



APA Colorado Board Meeting Minutes

May 5, 2006, 1:00

Room 4.I.3 ~ Webb Municipal Services Building
Denver

Board Members Present:

Graham Billingsley, Boulder County
Greg Byrne, City of Fort Collins
Dale Case, Boulder County
Leah Dawson, City of Parker
Russ Forrest, Town of Vail
Caryn Fox, Routt County
Katie Guthrie, City of Longmont
Bill Healy, City of Colorado Springs
Denise Henasey, APA Colorado
Abby Janusz, APA Colorado
Kevin Puccio, New Town Builders
Lindsey Royce, Parsons Brinkerhoff
Fahriye Sancar, UCD Faculty Rep
Jonathan Wachtel, UCD Student Rep
Susan Wood, Douglas County

1. Opening Remarks – Graham Billingsley

The meeting started at 1:15pm. The Board agreed there would be a meeting in June, Friday, June 9th in Denver.

Graham reported on the APA Council Presidents grants committee. \$25,000 became available this year. PIC did receive their request for \$3,000. Graham also had copies of brochures of past grant recipients. A brochure Washington explained the planning response to Measure 37 and the example from Virginia (no APA logo) encouraged diversity. Fahryie asked if APA Colorado could produce one as well.

Graham encouraged the Board to think about any other projects that might need seed money.

Dale and Graham went to media trainings on how to deal with initiatives at the National Convention.

Also, at the Convention Graham was elected AICP President. He discussed how this will affect his role on the Board and in PIC; originally Past President would be President of PIC. Graham would like to stay on until at least September. This lead to the question, Should APA and PIC terms be co-terminus? APA would like to have majority of the members of the Board. Graham and Bill will draft proposal.

1. Old Business

a. PIC Update

PIC received \$3,000 from APA Grant and additionally, \$3,000 from National Association of Realtors (APA Colorado can apply for \$3,000 again in August). There was a PIC meeting

earlier today with some faculty. Deadline for core courses to be delivered to Van Ed is June 5. Courses should be online Sept 1.

The PIC program was of interest to many of other Chapters throughout the country. The idea is that APA Colorado will franchise this program. Already, Van Ed is asking APA Colorado to offer the course for appraisers as well.

b. Real World Planning Course

Dale distributed outline. He is looking for instructors. He will create expectations for course design and methods. Fahryie suggested that some topics that aren't covered as extensively already be expanded; she will communicate to Dale more specifics. Jonathan and Dale and the Board were in agreement there would be lots of case studies, scenarios and examples and discussions; "real world." Field trips and public meetings were also discussed. Fahryie expects the class to be popular; she will probably limit size to 20.

Dale will email latest version to Board.

3. Secretary/Treasurer's Report - Leah Dawson

Leah presented the Treasurer's report. Greg moved approval of the Treasurer's report, Dale seconded the motion and it was approved unanimously.

4. New Business

a. 2006 Annual Conference

After a brief discussion, the consensus was that it was unlikely that Senator Salazar would be available (or able to commit) and that other speakers should be pursued. Graham will contact Dave Siegal, APA President. The APA charges Chapters 2/3 of speaker expenses.

Art Goodtime, County Commissioner in San Miguel was also mentioned as a possibility.

There was a discussion about the registration fee for the Annual Conference. Fees have not been raised since the Aspen Conference. Some states are charging up to \$495. It was good to be below \$200; however, the Board agreed that registration fees for the Annual Conference in Telluride could start at \$220.

Extra "Save the Date" cards and Sponsorship brochures were distributed.

5. Other Reports

a. President Elect/Web Administrator – Dale Case, in San Antonio there were discussions about renewing the 4 Corners conference. It used to be every other year, then every 4 years. There was interest (from other states) in next year. This seemed too soon and it was agreed to pursue the idea for 2008. Katie added that Western Planner wants to come to Colorado as well and join with APA for a Conference.

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

a. Vice President of Communications – Meghan Pfanstiel (not in attendance)

a. Professional Development Officer – Mike Sutherland – Dale attended PDO sessions in San Antonio. There have been some reports of mistakes with the computer testing. Applicants should be vigilant about their testing status and results. National statistics will be released soon. Also, National is initiating a big push for diversity. The numbers for minority planners are very low. Dale will look into some strategies for APA Colorado.

a. Legislative Committee – Liz Telford and Susan Wood, This was a very busy session and work will continue throughout the summer. The Colorado Planning Act passed in the Senate but was killed in the house; the committee attempted to reintroduce the bill as a late bill but it was denied; the committee is discussing reintroducing the bill next year as it was

written; another strategy is to have more than one bill introduced - lay the groundwork over the summer, at the Conference, have a speaker to generate some interest. There is a lot of work that the committee needs to do. Ideas on how to keep the group active?

SB159 and HCR1001 sought to avoid the ballot initiative - both died, although a lot of time was devoted to the language.

HB1411 passed the House and the Senate, limiting in some regards, but positively, it has avoided an initiative on the ballot and could address the pressure to do "something" about eminent domain.

Takings Initiative, APA Colorado will be part of the opposition coalition. Legislation is on the ballot in Washington and 8 other States have an initiative. This will take significant money and time to fight. Jason Jordan is working on the issue Nationally, might be asked to come to Colorado. Bill remarked on lessons learned from Oregon - play on values, why do we have planning? A committee will definitely need to be formed. First step is an email to explain the points, history and need for involvement.

a. Metro – Kevin Puccio and Lindsey Royce - Kevin gave a recap of the Don Shoup event sponsored with ULI, there was a large attendance and ULI made a profit. Lindsey will find out how many APA members attended. Good experience partnering with another organization.

b. North Central – Greg Byrne – (nothing to report)

c. South Central – Bill Healy – Bill discussed Form based code in Colorado Springs, received AIA grant - should create a good model for other cities. Greg stated that Ft. Collins is trying a partnership with the City Foundation and Colorado State University.

a. South West – Rick Gibbons (not in attendance)

b. Central Mountains – Russ Forrest – Not a lot of RSVP's yet for the Leadership Roundtable, will take stock on Monday. He is considering a Resort Planning session next year

c. North West - Caryn Fox - Routt County is looking to adopt an Area Plan, Subdivision and Zoning regulations; oil and gas development is heavy right now.

d. Public Official Representative - John Grove

e. Student Representative - Jonathan Wachtel - Jonathan is graduating and this is his last meeting as the Student Representative. He invited, again, the Board to the Student APA party.

f. UCD Representative - Fahriye Sancar - Fahriye received a draft response from the accreditation team, didn't look fatal. Main issues: faculty/student ratio (solved by adding 2 new faculty Land Use Planner David Simpson will be added next fall, Environmental Transportation); minority recruitment for students - APA Colorado should partner on a plan to address this. Two smaller issues were faculty publications lagging behind research and low funding for scholarships.

