



## BOARD MEETING AGENDA

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**July 14, 2023**

**Google**

**9:00 - 9:30 am**

1. Opening Remarks - Maureen Paz de Araujo, President
2. Chapter Administrator Report - Abbey Aguirre, Executive Director
  - a. CPC Update
    - i. Local Host Committee Concerns
    - ii. Board members attending the conference
  - b. Membership Dues Q2
  - c. Development Plan feedback reminder
3. New Business
  - a. 2023 Transportation Symposium Financial Closeout Update - Maureen Paz de Araujo
  - b. Scholarship - Maureen Paz de Araujo
  - c. Chapter Election Slate - Abbey Aguirre
4. Board Member Updates
5. Other Business
6. Adjourn

**Next Meeting:**

**August 11, 2023**

**9 - 11 am**

**Full Board Meeting**

# Chapter Dues Summary

## Chapter Dues Collected this Period

4/1/2023 thru 6/30/2023

CHAPTER	MEMBER TYPE	TRANSACTION COUNT	DUES COLLECTED
CHAPT/CO			
	XMEM	1	\$2.00
	LIFE	10	\$100.00
	RET	4	\$33.00
	MEM	238	\$14982.18
		<b>Total Dues Collected:</b>	<b>\$15,117.18</b>
		<b>Total Member Counts as of:</b>	<b>1450</b>
		<b>6/30/2023</b>	
<b>Adjustments to Dues Collected</b>			
CPC Assessment (Q1/Q3): <i>0.49 per member</i>		1450 x \$0.49	\$710.50
Bank Processing Fee (3% of dues)			\$453.52
Administrative Fee (\$2.92)		253 x \$2.92	\$738.76
		<b>Net Dues:</b>	<b>\$13,214.40</b>

## APA Colorado Board Agenda Item

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**Board Meeting Date:** 7/14/2023

**Subject:** 2023 Transportation Symposium Financial Closeout Update

**Board Member/Sponsor:** Maureen Paz de Araujo, FAICP CTP CEP, President

**Development Plan|Action Program Reference:** (P-1, P-2)

**Budget/Financial Implications:** Yes  No

**Budget Line Item:** \_\_\_\_\_

**Amount Budgeted:** \$0 (to receive profit share)

**Amount:** \$1280 to \$1500

**ACTION ITEM:**

**INFORMATIONAL ITEM:**

**Recommendation:** Pay share of 2023 loss, continue support for Symposium, recommend sound structure and financial controls for the future.

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I have requested a meeting of representatives from the six partner organizations for the purpose of financial close-out of the 2023 Transportation Symposium. The meeting will be scheduled by the 2023 Vice Chair/2024 Chair, Marsha Nelson (CDOT/COMTO). I will attend along with Abbey and Shelia has also agreed to attend to provide history from fall 2022. The current state of finances is as follows:

- The starting balance in the Transportation Symposium account, after disbursements to the partner organizations for 2022, was \$9,629.52.
- The balance in the account on Thursday, July 6<sup>th</sup> was \$5,659.36. However, an outstanding vendor payment check from Skyline for \$750 was received and deposited the same day.
- A check to the Event Planner (final invoice, which was past due) for \$5,831.64 was sent the following day.
- This left a balance of \$577.72 in the account as of July 7th.
- There are still two outstanding vendor/sponsor invoices for credit card payments. These invoices have been sent to the vendors/sponsors repeatedly. The referenced outstanding payments are:
  - Advanced Traffic: \$682.50 (\$650 + 5% processing fee)
  - Cubic Transportation Systems: \$761.25 (\$725 + 5% processing fee)
- If all outstanding amounts are paid, there will be a closing balance in the account of \$1952.72.
- The final loss will be either \$7,676.80 or \$9,051.80, with or without these payments, respectively.
- The six partner organizations cited in the attached "draft" MOU (prepared in 2022 and not signed in '22 or '23), including APA Colorado, will need to contribute between \$1280 and \$1500/each, to reset the finances for the 2024 Transportation Symposium.

Advice is requested as to what APA Colorado recommends be implemented to provide renewed profitability and improved financial controls for 2024, as well as what our role should be moving forward.

