



BOARD MEETING AGENDA

November 17, 2023

Virtual
9:00 - 11:00 am

1. Opening Remarks - Maureen Paz de Araujo, President
2. Consent Agenda
 - a. Minutes from October 13, 2023, Executive Committee Meeting approved - Abbey Aguirre
3. Chapter Administrator Report - Abbey Aguirre, Executive Director
 - a. 2023 Annual Report content reminder
 - b. 2023 Budget Update - Josh Olhava, Treasurer
4. 2024 Budget Discussion - Josh Olhava, Treasurer
5. 2023 Colorado Planning Conference debrief - Abbey Aguirre, Executive Director
6. Legislative Liaison Annual Review - Shaida Libhart, Legislative Affairs Representative
7. 2024 Newsletter Themes - Alex Bergeron, VP of Communications
8. 2024 Board Meeting Dates and Board Retreat Date - Abbey Aguirre
9. Annual Meeting Travel Stipend for Rural Planners - Roshana Floyd and Kris Valdez, Co-Chairs, Healthy Communities Committee
10. Other Business
11. Adjourn

Next Meeting:

Executive Committee Meeting
December 8, 2023
9:00 - 9:30 am

Future Agenda Items:

Action Items:



APA Colorado Board Agenda Item

Board Meeting Date: 11/17/2023

Subject: Approve Executive Committee minutes from October 13, 2023

Board Member/Sponsor: Abbey Aguirre, Executive Director

Development Plan|Action Program Reference: n/a

Budget/Financial Implications: Yes No

Budget Line Item: _____

Amount Budgeted: _____

Amount Requested: _____

ACTION ITEM:

INFORMATIONAL ITEM:

Recommendation: Review and approve minutes.



EXECUTIVE COMMITTEE MEETING AGENDA

October 13, 2023

Google Meet
9:00 - 9:30 am

Roll Call: Maureen Paz de Araujo, Joni Marsh, Julia Puester, Josh Olhava, Shaída Libhart, Abbey Aguirre

Excused: Alex Bergeron, Erin Fosdick

1. Opening Remarks - Maureen Paz de Araujo, President
 - a. Maureen called the meeting to order at 9:01 am. Reminded everyone that the conference survey is out.
2. Consent Agenda
 - a. Approve Minutes from September 15, 2023 Executive Committee Meeting - Abbey Aguirre, Executive Director

Discussion: none

Josh Olhava moved to approve the minutes.

Maureen Paz de Araujo seconded the motion.

Vote: unanimous all in favor.

3. Chapter Administrator Report - Abbey Aguirre, Executive Director
 - a. Abbey reminded the group she will be out of the office from October 23 to 27, 2023. Auto-responses are in place for emails with alternative contacts for immediate concerns.
 - b. Abbey reminded the group that at the next Full Board Meeting on November 17, 2023, there will be a discussion regarding the 2024 budget, the Legislative Liaison Annual Review, 2024 newsletter themes, and the 2023 Colorado Planning Conference debrief.
 - c. Josh Olhava, Treasurer, highlighted the financial report. Money is moving currently following the conference. Abbey provided an overview to Josh about deposits and payments that are pending. We will be tracking on budget to \$12,000 positive once these hit the accounts. The only other income expected this year is chapter dues and job postings. Board expenses are over budget for the Board Retreat. Sponsorship income is over budgeted income. Lobby and research expenses are rolling in. Committee expenses are lower than budget.
 - i. It was recommended that the Planners Day at the Capital is moved to the Legislative - Other budget line.
 - ii. Venue and food and beverage costs were higher than budget and historical amounts. It was questioned if this was necessary and recommended that an eye be kept on these expenses next year.

- The 2024 conference will be closer to restaurants and is a smaller venue, so fewer people will need to be accommodated.
- iii. Future conference expenses were higher than the budget but in line with the contract that was in place. This may have just been missed when creating the budget.
 - iv. Josh also recommended that we begin looking at venues for future conferences soon, although he hasn't been a part of this process in the past.
 - v. Josh and Abbey are meeting next week to begin the 2024 budget draft.