The positive from the report was alumni are fantastic! Area employers are happy with graduates and relationship with the Department. The Department is enthusiastic and the technology is more than adequate.

o. Western Planner - Katie Guthrie - Katie reported from Western Planner that the Montana Association issued a challenge to other chapters for an Endowment. Robb McCracken has earmarked some of his estate to get it started and a Silent Auction at the last conference was also used to generate funds.

Is there an interest in supporting the endowment? Graham asked for discussion, are APA Colorado planners getting value?

Katie has not had success with partnering the two agencies.

Bill suggested a separate fundraiser, not using membership funds, it was agreed (for the time being) that only the original \$500 already in the budget would go to Western Planner.

7. New Business

a. Other Conferences

Several other Conferences taking place in Denver and Colorado have asked for APA Colorado endorsement and advertisement. Emails traded before the Board Meeting suggested a discussion was warranted. The Board had mixed opinions about endorsing events. Our conference numbers don't grow, is it because of competing events? Discussion continued, with no resolution.

The meeting adjourned at 3:45pm.



APA Colorado Board Meeting Minutes

June 9, 2006, 1:00

Room 4.1.3 ~ Webb Municipal Services Building
Denver

Board Members Present:

Graham Billingsley, Boulder County
Dale Case, Boulder County
Russ Forrest, Town of Vail
Caryn Fox, Routt County
Bill Healy, City of Colorado Springs
Denise Henasey, APA Colorado
Abby Janusz, APA Colorado
Rebecca Leonard, Design Workshop
Kevin Puccio, New Town Builders
Meghan Pfanstiel, Rocky Mountain Home Association
Fahriye Sancar, UCD Faculty Rep
Jonathan Wachtel, UCD Student Rep
Susan Wood, Douglas County

1. Opening Remarks – Graham Billingsley

The meeting started at 1:16pm. After serving as APA Colorado President for as long as anyone can remember, Graham Billingsley, “for the last damn time” called the meeting to order. He will be succeeded by Dale Case as of July 1, 2006. Graham was recognized for his excellent service to the Board, and the Chapter as President. Graham’s term as AICP President-Elect has begun. Meghan Pfanstiel’s term on the Board has also ended. Her service was appreciated, as well.

2. Old Business

a. May Minutes – Dale made a motion for approval of the May 5, 2006 minutes, seconded by Bill Healy. APPROVED

b. PIC Update

There was not a quorum for the meeting earlier today. PIC did not meet the deadline for course submittal. The goal is next week; there should be 3 courses online by the Realtors Conference, the first week of October. There might need to be changes to the Faculty Committee.

Bill and Graham have been dealing with trade marking the name, logo, and program. Sabrina Stavish was recommended as an attorney with expertise in this area and has had several phone calls with Graham and Bill. The idea of allowing/encouraging people that become certified to add the PIC logo to their cards was discussed at the PIC meeting.

The next big focus of PIC needs to be marketing and completing 4 more classes.

Graham stated there was a distinct difference between the voluntary aspects of the APA Board and PIC. PIC is a business, with outside partners, and deadlines must be met.

c. Real World Planning

Dale integrated the comments from the last meeting in the syllabus. The class will have one session per topic. There will be a final exam with questions submitted by each of the instructors. Just missing a few more instructors, notably Urban Design and Economic Development.

3. Secretary/Treasurer's Report

Leah was absent, so Abby gave the Treasurer's Report.

There was discussion about PIC expenses being separated from APA expenses. At this point they come from the same account but are charged to separate expense categories.

The National rebate seemed large it appears to be a little more than half and will probably be lower in the 3rd quarter. This is a function of when people renew their memberships.

Meghan made a motion for approval of the Treasurer's report, Dale seconded.

APPROVED

4. New Business – None

5. Administrator Items – Abby Janusz and Denise Henasey

a. Conference – Denise and Abby went to Telluride for a site visit; saw all the potential spaces for sessions and events. Also, had a meeting with Chris Hawkins and John Adler of the Local Host Committee.

The Board made the decision that Henry Sobanet, Director of the Governor's Office of Planning and Budgeting would be the second speaker. The Board also instructed staff to get bids for printing the conference brochure.

Abby is working on sponsorships; so far, we've gotten a few Mesa Level, \$250. Additional sponsorship opportunities have been created: lanyards, give away bags, breaks and special events. Russ mentioned that what worked best for Vail was having Department Directors make the phone calls to consultants and attorneys that are affiliated with planning.

The RFP for the 2007 Conference has not gone out yet. The Board agreed it should be sent statewide.

b. Survey – At the time of the meeting there were 184 respondents to the survey. There were no real surprises from in the results and only a few negative comments. Interesting observations: 55% are AICP, indicating serious planners care about the organization, young planners are joining, 28% had not been to the Conference - who are they? Young? West Slope? There was high interest in swapping stories, at the least award winners could be highlighted in the newsletter.

The question about offering expanded programs was answered with "land use," what does that mean? Are we missing the basics? Follow up to this question can be worked into the conference survey.

There were extensive extra comments, with the theme being more networking and social events! Caryn noticed this as well, and is trying to organize a get together for July on the West Slope.

The survey produced a list of 50 names of people willing to help; many of the names appear to be new members. The Board discussed the need to contact these people right away and get them plugged in. Bill will contact Dick Anderwald about his interest. Denise will create an ongoing list of Volunteer

opportunities. Board members were asked to create job descriptions for their areas/committees and forward to Denise. The jobs will be specific with an estimate of the necessary time commitment.

The majority of respondents are interested in the work of the Legislative Committee; the willingness of the majority to participate appears to stop at writing/emailing their Representatives.

What will be done with survey? The results will be summarized in a newsletter article. Dale will contrast and compare with the Strategic Plan. Also, as a result of requests for more information and involvement, the Board Minutes will be consistently posted on the web page.