October XX, 2021

## **Spring Transportation Symposium – Organization Expectations (Spring 2022 Conference)**

Participating Organizations (6): Rocky Mountain ITS, Colorado/Wyoming ITE, Colorado APA, Colorado ASCE, Colorado WTS, and Colorado COMTO

This Memorandum of Understanding pertains to the Spring 2022 Transportation Symposium. The Spring Transportation Symposium (Symposium) is the largest transportation conference in Colorado every year, attracting over 600 of the region's transportation planners, engineers and decision makers to share information and lessons learned from innovative transportation projects throughout the Rocky Mountain region. The Symposium is a joint effort between a number of organizations. This document outlines expectations of each organization's participation as well as financial implications.

### **Expectations of participating organizations:**

1. Attendance at meetings: At least one representative of each organization is required to attend a minimum of 75% of the planning meetings leading up to the conference. These meetings occur once per month and generally last about 1.5 hours. In the last couple months prior to the Symposium, the meeting frequency usually increases to twice a month. We generally don't meet in the two or three months after the Symposium occurs.
2. Duties: Spend at least 30 hours outside of the planning meetings prior to the conference doing various assigned duties. This time can be split amongst multiple people. Examples of duties are: calling and emailing sponsors, tracking sponsor payments and document submittal, printing and stuffing nametags, reviewing presentation submittals, assembling the program, printing/designing signs and other materials, helping with agenda, getting speaker gifts, organizing volunteers and students, etc. Attached is a spreadsheet showing an example of tasks.
3. Participation at the Symposium: At least one volunteer per organization is required to work the day-of event. In addition, a volunteer may be asked to make a very short announcement (usually during lunch) about your organization. All volunteers (except students) are expected to pay for their registration.
4. Financial Expectations: The Symposium is generally a profitable event, with all proceeds being divided evenly amongst the participating organizations. Pay outs from the event have varied from \$0 to \$2k per organization. The expectation is that this money will be used by each organization as a student scholarship fund, to be awarded within your organization. A portion of the proceeds from the event may be passed onto the next year prior to dividing the remaining amount amongst all of the organizations. This 'seed money' may be used as a deposit on next year's hotel, or as funds to provide a buffer against potential loss. **In the unlikely event of financial deficit**, each organization is expected to evenly divide the financial burden.



## APA Colorado Board Agenda Item

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**Board Meeting Date:** 7/14/2023

**Subject:** 2023 MURP Scholarship Applications

**Board Member/Sponsor:** Maureen Paz de Araujo, FAICP CTP CEP, President

**Development Plan|Action Program Reference:** (P-3, E-4)

Budget/Financial Implications: Yes  No

**Budget Line Item:**

**Amount Budgeted:** \$      **Amount:** \$

ACTION ITEM:

INFORMATIONAL ITEM:

**Recommendation:** Forward to full Board to review applications and develop award recommendation(s) – this may need to be done quickly with online vote.

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The Chapter received four applications for scholarships (attached). There is a budget line item for the scholarships, and we received a small distribution from the 2022 Transportation Symposium that we typically direct to these scholarships.

## 2023 APA Colorado Essay

### **Question**

### **Reported Answer**

Essay: 500 words maximum. Suggested points to include are: ● What motivates you to study and work in the field of planning? ● How have you been involved in APA/APA Colorado? ○ What have you accomplished? ○ How have you benefited? ● What field of planning do you hope or plan to do once you have earned your degree? ○ Do you have any related work experience? ○ Do you hold any related degrees? ● What perspective(s) do you bring from your life and experiences that inform your understanding of and/or contributions to the planning field?

Robin Adams

To the APA Colorado Scholarship Selection Committee,

I am writing to apply for the APA Colorado Scholarship as a current Master of Urban and Regional Planning (MURP) student with passions for climate change mitigation and affordable housing. My career path will create futures for communities that are sustainable, just, and resilient.

Looking back, the planning field has been my calling before I realized it existed. My undergraduate studies in Cognitive Science developed my understanding of how humans interact with their environment with an intersectional approach. Spending over a year traveling abroad sparked my interest in sustainable development in the face of climate change and globalization. And my professional experiences implementing energy conservation and workforce housing programs in rural Montana tied it all together and launched my way to MURP.

