_ # of credits offered by Area Reps and a new budget for training.

There was also discussion about creating/offering some kind of Certification binder, a place and way to track credits until National has the system online. Should the chapter be a liaison? Or will individuals be solely responsible?

#### d. Meeting Schedule

Meeting dates were set for the remainder of the year. Friday, Sept 7 in Denver. Library, Webb or RTD, Oct 3 at Conference, Nov 2 and Dec 7. There was discussion about moving the meetings to various metro planning offices.

### 2. Old Business

#### a. Approval/Correction of May Minutes

Leah made a motion to approve the May minutes, Jeremy seconded - APPROVED

#### b. PIC Update

Several courses are still in development. **Send course schedule to APA Board – highlighting where instructors are needed.** PIC is concentrating on marketing (and creating a marketing plan). As part of this plan they will be surveying a realtor association and the information desks of planning departments.

#### c. Conference Update

The preliminary programs are out. The LHC will meet 3 more times before the Conference. Sept 21 is deadline for stuffers/any information to go in the registration packet. Sept 4 is printing deadline for final program. Sponsorships are still needed. The LHC would like to have a Job Board as well. Bill presented the registration numbers.

### 3. Secretary/Treasurer's Report – Leah Dawson

There should be a September agenda item to discuss chapter fundraising, maybe have a few sessions for sale. RMLUI has some sustaining sponsors, James will share some ideas with the Board. Jeremy suggested a survey of sponsors, what are they interested in? why do they give money?

The Board discussed using some of the money in savings for education/continuing maintenance credit. As discussed earlier, an Education Committee will be formed to present some ideas to the Board.

Leah presented the financial reports. Michael made a motion to accept the reports,  
Jeremy seconded – APPROVED

#### 4. New Business

##### a. Brown Bag Training in Arvada re: Granny Flats

The City of Arvada will be co sponsoring an education training session on Sept 12 about Accessory Dwelling Units. AICP credit will be requested. It will be advertised on the web and in the newsletter.

##### b. Telluride request for Amicus Curiae

Chris Hawkins presented a request for an amicus curiae brief on behalf on the Town Attorney of Telluride. The Town has condemned about 360 acres outside it's borders. A jury in Delta valued the land at 50 million. Cities can do this for open space, wild life protection. Telluride feels this is a Home Rule issue. Recently the Telluride Rule was passed that Home Rule municipalities can't condemn. APA Colorado opposed the original legislation. CML has agreed to write a brief, Chris would respectfully ask the APA Colorado do the same. Would National or State write the brief? Dale will contact Lora Lucero to request. Could Western Planner submit a brief, may not have the legislative arm...  
Bill would move that if this can be done pro bono, the Board supports, Steve seconded. Don Elliot and other lawyers will be asked. The Legislative Committee and Dale will coordinate. -  
APPROVED

#### 5. Administrator Items – Denise Henasey/Ryan Loomis

##### a. Redesign of Web page

Ryan had sent a request for the Board to review other websites. The group liked the Georgia website, regional images – clear, colorful, shouldn't have to scroll for links no cluttering, active content – Todd brought up, who uses it? And for what purpose? National also has a new web design service, and the new branding will have to become part of our new site.

#### 6. Other Reports

##### a. President-Elect – James van Hemert

James has already received emails from the membership. An example is National Flood Plain Managers are looking to dialog with planners.

##### b. Vice President of External Affairs – Todd Tucker

Todd has had some conversations about joint events with other professions.

##### c. Vice President of Communications – Jeremy Klop

Working on newsletter and branding

##### d. Professional Development Officer – Mike Sutherland

84% of Colorado applicants passed the AICP exam. They should take the workshop earlier (than at the Conference) if that is their first exposure. Michael might rearrange the study sessions.

e. Legislative Committee – Susan Wood and Gil McNeish

1. In June a Legislative event celebrated the passage of HB1246, the bill sponsors appreciated the support. It definitely fostered good will.

Dale and Susan met with Rep. Claire Levy to discuss where to go next year. Ryan is doing some research for next year's legislation. Some ideas talked about: annexation laws and regional cooperation.