6. Other Reports

a. President Elect/Web Administrator – Dale Case, attendance appears to be questionable for the August Meeting. Denise will poll Board for August Meeting dates, maybe July 28 or August 4.

b. Vice President of External Affairs – Rebecca Leonard, called Ann with Colorado Historic Preservation; they would like APA Colorado to cosponsor their conference in February, “Planning Growth and Preservation.” They usually have 1200 attendees. They are specifically looking for a Planning Track. Bodhy Hedgcock, Clarion Associates and Denise Grimm, Boulder County will be asked to send info to Rebecca. They are also looking for a Keynote Speaker; please forward any ideas to Rebecca.

c. Vice President of Communications – Meghan Pfanstiel, nothing to report.

d. Professional Development Chair – Mike Sutherland, not in attendance.

e. Legislative Committee – Susan Wood, after serving for 6 years as Legislative co-chair, Liz Telford is resigning. Her effort and dedication will be missed. These are big shoes to fill; there are some candidates for her replacement.

There is Committee work that needs to be done over the summer. Ellen Ittelson will chair the Colorado Planning Act subcommittee. Eminent Domain and Takings need subcommittees; these are separate issues, but overlap considerably. Bill volunteered to help.

There is a possibility that the Legislative Committee, possibly Chuck Malick, could have a small presentation before the social event being planned by the Metro Reps. Susan commented on the survey, saying people are interested in legislative issues and maybe the Committee is lacking in successful marketing.

Update on Initiative #86 – Diminution of Value, Chuck Malick, Legislative Liaison, is staying abreast of activities surrounding this initiative. The Secretary of State says signatures will need to be in by Aug 7 and no collection work has started. It is on the ballot in Washington and California. A link to the Secretary of State's web page will be added to APA Colorado for access to all the updates. Graham also added an important reminder, public employees can't use their office time, email or phone for work on this political issue!

f. Metro – Kevin Puccio and Lindsey Royce, they also commented on the survey results. The majority of respondents were interested in social events

–with or without a program or educational component. Lindsey and Kevin discussed how to get people involved in APA Colorado; they are planning a social event in July.

ULI has asked APA Colorado to co sponsor another event; Sept 9 a TOD best practices program. Kevin has agreed. This also supports survey results that indicated respondents want to bridge the gap with other organizations and ULI was at the top of the list.

Another opportunity to encourage participation would be more communication. Should a list serve be created for Metro? (They are 2/3 of the membership, or should Metro events be sent statewide?)

- g. North Central – Greg Byrne, not in attendance
- h. South Central – Bill Healy, nothing to report
- i. South West – Rick Gibbons, not in attendance
- j. Central Mountains - Russ Forrest, a Leadership Roundtable was held in Vail, good showing – diverse attendees, good discussion, wanted to continue these types of forums, the next one will take place at the Conference. In general the Roundtables may have some training but mostly time for discussions.

Russ reported that regional Eagle county area meetings are taking place to discuss transportation and a possible new resort.

- k. North West – Caryn Fox, is planning to host a regional forum in July. Does Rio Blanco have planning staff? Abby will send current list of planners to Caryn.

- l. Public Official Representative – John Grove, not in attendance
- m. Student Representative – Jonathan Wachtel, The Student Branch planned a social event to celebrate graduation/end of the term, really advertised, had a great location, but there was no APA attendance. (FYI for Metro social event), Is Thurs night the problem?

Will Krolovic is new APA Student President. Representative to the Board will be assigned in the Fall, after students know their schedules.

- n. UCD Representative – Fahriye Sancar, had an update on new Faculty, one has backed out, other is going through review and will not be on staff for another year (07-08), there are other impending retirements and resignations as well.

7. New Business

Teller Committee needs to be appointed, one more reminder to return Ballots by June 23, 2006 will be sent.



APA Colorado Board Meeting Agenda

August 4, 2006, 1:00
Room 4.1.3 ~ Webb Municipal Services Building
Denver

Board Members Present:

Graham Billingsley, Boulder County
Greg Byrne, City of Fort Collins
Dale Case, Boulder County
Leah Dawson, Town of Parker
Russ Forrest, Town of Vail
Caryn Fox, Routt County
Bill Healy, City of Colorado Springs
Denise Henasey, APA Colorado
Jeremy Klop, Fehr and Peers
Kevin Puccio, New Town Builders
Fahriye Sancar, UCD Faculty Rep
Steve Westbay, City of Gunnison

1. Opening Remarks – Dale Case

The Board does not have a Public Official Representative, if anyone knows a Commissioner that might be interested, forward name to Dale, ideally someone from the Front Range. The Legislative Committee needs a Co- Chair, Susan spoke with Gil McNeish; he is willing to serve. Graham moved to appoint Gil McNeish as Legislative Committee Co-Chair, Kevin seconded – APPROVED

Dale will start forming a Membership Committee, a large function would be to look at Diversity issues: is APA CO representative? The list of survey volunteers will be used for recruitment.

Real World Planning class just has a few gaps, those that have signed on are very enthusiastic. Fahyrie says class looks fantastic, it is full at 20 students. Dale requested that the Contract with UCD name APA Colorado as payee. A discussion about reimbursement for Dale's position followed. Kevin made a motion that Dale receive 1/4 of the payment for administering the program, Graham seconded. During the discussion Bill stated all the money should go to Dale. Graham replied that the idea was that APA CO (not Dale, per se) was entering into a partnership with UCD. Fahriye explained that the development is the most time consuming, work load should be less each semester. She suggested 1/2 is fair. Bill made a motion to pay Dale 1/2 of the payment for offering the Real World Planning Course, discussion followed about subtracting the costs first, then giving Dale 1/2 and compensation would be less as course is repeated. Bill accepted this amendment, Greg seconded - APPROVED This is for the Fall 06 semester only.