I spent a year in public service as the AmeriCorps Sustainability Coordinator for a small mountain town after returning home from traveling abroad. My path in planning began with my experiences consolidating projects into an energy performance contract, starting a rain barrel water collection program, and securing multiple grants for solar energy. It was invigorating to be a part of the Community Development Department of the City of Red Lodge for this volunteer role, and I enjoyed collaborating with a range of groups to combat climate change at the local level.

After my service term, I transitioned to the Red Lodge Area Community Foundation, a local nonprofit with diverse community-building programs. As Workforce Housing Manager, I connected first-time homebuyers with financing opportunities, managed a home building pilot program with statewide partners, and advocated for local policy changes to increase workforce housing supply. Working directly with low-income clients with unmet housing needs shifted my perspective to view housing as a basic human right.

I want to help communities adapt to change, become more equitable and just, and grow sustainably with affordable housing as the foundation for a healthy community.

One semester of the MURP program has been enough to affirm that I am in the right place to advance along this path. As an active member of the APA Colorado Student Organization, I have participated in multiple meetings, networking events, and conferences that student board members have organized. In particular, going to the 2022 Colorado Planning Conference in Vail with the help of APAS strongly impacted my professional development. Through a connection I made with a planner at that conference, I secured a series of interviews and eventual selection for a summer internship with a planning and design engineering consulting firm in Denver.

I intend to run for an APAS board position next fall. Getting more involved with APA will give me opportunities to shape the leadership and development of communities in Colorado, benefitting my own career in addition to improving the strength of APA. I look forward to progressing in this field to better address climate change, equity, and housing issues in Colorado.

Thank you for your consideration,  
Robin Adams

Mason Aeschbacher

I was introduced to the idea of planning as a career path during my senior capstone in Community & Environmental Sociology at the University of Wisconsin – Madison. Leading into my senior year, I became very interested in how people interact with their natural and built environments, as well as with each other, and how cities can be a model for a sustainable lifestyle. I paired this with my passion for housing, which I gained a deep appreciation for after working at a home repair non-profit in Central Appalachia for four summers during college. As a dual-degree student in Urban & Regional Planning and Urban Design, I see how I can turn these passions into a career that can make people's lives better.

My experience with APA Colorado throughout the past year and a half that I have been in school has been immensely useful. I was first exposed to APA during my first year at CU Denver in September 2021 when I attended the APA Colorado conference. At the conference, I was able to dive in and learn a lot about planning efforts across the state, most of which I did not know anything about previously. The APA student chapter, APAS, also provided great learning opportunities, such as a guided tour of the Building Denver exhibit at History Colorado where I was immersed in the history of the city's built environment from the 19-century to the present.

After attending, and learning so much from, APAS events, I decided to join the board as the secretary for the 2022-2023 school year. In this position, my primary task is to build agendas and take notes at our board meetings, but I also enjoy spending time meeting other current and prospective students in CU Denver's MURP program and leading events. Some of the events that I have led include a guided tour of the proposed 5280 Trail with a planner who is working on the project at Downtown Denver Partnership, as well as a winter break book club in combination with the student chapter of WTS to engage students between semesters. I also assisted with coordinating logistics on lodging, transportation, food, and volunteering at the 2022 APA Colorado Conference and setting up other collaborative events between APA Colorado and APAS.

As I enter my third year at CU Denver, I am grateful for all of the learning experiences that I have received so far, from the classroom to APA events to internships. I love learning about and working towards improving the quality of life in the communities that I get to serve as a planner and designer. I eagerly look forward to applying my knowledge and skills in my final year of graduate school and in my career.



Sabrina Gonzales

APA Colorado Scholarship

Sabrina Gonzales

I am interested in a career in planning because I would like to use my knowledge to provide and create better services for communities. By enhancing communities through planning, I will be able to fabricate more equitable spaces that will improve the quality of life for many people. Their quality of life will be improved through many aspects including health, socioeconomics, and livability. My first introduction to planning was when I received my minor in Urban and Regional planning at Virginia Commonwealth University in Richmond, Virginia. What interested me the most was learning how cities and places could influence people. In Richmond, there is a historical neighborhood called Jackson Ward. It was an African American community that had been displaced due to gentrification in the area. While attending the University of Colorado I

also learned about the displacement of the Auraria neighborhood in order to build the Auraria campus. After learning about the displacement of these neighborhoods, I came to a different understanding of the effects good and bad planning can have on communities. In my career I hope to influence positive planning and always keep communities in mind. Once I have earned my degree I hope to work for the government within a City or County entity working with GIS mapping technology, redevelopment plans, re zoning, etc. I am also interested in working for a private consulting company to have the experience of working on different plans in different areas. I have been involved with APA Colorado by being a registered member and keeping up with emails and LinkedIn posts. I attended the APA Conference in Fall 2022 hosted in Vail,