Discussion: none

Maureen Paz de Araujo moved to approve the financial update.

Shaida Llibhart seconded the motion.

Vote: unanimous all in favor.

4. Chapter Dues Opportunity to Increase - Abbey Aguirre, Executive Director
 - a. Abbey presented the Executive Committee with the communication from APA National and the opportunity to increase chapter dues.
 - b. Josh heard from attendees at the conference who came from other states that our conference offers more value than other state chapters. With that value, plus we are one of the few chapters that have staff, Josh feels it's okay to raise chapter dues. The chapter also did not raise dues during COVID but continued to provide value, so it may be time to catch up on those lost increases.
 - c. Maureen agreed and asked if there was a rounded number of dues. Abbey clarified that chapter dues vary based on the category of membership.
 - d. Josh asked how many members the chapter has. Abbey provided that there are 1,219 members. With a 5% increase, that would be \$4,000 extra income in 2024.
 - e. Joni agreed this increase seems reasonable and mentioned that the group could also talk about increasing the registration fees for the conference. Jodi also wishes there was a way we could vote on national raising costs as she doesn't believe they provide value at the same level as the chapter.

Discussion: none

Maureen Paz de Araujo moved to raise chapter dues by 5%.

Shaida Llibhart seconded the motion.

Vote: unanimous all in favor.

5. Annual Report - Abbey Aguirre, Executive Director
 - a. Abbey provided information on the 2023 Annual Report. The theme will be the same as the conference: planning for uncertainty. Maureen is okay with the same content sections as in past years. Josh asked if committees and area representatives could provide a summary of events and/or activities, and Abbey could put together a chapter-wide summary. Additionally, Josh recommended including a map of where various events

occurred. This may lead to area representatives doing more across the state.

- b. Maureen mentioned that it was hard as an Area Representative to get things done historically, but if you work at it and partner with industry organizations, you can get various events and activities planned. Josh agreed and said that even groundbreaking events would be a fun and easy thing to check out; events don't have to be large. Maureen agreed that small, more relaxed events are beneficial. Other organizations have held events like "Lattes and Leadership" where the group gathered at a coffee shop and had a professional talk about the profession and how they approach management and leadership. That was a simple but beneficial event.
 - c. Josh added that committees can provide a few wins from the year, along with things in progress and plans for the future.
 - d. Maureen mentioned that we can plan another chapter survey for membership to survey some of the areas to understand what kind of events people can fit into their schedule and what kind of events they are looking to attend. Shaida, Joni, and Josh agreed with this idea.
 - e. Other ideas for events were brainstormed including: fewer happy hours, webinars, gathering to watch/learn from webinars in person as a group, volunteer opportunities, etc.
6. 2023 Transportation Symposium Closeout - Maureen Paz de Araujo, President
- a. Maureen provided an update that three invoices are still in progress. The event lost a little over \$10,000 and the group is asking for money from partners. Maureen pushed that APA Colorado is not going to provide a lot of money in order for the planning group to be financially accountable to stay within budget. Marsha Nelson is the new committee chair and is on board and understands the importance of raising funds to provide scholarships through this event. APA Colorado is going to provide \$2,000 (along with all partners). This was approved in previous meetings, so a vote is not necessary.
7. Authorize Execution of 2024 Transportation Symposium MOU and Venue Contract - Maureen Paz de Araujo, President
- a. Maureen described that APA Colorado will be paid back for the \$5,000 venue deposit once all of the money from partners comes in. The committee is putting together MOU that will be sent along with invoices to all of the partners. The MOU says all partners share profit and losses equally. This will also detail the responsibilities of each organization in detail. A budget is being developed and Abbey from APA Colorado will take care of all invoices, but will not be recruiting sponsors. Since APA Colorado has a nonprofit status and bank account, we need to sign the contract with the venue. Maureen opened up for discussion to approve she, as APA Colorado President, signs the venue contract.
 - b. Jodi asked if the registration fees would be raised. Maureen responded that the registration fees will be raised. Sheila agreed to be the planner, as

well. One of the biggest expenses of 2023 was AV. We can lower this exponentially in 2024 and for future years.