2. Old Business

a. Approval/Correction of June Minutes

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

b. Conference Update – Chris Hawkins, call in

Chris Reported that he is working on obtaining more sponsorships: RRC is a possibility, ERSI might do a lunch. He has not received approval to reserve Town Park. He has a contract from the Historical Museum, there is a \$75 room fee – does he have the authority to sign this on behalf of APA? Graham moved that Chris Hawkins, Conference Chair, have signing authority, Leah seconded - APPROVED Regular conference calls will continue to be scheduled until the Conference.

c. PIC Update

1. Adoption of PIC Bylaws

The APA Board has not yet adopted the PIC By-Laws. Bill made a motion to approve the By-Laws, Kevin seconded – APPROVED

Graham gave the PIC update, two courses are online but not yet for the public, Korkut Onran is taking the classes looking for content, comprehensiveness and guesstimate of how long the classes take. Comp Plan ended up with no lead instructor, lots of issues, in the future a lead will always be assigned. The Comp Plan should be online a few weeks after the others. The goal was to have the classes online by the date of the Realtors Conference and they should be.

For the next round of courses, two instructors have asked to delay their deadlines. This is acceptable, they can be delivered to Van Ed as they are produced. In Jan/Feb four more classes should be online. More work needs to be done over the next few weeks: marketing and course assignment, looking for Historic Preservation instructor.

Fahriye asked what level of commitment is required by the Faculty Board members from this point forward. Graham responded, 10-12 hours of review over 3 months. Korkut is leaving the faculty of UCD. Graham stated it is not a requirement that PIC have a Faculty Representative, although it is a preference. Fahyrie will talk to Korkut before the next meeting.

The Annual Meeting of PIC will be in Telluride, September 22 during the lunch hour.

3. Secretary/Treasurer's Report – Leah Dawson

Check PIC receivables, are they expenditures? Kevin made a motion to approve the Budget as amended, Bill seconded - APPROVED (enter checks to Instructors)

4. New Business

a. Staff Changes

Abby has started work in Aurora, Dale didn't advertise for her part-time position because Denise expressed interest in working full-time. Three options were developed and summarized in the "Staffing Options" attachment. Fahriye stated that it may be possible for the intern to get class credit. Graham likes the idea of an intern because it is a great opportunity to further cooperation between APA and the University. Bill made a motion to make the Administrator position 3/4 time and hire a Graduate Intern for 10 hours/week, Graham seconded – APPROVED Orientation for new UCD students is August 18, Kevin and Fahriye will make sure info about the position is available.

b. Go Solar Campaign

A request came from Environment Colorado for APA Colorado's support of their Go Solar Pledge (attached). Jeremy expressed concern that this could be construed as alignment with a narrow interest. Caryn wondered if the solar energy facility closed. Graham answered that if she was referring to NREL, no it did not, they have recently won a prestigious award. After further discussion, Graham moved that Environment Colorado be allowed to add APA Colorado to their list of Go Solar supporters, Bill seconded - APPROVED

c. Set '06-'07 Board Meeting Calendar

Historically the Board meets 10 times a year, no June or October. The date, time and place of the July meeting is to be determined. An Annual Meeting of the Board is always held at the Annual Conference, this will be during lunch on Friday, September 22. The September 2006 Board Meeting will be in Telluride on Wednesday, September 20 at 4pm in the Town of Telluride's Town Council Chambers.

5. Administrator Items – Denise Henasey

a. Volunteer Opportunities

PIC needs new volunteers faculty and will be starting a marketing campaign. Volunteer opportunities will be presented at the Metro Social, to be included submit information by Friday.

b. Charge for Out of State/Non Member job & RFP Postings

There was a discussion regarding the policy of posting all Colorado jobs for free on the APA Colorado website and not accepting any from out of state. Discussion brought out the following ideas: out-of-state positions could be accepted for a fee, everyone could be charged a fee, the policy could stay the same, the real issue is sponsorship! It was agreed that offering free postings to Colorado (and as a courtesy to Wyoming) agencies was a good service. National APA charges \$100 for their ads, our Job Mart could be a source of revenue, but does not offer as much exposure as other sources agencies might pay for. Greg made a motion that non-member APA Colorado organizations and those out of state, except Wyoming, be charged a \$15 fee. Internships would remain free, Jeremy seconded - APPROVED

6. Other Reports (as necessary)

- a. Past President – Graham Billingsley

It was brought to Graham's attention that Denise's rate of pay has been \$.50 short of the rate advertised. Graham made a motion to correct the rate of pay to \$19.00/hour, retroactive to start date, Greg seconded – APPROVED

As AICP President-Elect, Graham held his first conference call with Regional PDO's on Monday. It has been decided to adopt mandatory continuing education – "Maintenance of AICP." Discussions will continue in regards to required hours, when will it start, etc.

- b. Vice President of External Affairs – Rebecca Leonard (*not present*)
- c. Vice President of Communications – Jeremy Klop

Worked as editor of Summer Newsletter, and let the Board know he has a Media Book with contacts of media representatives all over the State. Let him know if you need assistance with any press releases.

- d. Professional Development Officer – Mike Sutherland (*not present*)
- e. Legislative Committee – Susan Wood (*not present*)

Dale shared that the Committee has plans to offer Front Range event to encourage participation on the Committee during the next session, Laura Lucero is a possible speaker.

- f. Metro – Kevin Puccio and Lindsey Royce

The Metro Reps have planned a Social event on Friday, Aug 11. At this point sponsorships are still in question. A suggestion was made to have a donation jar at the door. Kevin is still involved with ULI and is now on TOD Board as APA Representative. ULI will be hosting another event in November, could APA be a sponsor? DRCOG has been offering sponsorships in the past. Graham responded that in the past APA Colorado has only monetarily sponsored events if the Chapter is getting a cut of the revenue. Currently, ULI is almost a competitor of APA at the National level, something to consider.

Kevin asked if presenters at the Annual Conference must pay the registration fee. It was agreed that if Dan Strammiello will only be presenting and not attending any part of the Conference he does not have to register. Until a formal policy is established, these will have to be decided on a case by case basis. The issue needs a policy discussion at another meeting.

- g. North Central – Greg Byrne no report
- h. South Central – Bill Healy no report
- i. South West – Steve Westbay

Steve is happy to be on "Board", although he felt communication was difficult via conference call.

- j. Central Mountains – Russ Forrest

There have been two leadership meetings and leadership training is under consideration, Russ estimates it would cost \$1,500. Is there interest in that or keep it free? The consensus of the discussion was keep it informal.

k. North West – Caryn Fox

Caryn is going to Grand Junction to speak at the Smart Growth conference and she is looking into putting on a Regional event afterward. To have a budget for the event, the Region needs to request the money.

l. Public Official Representative – vacant

m. Student Representative – vacant

n. UCD Representative – Fahriye Sancar

Fahriye asked for names/suggestions for Design Based Review and Code Professionals.
Who did the LoDo sign ordinances?