2. CNM Contract to be discussed with the Budget, perhaps the contract should start at the beginning of the year.

f. Metro – Scott Bressler and Lindsey Royce

Scott and Lindsey met to discuss the position and Lindsey reported on her involvement with the Colorado Tomorrow Alliance. They are launching a new Smart Growth Recognition Program.

g. North Central – Joe Frank

Nothing to report

h. South Central – Bill Healy

No report, outside of conference planning

i. South West – Steve Westbay

Planning Commission Journal came through Gunnison, Route 50. Steve will submit an article about the events for newsletter.

j. Central Mountains – Russ Forrest (not present)

k. North West – Paul Dibble

Would like to address the lack of information flow on the West Slope

l. Public Official Representative – Joe Siccardi (not present)

m. Student Representative – Seth Lorson

Morgan presented a student report, the New Board has met. They are working on the silent auction. Orientation on Aug 17, the students would like Board representation. Dale agreed to attend. Students would like to have more lectures with the College of Architecture and have more tours of projects and offices.

n. UCD Representative – (not present)

Tom Clark has become Chair, may appoint a different rep. Dale reported that the Real World Planning course will take place in the Fall

o. Western Planner Representative – Katie Guthrie (not present)

7. Other Business

As this will be the first Board Meeting at the start of the new school year, a Happy Hour on Sept 7 with students was suggested.



## **APA Colorado Board Meeting Minutes**

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September 7, 2007  
Blair Caldwell Library  
Denver

1. Opening Remarks – Dale Case

Go with Red – website logo

CU class started

2. Old Business

a. Approval/Correction of July Minutes

b. PIC Update

Check in with Van Ed about CAR conference

c. Conference Update

3. Secretary/Treasurer's Report – Leah Dawson

4. New Business

Mike Elms - the Board appreciates the concern, Site was picked several years ago when Vegas was trying for "family friendly" since dropped it as he pointed out the possibilities to learn and logistical issues to change locations

5. Administrator Items – Denise Henasey/Ryan Loomis

Planning Month – let's get a banner ad press release about what communities are doing, adopting resolutions, etc. add to Dale's message

6. Other Reports

Post on website, if we are co-sponsoring we will email – otherwise no.

7.

a. President-Elect – James van Hemert

CDOT Safety Lou - Jeremy could attend on behalf of APA Colorado

Discussion about Smart Growth America paper

Business cards for Board

b. Vice President of External Affairs – Todd Tucker

ASLA would like to host a joint event Sept 28 at NREL, email social/education – SUPPORT up to \$250

BRECKENRIDGE (In cooperation with ASLA)

c. Vice President of Communications – Jeremy Klop

How many people access the newsletter

Get responses - blog

Share the responsibility of the newsletter

Add PIC Courses to AICP CM to PIC Agenda

d. Professional Development Officer – Mike Sutherland

a. Education Committee Report

Could the package access code be used at different locations

Ask Antler's for another room for training at 2pm

Education Committee meet again before Conference

e. Legislative Committee – Susan Wood and Gil McNeish

ULI on Oct 3

f. Metro – Scott Bressler and Lindsey Royce

Considering a Climate/Energy/Environment

State Geologist, NREL, Lovins

g. North Central – Joe Frank

Submit article on your planning month activities – Plan Van

h. South Central – Bill Healy

General Palmer arriving in CO Springs, Oct 3 (invite media)

i. South West – Steve Westbay

j. Central Mountains – Russ Forrest

k. North West – Paul Dibble

l. Public Official Representative – Joe Siccardi

Add Joe to agenda at PC Workshop, give Joe the PC list add him to breakfast

m. Student Representative – Seth Lorson

Beth Kosley, Downtown Partnership

n. UCD Representative – TBD

o. Western Planner Representative – Katie Guthrie

Flyer to Western Planner – get in registration packet

Get article from Katie about Planner of the Year

Write up about the each session at the conference, summary with links

## 7. Other Business

Board Meeting at 4:45



Who are the key players from Graham

List of conference attendees from W Slope

Yes

James

Joe F.

Bill

Seth

Dale

Lindsey

Scott

Katie

Joe S.

