



EXECUTIVE COMMITTEE MEETING AGENDA

October 13, 2023

Google Meet
9:00 - 9:30 am

1. Opening Remarks - Maureen Paz de Araujo, President
2. Consent Agenda
 - a. Approve Minutes from September 15, 2023 Executive Committee Meeting - Abbey Aguirre, Executive Director
3. Chapter Administrator Report - Abbey Aguirre, Executive Director
 - a. Reminder - Abbey out of the office October 23 - 27, 2023.
 - b. Reminder - next meeting (November 17, Full Board) to include 2024 Budget Discussion, Legislative Liaison Annual Review, Newsletter Themes, and Conference Debrief
 - c. Financials - Josh Olhava, Treasurer, and Abbey Aguirre, Executive Director
4. Chapter Dues Opportunity to Increase - Abbey Aguirre, Executive Director
5. Annual Report - Abbey Aguirre, Executive Director
6. 2023 Transportation Symposium Closeout - Maureen Paz de Araujo, President
7. Authorize Execution of 2024 Transportation Symposium MOU and Venue Contract - Maureen Paz de Araujo, President
8. Legislative Summitt - Shaida Libhart, Legislative Affairs Representative
9. Other Business
10. Adjourn

Next Meeting:

Full Board
November 17, 2023
9:00 - 11:00 am
Google Meet

Future Agenda Items:

Action Items:



APA Colorado Board Agenda Item

Board Meeting Date: 10/13/2023

Subject: Approve Minutes from September 15, 2023 Executive Committee Meeting

Board Member/Sponsor: Abbey Aguirre

Development Plan|Action Program Reference:

Budget/Financial Implications: Yes No

Budget Line Item: NA

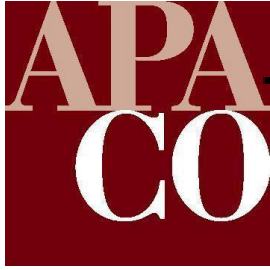
Amount Budgeted: NA

Amount Requested: NA

ACTION ITEM:

INFORMATIONAL ITEM:

Recommendation: Approve Minutes from September 15, 2023 Executive Committee Meeting



EXECUTIVE COMMITTEE MEETING AGENDA

Friday, September 14, 2023

**Google Meet
9:00 to 9:30 AM**

The meeting was called to order at 9:02 am by Maureen Paz de Araujo, President

Roll Call:

<u>Present:</u>	<u>Absent:</u>
Maureen Paz de Araujo, President	Joni Marsh, Past President
Julia Puester, VP of External Affairs	Alex Bergeron, VP of Communications
Erin Fosdick, Professional Development Officer	
Josh Olhava, Treasurer	
Shaida Libhart, Legislative Affairs Rep	
Abbey Aguirre, Chapter Executive Director	

1. Opening Remarks - Maureen Paz de Araujo, President
 - a. Maureen welcomed everyone to the meeting.
2. Chapter Administrator Report - Abbey Aguirre, Executive Director
 - a. Colorado Planning Conference update: Abbey provided an update on the conference including that we have maxed out on registration and all details are finalized.
 - b. 2024 Local Host Committee:
 - i. Lesli reached out to local professionals to see who is interested in joining the 2024 Local Host Committee. Lesli and Josh are working together to organize this group. Maureen suggested that we get all of the communities in the area together to be involved.
 - ii. Josh asked for the group's opinion on how far south we should include and suggested the cutoff be Longmont. Erin agreed and said that depending on what the role is, mobile tours might be too far to plan in Longmont. But, from an event perspective, we can decide how far to go for mobile tours.
 - iii. Josh to put together a contact list of point people.
 - iv. Erin suggested that when the Conference Planning Committee discusses a theme, to include the larger area but to focus the conference itself more local. Josh agreed and mentioned there are several master plans in this region that can be highlighted.

Maureen added that people in the area may have a good idea on what to include on mobile tours, as well as transportation. Erin suggested that there is an opportunity to arrange ride shares for things like early morning coffees, happy hours, etc. in the surrounding area.