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

7. Other Business

Meeting adjourned. 3:12

Planning Institute of Colorado
Post Office Box 265
Golden, Colorado 80402
303.918.6771

Board of Directors
Minutes
September 21, 2006
Telluride Convention Center
Chipeta Board Room ~ 12:15

In attendance:

Graham Billingsley, Boulder County
Bill Healy, Colorado Springs
Ken Hotard, Boulder Area Realtors Association
Korkut Onaran, Wolf Lyon Architects
Michael Sutherland, Broomfield City and County
Denise Henasey, APA & PIC staff

Guest:

Dale Case, APA Colorado President

- I. Welcome, meeting began at 12:20
- II. Old Business
 - A. Notes only from August 31 (no need for approval)
 - B. Course Update

Comprehensive Planning course went to Van Ed, other 2 comp courses are in the pipeline and should be ready by Realtor Convention. Van Ed would like to share their booth with us, they have a prime spot. Need volunteers on the 15th and 16th. Denise to check for volunteers from survey, ask tomorrow at Annual Meeting, Bill says he will have a couple. Denise to find out exact schedule.... PIC will pay for parking expenses. Create a giveaway, leaning towards magnets and offer a drawing for a free session.
- III. New Business
 - A. Board Positions and Terms

The Bylaws have set up a staggered term system, without term limits. It is preferred that the Professional Development Officer and the External Affairs Vice President from APA Colorado be on Board (this will require a change to bylaws).

There was a discussion about creating and assigning positions for various responsibilities. A Marketing Director: primarily responsible for notices, advertisements. A Curriculum Director: in charge of what courses are offered,

coordinate maintenance of online course, attract new instructors – conclusion was this position seems to be the responsibility of Faculty Committee and will be coordinated by Faculty Chair, currently Peter Pollock. A Customer Service Director: address responses from students, other issues – conclusion was this position seems to be the responsibility of PIC staff, currently APA Administrator Denise Henasey. A Budget/Finance Director: responsible when monies come in and issues about disbursement could be addressed, possibly scholarships. Graham feels that a joint meeting with APA Colorado would be necessary for making financial decisions, the PIC money would be used for educating APA Colorado members – conclusion right now there are no incoming funds, revenue stream could still be a few years away. These are currently the responsibilities of the Secretary/Treasurer.

Initial terms were established: 1 year, Graham Billingsley and Susan Aldretti, 2 year, Ken Hotard and Korkut Onaran, 3 year, Bill Healy and Rebecca Leonard

It was also discussed that other Board members might be added as courses were created for new professions.

B. Marketing Plan

The initial marketing plan for PIC was that the Colorado Realtors Convention would be the first push, core courses would be up and going. Then move the program to architects, engineers, and appraisers, as their professions are peripherally land based. The third phase would be to go National. Korkut sees State and National as independent, different programs.

However... Van Ed has discovered interest from other Realtor Associations. Graham has approached the APA Chapters in Oregon and Nebraska and they are interested, too. They will begin discussions with their Boards. This begs the issue of how to split and share revenues.

There was a lengthy discussion. Ideas and concerns brought to the table included a 50/50 split, some type of franchise system, a flat fee or a sliding scale, how to include instructors and Van Ed in the profits. Graham will research some options for a more informed discussion at the next meeting.

IV. Other

A. Annual Meeting

The Agenda for the Annual Meeting was created. It will include an update on the courses and our presence at the CAR convention. Also, a call for instructors for the planned electives and the expansion of the program to appraisers would be included.

B. Next Meeting

The Board agreed to get back to meeting on the first Friday of the month. In October the meeting will be on Friday, the 6th at 2pm. Peter Pollock, Faculty Chair should be invited.

Meeting adjourned at 1:47pm.



**APA Colorado Chapter
and Planning Institute of Colorado
Annual Meeting Minutes**

September 22, 2006, Noon
Telluride Convention Center
Mountain Village

1. Opening Remarks, Dale Case, AICP, Chapter President, Boulder County
Dale opened the meeting at 12:26, first he introduced new staff members, Denise Henasey and Ryan Loomis

Dale, with Chapter support and participation, is offering “Real World Planning” at CU Denver using a guest lecture format. He hopes the class will help in forming a tighter bond with University (a cooperative relationship is a requirement for accreditation).

Issues: Dale opened the floor – no comments

2. Board Introductions and Reports

- a. Secretary/Treasurer – Leah Dawson, Town of Parker
Leah presented a financial update.
- b. Past President – Graham Billingsley, AICP, Boulder County
No report
- c. Vice President of External Affairs – Rebecca Leonard, AICP, Design Workshop – (*not present*) Denise reported that Rebecca has worked with Colorado Preservation, Inc and APA will be a sponsor and offer a session at their Conference in February.
- a. Vice President of Communications – Jeremy Klop, Fehr & Peers – (*not present*) Just had a baby boy!
- b. Professional Development Officer – Michael Sutherland, AICP, City & County of Broomfield Michael is offering an AICP training review session at the Conference and again in October.
- c. Legislative Committee – Susan Wood, Douglas County, AICP & Gil McNeish, Grimshaw & Haring (*not present*)

Susan reported that Gil McNeish has joined the committee and is sure to be an asset. The Legislative Session at the Conference was well attended, Susan was encouraged by the attendance.

Last year APA Colorado wrote a bill: HB1053. It made it through the house but not the Senate – they will try again in the next session.

Amendment 38 is on the ballot, CML, CMMI are against it, the amendment strengthens citizen's ability to get initiatives on the ballot, and weakens Councils and governments. Committee will develop a white paper. Susan made a motion that APA Colorado be opposed to Amendment 38, Steve seconded, discussion: Bill stated that one provision of 38 is that any ordinance would take 90 days to go into effect, it would no longer require initiative language on the petitions, and would subject public employees and jurisdictions to a \$3000 fine if they responded in any way to questions about pending initiatives.