Call 1.888.583.8344 0147671#

Steve

Susan

Todd

Michael

No

Leah

Morgan



## APA Colorado Board Meeting Agenda

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November 2, 2007  
Webb Building, Room 4.J.2  
Denver

1. Opening Remarks – Dale Case
2. Old Business
  - a. Approval/Correction of October and Annual Meeting Minutes
  - b. PIC Update

Nancy at LaPlata County –from Todd, Dale would like to be on CPC Agenda in April. Michael presented the marketing plan – maybe solicit help from business students

- c. Conference Final Report

3 things worked – awards banquet, planning commissioner’s attendance, 5 concurrent sessions. Next time assign a conference photographer

Work with Leah on new fundraising brochure/package – maybe have a Regional Fundraising Rep – agencies, not just consultants, Kaiser Permanente

Charette in the local community for consultants

- d. Community Planning Project – Morgan Landers

Newsletter article regarding Groundwork Denver – pro bono work of the Chapter.

Illinois has a Pro Bono Committee with guidelines that Morgan has researched and will share.

3. Secretary/Treasurer’s Report – Leah Dawson
4. New Business

- a. Strategic Plan/08 Budget

Annual Board retreat in January - place, James to do Agenda – substitute for regular meeting – Jan 11, 11am

Add synopsis of White Papers to newsletter – from nat’l conference – how are other chapters utilizing national’s resources?

5. Administrator Items – Denise Henasey/Ryan Loomis

- a. 2008 Conference

\*Sustainability as a theme ( good time to get Gov to speak, kick off) Find the Strategic Plan

6. Other Reports

- a. President-Elect – James van Hemert

Ron Benz, Chair of PUC Commission (check into for Keynote Speaker)

- b. Vice President of External Affairs – Todd Tucker
- c. Vice President of Communications – Jeremy Klop
- d. Professional Development Officer – Mike Sutherland

1. Request for AICP sponsorship (Get Boulder/Broomfield training program from Dale) send email re: Brownfields, contact Mark we will sponsor,

- e. Legislative Committee – Susan Wood and Gil McNeish
- f. Metro – Scott Bressler and Lindsey Royce
- g. North Central – Joe Frank
- h. South Central – Bill Healy
- i. South West – Steve Westbay
- j. Central Mountains – Russ Forrest
- k. North West – Paul Dibble
- l. Public Official Representative – Joe Siccardi
- m. Student Representative – Will Kralovec

Welcome to Colorado letter to new CU Denver professors from APA Colorado – are they APA members?

- n. UCD Representative – TBD
- o. Western Planner Representative – Katie Guthrie

#### 7. Other Business

Don Moore – half day workshop – sponsor, seek AICP credit

Change Agenda to be Other Reports and randomize

Yes

Will

James

Lindsey

Bill

Scott, Dale, Katie, Susan, guest – Don Moore, Mike, Jeremy

Todd

Joe Frank

Russ

No

Steve

Paul

Leah

Joe Siccardi



## **APA Colorado Board Meeting Agenda**

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December 7, 2007  
Parsons Brinckerhoff Conference Room  
555 17th St, Denver, CO 80202

### **Board members present:**

Scott Bressler, URS Corp.  
Joe Frank, City of Fort Collins  
Bill Healy, City of Colorado Springs  
Will Kralovec, UCD Student Rep  
Jeremy Klop, Fehrs & Peers  
Todd Tucker, Town of Frederick  
Lindsey Royce, PB PlaceMaking  
Joe Siccardi, Planning Commissioner  
James Van Hemert, Rocky Mountain Land Institute  
Denise Henasey, APA Colorado  
Ryan Loomis, APA Colorado

### **Guests:**

Morgan Landers, National APA Rep  
Rick Epstein, CTA  
Cindy Christian, CTA  
Michael Casey, CTA

### **1. Opening Remarks**

James van Hemert opened the meeting. Lindsey talked about the Silver LEED certification of Parsons Brinckerhoff new building. Don Moore came by to drop off email regarding an Open Space Conference in February 2008 in Jefferson County. He is asking if APA Colorado will sponsor and provide monetary support.