- c. Shaida stated that she appreciates Maureen's diligence and thoughtfulness throughout this process and that she sees no issue with approving this.

Discussion: none

Shaida Libhart moved to execute the MOU and allow Maureen Paz de Araujo to sign the venue contract.

Joni Marsh seconded the motion.

Vote: unanimous all in favor.

8. Legislative Summitt - Shaida Libhart, Legislative Affairs Representative

- a. Shaida heard from APA National that the annual summit for legislative leaders will be in De Moine, Iowa from December 5 to 6, 2023. Typically 20 to 30 people attend. In the past, Susan went in person or the event was held fully virtually. However, virtual participation does not provide as meaningful participation. Shaida is planning on attending. Josh Olhava, Treasurer, stated this is typically budgeted for and agrees that Shaida should attend. If the cost is higher than the budgeted amount, savings from the committees' budget may be used, as well.
- b. Once Shaida confirms the expense amount, she will email that information to Josh and Abbey to determine what APA Colorado can contribute.
- c. There was a discussion of approving a maximum amount of travel expenses or leaving the amount open-ended. It was determined that the amount will be left open-ended.

Discussion: none

Maureen Paz de Araujo moved to approve the expense of Shaida Libhart attending the Legislative Summitt.

Joni Marsh seconded the motion.

Vote: unanimous all in favor.

9. Adjourn

Shaida Libhart moved to adjourn the meeting at 9:45 am.

Maureen Paz de Araujo seconded the motion.

Vote: unanimous all in favor. The meeting was adjourned at 9:45 am.

Next Meeting:

Full Board

November 17, 2023

9:00 - 11:00 am

Google Meet

APA Colorado Board Agenda Item

Board Meeting Date: 11/17/2023

Subject: 2023 Annual Report Reminder

Board Member/Sponsor: Abbey Aguirre, Executive Director

Development Plan|Action Program Reference: N/A

Budget/Financial Implications: Yes No

Budget Line Item: _____

Amount Budgeted: _____

Amount Requested: _____

ACTION ITEM:

INFORMATIONAL ITEM:

Recommendation: n/a

Annual Report Theme “Planning for Uncertainty”

Due to Abbey by December 1, 2023.

[See previous Annual Reports here for reference.](#)

[See all templates here.](#)

Annual Report Contents:

1. President and President Elect’s Message - Maureen and Josh
2. Great Places in Colorado Program - Abbey
3. 2023 Chapter Awards - Abbey
4. Financial Report - Josh
5. 2023 Colorado Planning Conference - Abbey
6. 2023 Transportation Symposium - Abbey
7. Chapter Board 2023 - Abbey
8. VP of External Affairs - Julia
9. VP of Communications - Alex
10. Legislative Matters - Shaida and Scott
11. Committee Updates
 - a. APAS - Levi
 - b. EDI - Jennifer
 - c. EPP - Johnny and Zach
 - d. Great Places - Renae
 - e. Healthy Communities - Kris and Roshana
 - f. Legislative - Scott and Shaida
 - g. Membership - Susan

- h. OCC - Alex and Julia
- i. PDO - Erin
- j. Sustainability - Dana
- k. Youth in Planning - Morgan

12. Area Representative Updates (include map)

- a. North Central - Lesli
- b. Denver Metro - Amanda and Britt
- c. Central Mountain - Mark
- d. Northwest - Nicole
- e. Southwest - James
- f. South Central - Katelynn

13. Sponsors - Abbey



APA Colorado Board Agenda Item

Board Meeting Date: 11/17/2023

Subject: 2023 Budget Update

Board Member/Sponsor: Josh Olhava, Treasurer

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: Approve 2023 financial update.

Summary

- We are over budgeted net income with a YTD net income of \$24,525.73.
- Contributing income includes membership dues, sponsorships, and conference registration all exceeding budgeted income amounts.
- The quarter 3 legislative check was sent but has yet to be cashed. This will increase expenses by \$7,079 and decrease net income to \$17,446.73, which is still above budget.
- We are due \$4,305 by the Transportation Symposium.