APPROVED

d. Metro – Kevin Puccio, New Town Builders, (*not present*) and Lindsey Royce, AICP, Parsons Brinckerhoff – (*not present*)

e. North Central – Greg Byrne, AICP, City of Fort Collins

Greg reported that he and Kevin will work on a regional event with Pro Forma speakers, Greg has also asked Ben Gagnon do repeat his media presentation in Fort Collins.

f. South Central – Bill Healy, City of Colorado Springs

Colorado Springs has been selected as the site of the 2007 Conference, this year's attendees from the City and County are taking notes to prepare for becoming the next Local Host Committee.

g. South West – Steve Westbay, AICP, City of Gunnison

Steve would like investigate better phone communications for conference calls, he will try to attend 4-6 Board meetings a year.

h. Central Mountains – Russ Forrest, AICP, Town of Vail

Planners in his area are holding Regional housing informational sessions and Russ is hosting a Leadership Roundtable at the Conference.

i. North West – Caryn Fox, Routt County – (*not present*)

j. Student Representatives – Will Kralovec, APA Colorado Student President and Andrew Lanphier Will is reorganizing and reenergizing student group. He has 3 mandates – 1) more student involvement, 7 committees have been formed, 2) interaction with alumni and APA Colorado and between the 3 different departments will be encouraged, 3)

establish a structure/guidelines to keep the organization “organized” through leadership and yearly transitions.

Planning students tend to only have class in the evenings and it is tougher to bring them together. The students have had one social event for all 3 programs. Next week a Student Representative to the Board will be elected.

k. UCD Representative – Fahriye Sancar, UCD – (*not present*)

Tom Clark reported on new developments: the College has established 4 centers, Historic Preservation, Emergent Practices, Sustainable Urbanism, and Colorado Center for Community Development. They are also working with ULI and civil engineers, NSF is encouraging 20 doctoral fellowships. There have been many staff changes at the Planning School. Tom looks forward to working with APA Colorado and PIC.

3. APA Member Survey and next steps – APA Board

The results from the Membership Survey were relatively positive, overall members are satisfied with the organization. Requested more local and area events, Dale is planning to form a membership committee to address this and other general concerns. Responses regarding annual conferences were also positive and the majority wanted to rotate between mountains and Front Range every other year.

Dale also reported that a Sponsorship Committee was formed at the Chapter Board Meeting to coordinate and rejuvenate fundraising. Past Chapter Presidents will be invited to join.

The APA Colorado Chapter Annual Meeting recessed and moved into the Planning Institute of Colorado Annual Meeting at 12:45pm.

4. PIC Annual Meeting

A. Activity/Course Update

First, Graham gave a brief history of PIC. It was an idea that came from APA Colorado’s Education Strategy that allied professions need to be educated. The profession that came into the most contact with planners was Realtors and they know very little about development and planning. So, meetings were held with the Colorado Association of Realtors. The Realtors are required to have continuing education, therefore PIC courses had to be available for credit to be marketable and

a certification could also be created. A Planning Institute Certification program would probably be large enough to be a business however, live, classroom training would be difficult, hence the partnership with Van Ed (an established online education service).

PIC is a subsidiary of APA Colorado, and is a 501 (c) 6. A (c) 6 designation allows the funds to be funneled back to APA Colorado. The original pro forma was that with only 300 Realtor taking courses the program could break even. First, 3 core courses would be developed and then 15 other electives would come online. To gain the PIC certification requires taking 3 core courses and 8 electives. A national accreditation program assigns the credit hours, the cost will be about \$75/course.

The 3 core courses should be up and running by the CAR annual conference in October. A new recruitment strategy is being discussed to get elective instructors.

Van Ed offers courses in 28 states and has gotten the right to offer the MRE (Master's of Real of Estate) program nationally and have asked to use our core courses. Most of the core course content is generic but some is related only to Colorado. To take the courses to other states, some revisions would be necessary.

Another original goal of PIC is to franchise this program to other APA Chapters, offering them the potential to make money and educate their Realtors. PIC would receive a portion of the revenue as well.

Van Ed has also asked PIC to produce a course for appraisers, nation wide. The search is on to find a planner to author this course and possibly partner them with an appraiser with a planning background.

Currently, PIC is in the red, with loans from APA Colorado up to \$20,000.

Graham recognized Greg Moberg, thanking him and the others that helped to pitch the program successfully to CAR.

Bill spoke about 2 benefits of PIC, teaching allied professions; planners could also take the classes to fill in gaps and the potential for large revenue back to APA Colorado. If APA Colorado planners are aware of the program they can market it to Realtors they come into contact with.

b. Assignment of Terms

To establish staggered Board terms, per the PIC Bylaws, the founding Board members were assigned the following terms: Graham Billingsley and Susan Aldretti 1 year, Ken Hotard and Korkut Onaran 2 years, Bill Healy and Rebecca Leonard, 3 years. APA Colorado Professional Development Officer (PDO) Michael Sutherland

would serve a term concurrent with his position, generally concurrent with the APA Colorado President.

The APA Colorado Board was called back in session and Greg moved to accept the PIC term assignments, Steve seconded - APPROVED

Both meetings adjourned at 1:20.



APA Colorado Board Meeting Minutes

November 3, 2006, 1:00
Room 4.1.3 ~ Webb Municipal Services Building
Denver

Board members present:

Graham Billingsley, Boulder County
Greg Byrne, City of Fort Collins
Dale Case, Boulder County
Leah Dawson, Town of Parker
Russ Forrest, Town of Vail
Katie Guthrie, City of Longmont
Bill Healy, City of Colorado Springs
Denise Henasey, APA Colorado
Jeremy Klop, Fehr & Peers
Rebecca Leonard, Design Workshop
Ryan Loomis, APA Colorado
Seth Lorson, Student Representative
Kevin Puccio, New Town Builders
Lindsey Royce, Parsons Brinckerhoff
Michael Sutherland, City/County of Broomfield
Susan Wood, Douglas County

Guests present:

Morgan Landers, National Student Representative

1. Opening Remarks – Dale Case

Dale called the meeting to order at 1:18pm

The Real World class at CU Denver is going well and he is looking forward to offering another. Dale has been working on filling the vacancy for Elected Official for a term through July 2008. He had interest from seven jurisdictions and sent questionnaires for the candidates. Three individuals responded. After some discussion it was agreed that two of the candidates would be invited to a short interview with Dale and possibly Denise. The Board also wanted to encourage the formation of a committee of interested Elected Officials, to promote involvement and education.