### **2. Old Business**

#### **a. Approval/Correction of November Minutes**

Todd made a motion to approve the November Minutes, Scott seconded – APPROVED

#### **b. PIC Update**

Elections were held for appointment of PIC board. Bill Healy taking over presidency, Peter Pollock is vice president and Mike Sutherland is secretary. Tom Clark was at meeting to discuss possible alignment with CU Denver; possibility of linking online courses for academic credit and might coordinate with PIC courses. This year to date, PIC has received \$3,800 in program revenue. Ryan did research on other orgs to see if they require CE credits. Realtors are the biggest group of potential PIC users. Core classes have been up and running all year. Transportation planning and Demographic Forecasts and Economic Analysis have been added,

Growth Management, Land Surveying and Platting, and Legal Issues in Planning will be the next courses online. The core classes will also have a generic version for nationwide use. The “You and the Development Review Process” course should be successful. Building and Fire Codes course is generic. So far PIC has 2 fire instructors and needs a building code instructor. Sustainability course is hot topic and need someone to teach.

c. Colorado Tomorrow Alliance participation

Rick Epstein of Colorado Tomorrow Alliance spoke. The Board had questions at the last meeting to ask Rick. Cindy Christian from CTA was also present. CTA is new organization that came out of ULI. CTA has supporters from other organization like AIA, RTD, UCD, etc., as a forum to discuss issues of day, especially smart growth. Intentions are to bring conversation together. No growth consensus is now coming to idea that we *are* going to grow, so how do we grow? CTA moving forward next Wednesday kicking of certification program. Developers bring projects forward to see if in line with smart growth, and then it is certified by CTA. Density issues are controversial. CTA wants to start smart growth certification program.

Don't have real principals yet. ULI gave grant to subcommittee for \$20k to educate citizens. Thinking grant will help with education plans. Idea is to allocate where density will go. CTA wants to see what development will look like against RTD Fastracks plans. The benefits of CTA membership is the contribution and participation in the conversation. CTA is in early stages and feels is important cause for smart growth. Alliance with APA Colorado is beneficial and critical.

Cindy passed out three documents including CTA mission statement. CTA dives into density issues and is working with DRCOG's 2040 plan. This will be tricky for groups to take a look at and CTA will study it extensively and come up position on it. Lindsey wants holistic feeling from board.

Rick explained the name CTA was intended for entire state. Because based in Denver, CTA will start locally and will grow into statewide issues. Inspiration came from Envision Utah. CTA is proposing to launch certification program by 1<sup>st</sup> of next year. Rick agreed we need advocates from other parts of state.

Joe Siccardi acknowledged that DRCOG would likely not allocate because of their make up and then asked about the authority CTA had to allocate. Rick said CTA wouldn't allocate anything on most contentious issues. Rick said CTA has no authority but ability to facilitate conversation with all parties regarding development. CTA has 10 criteria like land use, water, etc. Planners and public officials come together to look at plans for development based on this criteria. Cindy said CTA's authority come from the weight of other organizations' involvement. Recognition

certification program allows CTA to designate projects as smart growth plan. CTA can be third party for decision makers at city, county etc.

Bill Healy asked if CTA sponsors legislation. Response was CTA wants to stay clear of advocacy in lobbying for legislation, said Rick. Role of CTA is less advocacy, but more to bring conversations forward. CTA is where facts lie. They will not weigh in on legislation. CTA would be resource group. CTA will not go into lobbying.

Bill Healy said we find sponsors for planning bills and asked if there is infusion of sustainable policy w/ smart growth. Mike said sustainability is something CTA looks for in recognition program. Energy is one of our criteria. Cindy said CTA wants to see where they are going before they market out to other groups and then invite other groups after the fact.

Will K. asked if the Recognition Program is the main product? Rick stated the program is main leg. CTA may have annual meeting or conference to bring people together. Michael Casey, CTA co-chair, said if CTA can get momentum, it can be certifying 15 to 20 projects a year. Rick Epstein said developers really want recognition, and CTA program will provide that.

### 3. Secretary/Treasurer's Report – Leah Dawson

Leah was not present. Denise said APA Colorado made \$30,000 at conference.