Colorado. At the conference I was able to listen and meet many planners who shared their focus and inspiration in the planning community. I was fortunate to lead a mobile tour in Vail focusing on one of the towns redevelopment plans. It was interesting to see how the town of Vail was prioritizing pedestrian safety and bus transit to improve mobility in the mountain/ski town. This was an exemplary plan that educated me on the importance of community outreach and focusing on community needs.

APA Jeralyn Wilks

I can easily find the phrase that has defined both my academic and professional careers for as long as I've been planning my future: making a difference. I chose my college major because of my years in debate during high school, hoping that I could start solving the world's issues immediately. I was honored to receive multiple opportunities to work with communities experiencing disenfranchisement quickly in my undergraduate studies, such as a service-learning course where students volunteered as court monitors for those residing in assisted living in Travis county. As I embraced each opportunity and continued my studies I found one of the most common barriers regardless of circumstance was access to affordable and adequate housing. In fact, I let the interest in this recurring issue become a passion somewhat quickly, and in less than a month my undergraduate thesis was focused on the destruction of American communities caused by the deliberate choice to underserve the populations struggling the most to secure housing.

Beyond the history of the housing crisis in the U.S., immediately after receiving my bachelor's I accepted a position with a non-profit called Caritas of Austin that provides services to the community members to help eliminate and prevent homelessness. I have been fortunate to work with an organization that is attempting to innovate the way that homelessness and access to affordable housing is approached in Central Texas by deciding to build an affordable housing complex themselves. It's been inspiring to see an organization take what may be seen by some as a big risk. It's also been incredibly informative to see how a major part of creating more affordable housing is by changing the narrative around affordable housing.

I've been diving deeper and deeper into this field over the last three years and I am incredibly excited to be applying for opportunities to continue my education and study urban planning in depth. After obtaining my master's degree, I will be working to not only change the narrative around affordable housing but also the idea of what affordable housing is. Affordable housing is often equated with negative images and phrases, but I believe in reality it should be an easily accessible option for all Americans. I hope to aid in the development of policies that change the current costs of housing to create a more accessible market, while implementing future affordable housing communities that share the same accessibility and enjoyments that other neighborhoods currently do.

I have very large ambitions for what affordable housing can be in the U.S., but I also have strong beliefs that the solutions aren't as far out of reach as some might believe, and that we still can build a better future.



## APA Colorado Board Agenda Item

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**Board Meeting Date:** 7/14/2023

**Subject:** Chapter Election Slate

**Board Member/Sponsor:** Abbey Aguirre

**Development Plan|Action Program Reference:** N/A

**Budget/Financial Implications:** Yes  No **X**

**Budget Line Item:** \_\_\_\_\_

**Amount Budgeted:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**ACTION ITEM:**

**INFORMATIONAL ITEM:** **X**

**Recommendation:** none needed

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President Elect Joshua Olhava, AICP

VP External Affairs Shelia Booth, AICP

Central Mountain Representative Mark Truckey, AICP

North Central Representative Lesli Ellis, AICP CEP

Metro Denver Representative 1 Amanda Kannard

Remaining Timeline:

July 14 Firm deadline for receiving petition candidates (for those that have a petition process in place), and their position statements/bios.

August 10 Ballots available online, reminders emailed to all chapter/division members.

Late-August Email reminders sent to those members who have not yet voted.

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Early-September	Email reminders sent to those members who have not yet voted.
September 8	Firm deadline for receipt of ballots from membership.
September 14	Survey Ballot Systems certifies election results and prepares report to National for dissemination.
January 1, 2024	Newly elected leaders take office.