The Student APA has submitted a proposal for APA Colorado to co-sponsor an event with Dr. Richard Jackson on March 28, 2007. The students would be responsible for the event and would like the Chapter to be responsible for a social hour afterwards. The Board is interested. They would like more information and to confirm that the event would be open to members. The Board is very interested in more involvement with the Health profession.

2. Old Business

- a. Approval/Correction of September Minutes

Correction: Add Susan to list of those present. Greg made a motion to accept the Minutes, Graham seconded - APPROVED

b. PIC Update

The three core courses are online! Through the accreditation process the courses were approved for 10 CE hours, allowing the course fee to be raised to \$95 per course. Six electives are in the pipeline. As the courses are completed Van Ed will put them online (usually within 4-6 weeks). There is a copyright issue with one course – being discussed with Van Ed and legal counsel. Peter Pollock has been assigned to be Faculty Chair and has been instrumental to keeping the courses moving through the process. PIC is seeking a County Planner to partner with a City Planner in authoring a course on Navigating the Review Process. Also looking for a Historic Preservation and Building Code instructor.

Van Ed has rights to MRE program and wants the PIC courses to be part of it, PIC has agreed. The MRE program can be marketed nationally, Van Ed plans to go first to Oregon and Nebraska. Graham is in contact with those Chapters. Several approaches as to how this program will be shared and compensated are under discussion. Van Ed has also requested that PIC combine the three core courses into one and market it to appraisers.

PIC was at the Realtor's Convention in Colorado Springs, good exposure, however, Denver has a larger Realtor Convention in March. PIC would like to share space with Van Ed again.

Van Ed will give a monthly report on how many courses are taken. Characteristically, 50% of business comes at the end of the year.

PIC would like to add the following language to their Bylaws: It is preferred that the Professional Development Officer and the External Affairs Vice President from APA Colorado be on Board. Bill made a motion for the Bylaw change, Michael seconded - APPROVED

3. Secretary/Treasurer's Report – Leah Dawson

Graham made a motion to accept the financials, Michael seconded – APPROVED

a. Fundraising/Sponsorship Committee

First meeting will be today, Leah has contacted the Connecticut and Alabama Chapters for their fundraising plans. At the APA Leadership conference, Dale will be attending, fundraising will also be discussed. It was agreed that Past Presidents will also join this committee/effort.

Regions should submit a calendar of proposed events and the Committee could help solicit sponsorship packages.

4. New Business

Michael Sutherland contacted Henry Sobanet, a Keynote Speaker at the Telluride/Mountain Village Conference and asked if he had expenses that needed to be reimbursed. He requested mileage, to help offset the costs of flying and renting a car. This wasn't in the

original agreement, however, keynote speaker expenses were budgeted. Graham made a motion to pay mileage at the standard rate, Kevin seconded - APPROVED

5. Administrator Items – Denise Henasey

Ryan and Denise stressed that Newsletter articles are due November 8th!! The newsletter is significantly behind schedule.

6. Other Reports

a. Past President – Graham Billingsley – no report

AICP President-Elect report – Commission will begin requiring mandatory continuing education, it will be labeled – Maintenance of Certification. There will be an extra day of meetings at the Leadership conference to address this. AICP also feels that specialized certification may be becoming competition, so AICP will begin offering specialties in Transportation, Urban Design and Historic Preservation (the field has been deregulated). Official roll-out will be next year with announcements at the National Conference.

b. Vice President of External Affairs – Rebecca Leonard

There have been numerous discussions about sponsoring other conferences and/or cooperating with them. Rebecca made a calendar of events for 2007. The Board spends a lot of time (and emails) on the issue of should we sponsor/should we not... Could we reach a larger audience? Rebecca will create a committee to make some recommendations and establish some criteria on who we share our mailing lists/whose events we post on the website/distribute on the listserve/sponsor, etc. Michael and Jeremy agreed to be part of this project.

c. Vice President of Communications – Jeremy Klop

Newsletter is the big push. Graham will contribute an AICP update for the Spring issue. Graham gave some background on how the Chapter came to the current agreement regarding newsletter production and the Student Branch. Before there was an Administrator, the students were asked to be responsible for the newsletter layout. Leah was the first designer. She received payment and a donation to the Student Branch. Then all the money went to the Chapter. They were also offered 25% of any sponsorships they garnered (they didn't get any new sponsors). Bottom line is that students are offered compensation for design and layout of the content/articles submitted to them.

d. Professional Development Officer – Mike Sutherland

Mike recently hosted an AICP workshop for 8 candidates. He feels there is a need for better marketing for these workshops. The same small group of people are repeatedly presenting, the field of presenters needs to be expanded.

Co Springs 2007 Conference – 19 members (so far) on LHC, coordinators have been assigned, Bill Healy is Chair and Dick Anderwald is Co-Chair. They are working on a program mock-up to see how things will flow. This means there must be decisions on how many sessions, overall and at one time. The RFP should go out before the end of the year. The Board agreed that ideas for speakers should be submitted at December meeting.

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

Susan reported that the Committee is building a base for next year's Session, starting with Lora Lucero, from National APA. The event will have a social hour afterwards – the Committee is hoping to find sponsors. There will be a charge for this event \$15 for members and \$25 for non. Student APA members are free, they can sign up at the door. Allied professional groups will be invited to attend.

Last week Chuck, Gil, Susan, Dale and Graham met to discuss next year's legislative session and strategy. A Legislative Agenda will be created to show what issues the Committee will follow and educate others. Susan stated that members of rural areas of the state have mentioned that they feel disconnected from this committee and metro issues.

f. Metro – Kevin Puccio and Lindsey Royce

Kevin and Lindsey are committee members for the ULI – TOD series. Next program is November 9, "Show Me the Money." Kevin and Lindsey are going to get more volunteers active for their Region.

g. North Central – Greg Byrne

Greg would like to invite Ben Gagnon – media and planning specialist for a presentation and follow with networking and social. Details have not been finalized, he would like to make it as nice as possible and cover Ben's travel expenses. The Board discussed fees for Regional events. It was agreed that nominal fee should be charged, slightly higher for non-members.

Greg will be speaking at a Fire Convention about Planning 101.

h. South Central – Bill Healy

Douglas Bruce has issues on their local ballot 1) eliminate property taxes in City and 2) reduce sales tax by 75%. The result would be that, by law, growth would not be able to pay for itself. Polls are showing a slight lead against the initiatives.

i. South West – Steve Westbay (not present)

j. Central Mountains – Russ Forrest

Russ reported in Eagle County they are having Regional Planning Issue meetings with discussions on housing, transportation and Urban Renewal authorities.