Bill H. motioned to approve the Treasurer's Report, Will K. seconded -- APPROVED

### 4. New Business

#### a. 08 Budget/Strategic Plan

#### Goals and priorities of Strategic Plan

##### I. Purpose

###### A. To Serve Membership

##### II. Primary Goals

###### A. Newsletter. (expected by National)

###### B. Professional Development

###### 1. Conference

###### 2. Legislative Committee?

###### 3. Training of lay planners like PIC, Planning Commission Training

###### C. Secondary Goals

###### 1. Relationship to National APA

###### 2. Outreach like students, graduates

###### 3. Public Relations

#### 4. Inter-professional Partnerships

##### Comments on Plan

Bill said that training should not be called training of lay planners. Jeremy K. said APA Colorado should invest in new planners and graduates and treat them as future members and should go under primary goals. Lindsey R. noted that outreach and public relations seem the same. Morgan L. questioned the relationship with National APA. She said our ultimate purpose aligns with National and doesn't see why national relationship is a secondary goal. Lindsey stated that distinction between Colorado Chapter and National is that national is separate from our primary mission to serve Colorado planners. James listened most carefully to the esteemed board and made adjustments to the goal priorities and indicated that these would be reflected in an updated version for discussion at our retreat.

##### Budget additions:

1. \$100 more for AICP
2. \$1600 for AICP CM sponsorship
3. \$1000 scholarship to student scholarship- this would be mosaic scholarship to promote diversity. This is separate from the \$1500 scholarship.
4. \$1000 addition to students- money held in place for Dr. Jackson type of events.
5. \$1000 for CTA or other relationships with other professions.
6. Money for additional staff time

Denise stated that the Board has always envisioned having 40 hours of professional staff time for several years. She suggested APA Colorado should reconsider having two 20 hr professional employees. The Intern position would stay at the 10 hours for help with the Legislative Committee between Jan and May. Denise works 20 to 30 hours a week. Denise wants to reduce hours to 20 hours. Ryan's position would become the 10 hour/week January through May period. Will asked if APA Colorado can back-pay people or be reimbursed for hours worked for PIC. Denise said yes.

Morgan had two suggestions: 1. We need to see where stress lies. In Washington, the staff person does not handle conference but contracts outside. 2. Determine allocation of work. Denise has sent out where she is spending her time.

Denise said staff time tends to go to the squeaky wheel. Lindsay said there is belief that Denise is busy and there is way to manage through allocation of volunteers. Will asked if there is enough support for different committees. Denise said yes there is need for that. Jeremy said APA Colorado relies on Denise too much for different committees. Todd Tucker mentioned PIC is a new duty. PIC can become an income source for APA Colorado. Denise feels that we need solid support for PIC. Maybe we have staff person that bridges gap between PIC and APA



Colorado. Todd said it would be effective to have staff person for fundraising committee and PIC, and it should pay for itself.

James commented that there is always concern of increased of budget. For 2008, income has only increased by \$10,900 but expenses increased nearly \$30,000. APA Colorado accountant said we are okay with \$19K in expenses because we have surplus in savings. Denise said we should close 2007 with \$20,000 in checking account. Morgan mentioned she sees no problem with increased expenses with \$115,000 surplus in savings to date. She did state that APA Colorado needs to come up with comfortable cushion and then stop allowing negative budgets when we start dipping into surplus. Todd said APA Colorado needs a positive balance every year and feels uncomfortable with negative balance. Denise said in 2006, we had to use up \$15,000 for expenses. Will suggested that \$50,000 be a cushion for organization and maybe thrown into long-term CD. Bill stated that the conference fee didn't seem a factor on survey. Denise, in talking to Dale, said there are some things important enough to pull out of savings. Todd mentioned that maybe we need to reduce sponsorship amount shown on budget, but Denise said Dale is comfortable with \$10k. Bill said we need push to increase sponsorship if we want to reach \$10k. Morgan mentioned how Washington State has \$54,000 in sponsorships, so it may be able to help pay for conference. Denise will ask other state APA groups what is in there reserve.

Bill supports 10 hour full time employee increase for PIC. PIC is business and time we put into it pays for itself.

Todd suggested the need for Board of Directors insurance. Bill said we need special conference insurance. James said insurance is perfect item to discuss for next month's retreat. We can always amend the budget for insurance. James asked Todd to come up with information on insurance for Board. Joe Frank will contact his City Attorney and ask whether Board needs insurance.

Jeremy said he would like to consider bold moves as far as serving members part. Suggested we need to serve members more directly such as if member, you get to waive fees for some conference items.