- c. Scholarship update: The school and group agreed to award \$750 to each of the four applicants. Abbey will be mailing the checks to the school.
- 3. Abbey asked the group if it was okay if she took off from October 23 to 27, 2023.
 - a. The group agreed and also agreed that Abbey's out-of-office email signature will include PDO for CM requests, questions, etc.
- 4. Other Business
 - a. Abbey informed the group that APA is discontinuing the ListServe. Abbey and Shaida have a meeting planned to discuss Constant Contact for legislative use.
 - b. Erin let the group know that there will be an AICP Prep Workshop on October 7, 2023.
- 5. Adjourn

Erin Fosdick moved to adjourn the meeting.

Julia Puester seconded the motion.

The meeting was adjourned at 9:19 am.

Next Meeting:

Executive Committee

October 13, 2023

9:00 to 9:30 am

Future Agenda Items: n/a

Action Items: none



APA Colorado Board Agenda Item

Board Meeting Date: 10/13/2023

Subject: Chapter Dues Opportunity to Increase

Board Member/Sponsor: Abbey Aguirre

Development Plan|Action Program Reference:

Budget/Financial Implications: Yes No

Budget Line Item: _____

Amount Budgeted: _____

Amount Requested: _____

ACTION ITEM:

INFORMATIONAL ITEM:

Recommendation: Opportunity to also increase chapter membership dues 3% for 2024.

From APA National:

Dear APA Chapter Leaders,

I hope this message finds you well. We wanted to inform you about an important update regarding APA National dues for fiscal year 2023-24.

The APA Board recently approved a 3% increase in APA dues, which will go into effect January 1, 2024. This adjustment is essential in addressing the cumulative impacts of inflation, while ensuring we continue to create member value. The last time APA raised dues was in 2020.

Beginning in late October, members will see this increase reflected on their membership renewal invoices for payments due in January 2024. Given that many chapters have structured their dues as a percentage of APA national dues, chapter dues will also increase, unless you choose to adjust your chapter dues policy.

If your chapter intends to make any adjustments to your chapter dues in response to this national increase, please notify me at bharris@planning.org no later than end of day October 13, 2023, and provide details about your new policy.

Thank you for your timely attention to this important matter, and we look forward to working together to continue serving the needs of APA members! If you have any questions, please don't hesitate to ask.

[Current Dues](#): Chapter dues range from 10% to 45% currently. We are in the middle at 25%.

Colorado

25% APA dues

Category	Salary Range	APA Dues	AICP Dues	Total APA & AICP Dues
A & B	Less than \$42,000	\$195	\$103	\$298
C	\$42,000 – \$49,999	\$228	\$118	\$346
D	\$50,000 – \$59,999	\$265	\$129	\$393
E	\$60,000 – \$69,999	\$293	\$139	\$432
F	\$70,000 – \$79,999	\$319	\$149	\$469
G	\$80,000 – \$89,999	\$346	\$160	\$506
H	\$90,000 – \$99,999	\$373	\$170	\$543
I	\$100,000 – \$119,999	\$406	\$180	\$586
P	\$120,000 and above	\$444	\$191	\$634
J	Undisclosed Salary	\$449	\$196	\$645
	U.S. New Member (2-year Introductory Rate)	\$81	\$72	\$153
	Student Member	\$0	\$0	\$0

Retired Member*	\$98	\$26	\$124
Life Member*	\$70	\$15	\$85
Unemployed/In Transition*	\$50	\$25	\$75



APA Colorado Board Agenda Item

Board Meeting Date: 10/13/2023

Subject: Annual Report

Board Member/Sponsor: Abbey Aguirre

Development Plan|Action Program Reference: (list or N/A)

Budget/Financial Implications: Yes No

Budget Line Item: _____

Amount Budgeted: _____

Amount Requested: _____

ACTION ITEM:

INFORMATIONAL ITEM:

Recommendation: Confirm theme and content followed by Abbey sending a template to those needing to contribute.

Would we like to implement a theme for this year?