At the Leadership Roundtable offered at the Conference there was interest in compiling notes from the past discussions, Russ will work on this.

- k. North West – Caryn Fox (*not present*)
- l. Public Official Representative – vacant
- m. Student Representative – Seth Lorson

Seth reported there is a vibrant student association this year. They have a handful of committees and most are quite active. Web redesign, Speaker series and Environment Redesign are a few. The Redesign committee, in cooperation with landscape and architecture students, is working on the 4th floor patio at the college. They would all like to have a “green” design.

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

Western Planner has had some exciting developments; Nebraska and Oregon want to join and they are exploring a partnership with planners in Canada. They had a good conference in Boise, Idaho. Next year’s is in Dickinson, ND. (It is possible to locate this town with GPS!) The Western Planner journal is always looking for articles. Katie contributes Colorado news to the Journal.

7. Other Business

Morgan Landers, National Student Representative, reported that the Student Reps are discussing staying connected with Chapters and helping other student associations become more active. Colorado is a good example of this working.

Adjourned at 3:50

December 1st is next meeting.



APA Colorado Board Meeting Minutes

December 1, 2006, 1:00
Room 4.1.3 ~ Webb Municipal Services Building
Denver

Board members present:

Graham Billingsley, Boulder County
Greg Byrne, City of Fort Collins
Russ Forrest, Town of Vail
Caryn Fox, Routt County
Bill Healy, City of Colorado Springs
Denise Henasey, APA Colorado
Rebecca Leonard, Design Workshop
Ryan Loomis, APA Colorado
Seth Lorson, Student Representative
Lindsey Royce, Parsons Brinckerhoff
Steve Westbay, City of Gunnison
Susan Wood, Douglas County

Guests present:

Morgan Landers, National Student Representative

1. Opening Remarks – Graham Billingsley

Graham called the meeting to order at 1:14pm with no remarks.

2. Old Business

a. Approval/Correction of November Minutes

The November minutes were titled “Agenda” change to Minutes. With this correction, Bill made a motion to approve the minutes, Russ seconded - APPROVED

b. PIC Update

16 students have registered for PIC courses!! This is the last month to finish the CE credits for Realtors, usually a rush. 6 elective courses are under development. PIC is in search of/recruiting for instructors for Historic Preservation, GIS, Building & Fire Code, Housing – these are our top priorities right now.

Graham had discussions with Nebraska and Oregon Chapter leadership; they are both interested, but haven’t really moved forward. PIC discussed strategy and revenue sharing and has created a proposal that Graham will forward.

Susan Aldretti submitted her resignation from the PIC Board. She is a Realtor; PIC would like to fill the vacancy with an Appraiser.

3. Secretary/Treasurer’s Report – Leah Dawson (not present)

Greg made a motion to approve report submitted via email, Bill seconded - APPROVED

- a. Regional Event calendar – Regions and committees should submit a calendar of events to be included in sponsorship/fundraising packages. The Board felt the fundraising committee needed to move forward in the next two weeks.
- b. 2007 Budget

A line by line discussion of the budget ensued. Changes will be submitted to the Board via email, to be adopted at the January meeting.

4. New Business

None

5. Administrator Items – Denise Henasey

Denise will draw up Regional event guidelines to assist in planning, advertising and securing sponsorship.

6. Other Reports

- a. AICP President-elect – Graham Billingsley

Draft recommendations for the certification maintenance program are going out in a week or so, they are looking for feedback regarding requirements from AICP, PDOs and Chapter Presidents. Please email comments to National.

- b. Vice President of External Affairs – Rebecca Leonard

Continuing to look at conferences/sponsorship that we would be competing with. Need more people on the committee to brainstorm some more. One idea would be to identify the 5 most competitive conferences and coordinate instead of directly competing. National APA has also gathered information about other allied professional conferences, Morgan will forward that research.

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

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

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

Susan reported that Lora Lucero is coming next week. Gil is requiring his Planning Law class to be there. A 2007 Legislative Agenda is in progress. Susan spoke with a Legislator that suggested that last year's HB 1053 be taken one step further than advisory, it would illustrate how it would be codified if a jurisdiction decided to do it. Jack Palmer said he wouldn't work on it again. Chuck wondered to Susan, if APA Colorado would like to suggest someone to the Governor for the DOLA position. The Board asked if CML had a recommendation or if anyone else had a preference. The consensus was that APA Colorado would weigh-in when a candidate is announced.

To get a jump start on the 07 session the first meeting of the Legislative Committee is Tuesday, December 12.

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

Lindsey will follow up her list of volunteers and begin thinking about next year's events.

g. North Central – Greg Byrne

The North Central Region is hosting an educational program followed by a social hour. Thursday, January 11 event Bill Gagnon, special projects planner with the City of Aspen will be in Fort Collins.

h. South Central – Bill Healy

Bill would like to have a social event in March. He plans to poll the South Central membership for interest and volunteers at conference and to solicit program session ideas. At the January Board meeting keynote speakers will be discussed.

i. South West – Steve Westbay

Tom Maynard of 4 Corners Planning, diagnosed with pancreatic cancer. Steve suggested the Board make a gesture (flowers, card, etc.) Steve will submit an idea.

The City of Gunnison will be sponsoring a Smart Growth conference.

j. Central Mountains – Russ Forrest

No report

k. North West – Caryn Fox

Caryn reported that nothing had been planned yet for her Region.

l. Public Official Representative – *vacant*

m. Student Representative – Seth Lorson

No further progress has been made on the Dr. Jackson speaking event. He extended an invitation to the student holiday Bowling Party, featuring a best Christmas sweater contest.

Student APA is heading up a program to put green roof top technology at the school, the committee includes landscape and architects.

Morgan has been in contact with Chris Nims regarding the Mentorship program.

n. UCD Representative – Fahriye Sancar (not present)

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

7. Other Business

There was a question about the status of public official representative position. Dale is moving forward on this.

Morgan reported that the National Student Representatives are revamping their Student Handbook online with lots of links. Morgan would like to use the Colorado Chapter involvement as an example. Reps also are discussing an award for student branches in the following year.

Next Meeting January 5.

Adjourned at 3:38pm