Morgan suggested APA Colorado can become organization that is go to organization. Maybe come up with committee to partner with other committee like with PIC, education committee can have brownbag lunch with PIC instructor to get out word for PIC.

James said if we approve budget, can we explore the initiatives proposed at today's meeting.

Bill said PIC advances must come in form of grant than loan. He wants the budget on agenda for next PIC meeting.

James stated he has not heard of objections to budget. James said there is nothing in budget for pro bono project. Morgan said Illinois APA designated \$500 per year for pro bono projects. Money goes to charrettes. Illinois has process for projects. They also have volunteers. Bill supports pro bono project first, but that it becomes volunteer based and local sponsor eventually.

A motion to approve the Budget as presented was made by Bill, seconded by Will - APPROVED

5. Administrator Items – Denise Henasey/Ryan Loomis

1. Denise presented draft of the new APA Colorado website design. She asked for comments, and Todd mentioned that we should reverse barn image to frame better.

New APA website- we put \$1000 in budget for website that we didn't use. Charge for website is \$1600. James said we had \$2500 for website and for development only. The cost for hosting is \$1500. Please send comments about website to Denise.

2. Denise- we need people to be part of conference committee.

3. CML conference- Board decided that we would provide conference session on the Friday morning of June 20<sup>th</sup> Conference in Steamboat Springs. Feb 1 is deadline for topics and speakers to CML. It was suggested we have west slope planners do this. Bill said we should have planning director speak. James asked if we are sponsoring, do we get costs covered?

Morgan said National does provide talking points. It would be easy to call Lynn at National and get stuff from National regarding conference sessions. One idea for a session is how to pay for smart growth.

Denise asked who wants to do this session. Todd said we should keep this on radar because not everyone is here. Bill said he is developing sustainability plan for the Springs. It is a planning document but financial in nature, and could be possible session.

4. Last thing from Denise is proposal to do ballots on web. Bylaws state they have to be done on paper. Ballot is 4 or 5 pages. Idea is to send out postcard ballot to change bylaws to allow for electronic balloting. The vote to change has to go to membership. Company would charge \$1000 to set up this election online. There would be one

postcard to ask people to if we should go to electronic form than another postcard saying how to cast ballots online.

6. Other Reports (in alphabetical order):

- a. Clark, Tom - UCD Representative

Denise said Tom wants connection with APA Colorado. Tom is seeking a member to be Board Rep.

- b. Dibble, Paul - North West

Not present

- c. Forrest, Russ - Central Mountains

Not present

- d. Frank, Joe - North Central

Nothing to report

- e. Guthrie, Katie - Western Planner Representative

Not present

- f. Healy, Bill -South Central

Nothing new

- g. Klop, Jeremy - Vice President of Communications

Nothing to report

- h. Kralovec, Will - Student Representative

Next Thursday Night is Student APA Holiday Gathering from 5:30 -7:30 at Code 3 lounge

- i. Royce, Lindsey & Bressler, Scott – Metro

Michelle Dalaria presentation on low impact development- would like to give presentation on storm water management. She has presentation that she has given to other groups. She might provide presentation in Jan or Feb. Might be approved for Cont Ed. Todd would like to coordinate with ASLA to come to presentation. Next step is getting date and place.

j. Siccardi, Joe - Public Official Representative

Nothing to report

k. Sutherland, Michael - Professional Development Officer

1. Education Committee Report

a. Education Committee has moved forward on criteria for sponsoring AICP training activities.

b. The AICP review for the 07 Conference has been completed. Director's roundtable will not count. Out of 35 sessions, 29 were approved. 3 will be appealed. The ADU Arvada training was also awarded credit.

l. Tucker, Todd - Vice President of External Affairs

Nothing new to report

m. van Hemert, James - President-Elect

1. Strategic Plan Retreat

Jan 11, 2008 is date from 11am to 4pm. Lindsey has the Conference Room at Parsons Brinckerhoff for retreat. Todd asked if agenda could be in reverse order.

n. Westbay, Steve - South West

Not present

o. Wood, Susan - Legislative Committee

Legislative Committee was hoping for Governor at next Legislative Event. Board recommended having him at a small town meeting or conference type setting instead of a Legislative event.

7. Other Business

No other business.

Adjourned at 3:40 pm.