- [2022: Sailing](#)
- [2021: Layer Cake](#)

What committees do we want to ask for a report from? All committees include:

- APAS
- Awards
- Equity, Diversity, and Inclusion
- Emerging Planning Professionals
- Great PLaces
- Healthy Communities
- Legislative
- Membership
- Outreach and Communications
- Professional Development
- Sustainability
- Youth in Planning

Please see the assignment and due date below.

Content	Assigned To	Due to Abbey
President's Message	Maureen Paz de Araujo	December 1, 2023
President Elect's Message	Josh Olhava	December 1, 2023
Financial Report	Josh Olhava	December 1, 2023

VP External Affairs Report	Julia Puester	December 1, 2023
Legislative Matters	Shaida Libhart and Scott Bressler	December 1, 2023
Social Media	Jena Skinner	December 1, 2023



APA Colorado Board Agenda Item

Board Meeting Date: 10/13/2023

Subject: 2023 Transportation Symposium Closeout

Board Member/Sponsor: Maureen Paz de Araujo, President

Development Plan|Action Program Reference:

Budget/Financial Implications: Yes No

Budget Line Item: None - Typically the Transportation Symposium produces income rather than generating an expense.

Amount Budgeted: Not Budgeted

Amount Requested: \$2,000

ACTION ITEM:

INFORMATIONAL ITEM:

Recommendation: Approve payment of \$2,000 to the Colorado Transportation Symposium.

Closeout financials confirm a loss on the 2023 Transportation Symposium of just over \$10K. As previously discussed, and agreed to, six sponsoring organizations (COMTO, ITE, ASCE Denver Section, WTS Colorado, APA Colorado, Rocky Mountain ITS) will be invoiced for equal shares (\$2,000 each) to cover the loss on the 2023 Symposium and restore seed money for the 2024 Transportation Symposium as required to cover initial expenses including the venue deposit.



APA Colorado Board Agenda Item

Board Meeting Date: 10/13/2023

Subject: Authorize Execution of 2024 Transportation Symposium MOU and Venue Contract

Board Member/Sponsor: Maureen Paz de Araujo, President

Development Plan|Action Program Reference:

Budget/Financial Implications: Yes No

Budget Line Item: NA

Amount Budgeted: NA

Amount Requested: NA

ACTION ITEM:

INFORMATIONAL ITEM:

Recommendation: Authorize execution of a MOU for APA Colorado Chapter sponsorship of the 2024 Colorado Transportation Symposium. Authorize execution of the 2024 Transportation Symposium venue contract with the Denver Sheraton.

As a condition of continuing support for the Transportation Symposium by the Colorado Chapter of the American Planning Association, APA Colorado and several other sponsoring organizations required that the Symposium return to an organizational and financial management structure that will ensure balanced support roles for the partner organizations and generate revenue to fund scholarships. The attached MOU for the 2024 Transportation Symposium outlines the roles and responsibilities of each organization, both financial and volunteer contributions. The MOU is essential to ensuring that all agree to and understand what is expected of each organization. The MOU will also establish a basis for confidence that together we can move forward and achieve what have been the goals of the Symposium for twenty years now.

In advance of closeout of the 2023 Symposium, planning for the 2024 Symposium has proceeded. A venue has been confirmed – the Sheraton Denver Plaza facilities. Proposals for event planner services have been sought and the Committee has selected Shelia Booth for 2024, providing a depth of experience and familiarity with the event in this “return to normal” year. Finally, WTS has taken on responsibility to develop and manage the budget this year, with APA Colorado handing registration, invoicing, and payments as the “holder” of the Transportation Symposium bank account and non-profit credential for the Transportation Symposium. In these capacities (bank account holder and non-profit entity), APA Colorado will need to sign the contract with the venue.

As the APA Colorado Chapter representative to the Transportation Symposium Board, I request authorization to execute the 2024 Transportation Symposium MOU as well as the venue contract for 2024 with the Sheraton Denver. With payments of 2023 closeout settlement amounts, the Transportation Symposium account balance will support payment of the \$5,000 deposit due the Sheraton, with the contract, by the October 31, 2023, deadline.