2024 Budget Planning

- Draft budget will be presented for board review. The budget builds from the 2023 base and makes necessary adjustments to expenses and income, as well as adjustments based on Board input and guidance from the President, Treasurer, and Exec. Director.

January 2023 Beginning Assets:

- Checking Account: \$60,418.66
- Savings Account: \$70,165.76
- Chapter assets total: \$130,584.43

Assets Through October 31, 2023:

- Checking Account: \$83,302.89
- Savings Account: \$70,184.52
- Chapter assets total: \$153,487.41

Membership Dues:

	2019	2020	2021	2022	2023
Q1	\$18,046	\$19,160	\$19,871	\$20,426	\$21,683
Q2	\$15,686	\$17,812	\$17,259	\$17,486	\$15,695
Q3	\$8,556	\$11,512	\$12,753	\$11,558	\$13,214
Q4	\$18,068	\$16,491	\$23,835	\$20,952	\$21,428
Chapter Only	\$2,735	\$1,900	\$1,550	\$2,775	\$928.71
TOTAL	\$63,091	\$66,875	\$73,718	\$73,197	\$72,949

Attachment(s):

- 2023.10 Budget vs Actual Expenses

APA Colorado Use
Profit & Loss Budget vs. Actual
 January 1 through November 16, 2023

	Jan 1 - Nov 16, 23	Budget	\$ Over Budget	% of Budget
Income				
Administration Income				
Interest	21.52	13.17	8.35	163.4%
Law Book Sales	137.54	1,755.49	-1,617.95	7.8%
Marketing Swag Income	0.00	131.67	-131.67	0.0%
Membership Dues				
APA Membership	72,019.96	59,688.82	12,331.14	120.7%
Chapter Only Membership	928.71	2,194.41	-1,265.70	42.3%
Membership Dues - Other	0.00	0.00	0.00	0.0%
Total Membership Dues	72,948.67	61,883.23	11,065.44	117.9%
Sponsorships	49,229.41	40,000.00	9,229.41	123.1%
Administration Income - Other	1,191.34	0.00	1,191.34	100.0%
Total Administration Income	123,528.48	103,783.56	19,744.92	119.0%
Advertising				
Web Jobs Consultant Directory	1,281.14	1,316.67	-35.53	97.3%
Advertising - Other	0.00	0.00	0.00	0.0%
Total Advertising	1,281.14	1,316.67	-35.53	97.3%
Education				
Scholarship	44.68	1,316.67	-1,271.99	3.4%
Education - Other	0.00	0.00	0.00	0.0%
Total Education	44.68	1,316.67	-1,271.99	3.4%
Events				
Area Representatives				
Central Mountain	0.00	175.49	-175.49	0.0%
Denver Metro	0.00	175.49	-175.49	0.0%
North Central	0.00	175.49	-175.49	0.0%
Northwest	0.00	175.49	-175.49	0.0%
South Central	0.00	175.49	-175.49	0.0%
Southwest	0.00	175.49	-175.49	0.0%
Area Representatives - Other	0.00	0.00	0.00	0.0%
Total Area Representatives	0.00	1,052.94	-1,052.94	0.0%
Chapter Events				
National Reception	0.00	2,500.00	-2,500.00	0.0%
Statewide Chapter Events	0.00	1,755.49	-1,755.49	0.0%
Transportation Symposium	-4,305.52	0.00	-4,305.52	100.0%
Chapter Events - Other	0.00	0.00	0.00	0.0%
Total Chapter Events	-4,305.52	4,255.49	-8,561.01	-101.2%

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11/16/23

Accrual Basis

APA Colorado Use
Profit & Loss Budget vs. Actual
 January 1 through November 16, 2023

	Jan 1 - Nov 16, 23	Budget	\$ Over Budget	% of Budget
Committees				
Awards Committee	0.00	175.49	-175.49	0.0%
EDI Committee	0.00	175.49	-175.49	0.0%
EPP Committee	0.00	175.49	-175.49	0.0%
FAICP Advisory Committee	0.00	175.49	-175.49	0.0%
Great Places Committee	0.00	175.49	-175.49	0.0%
Healthy Communities Committee	0.00	175.49	-175.49	0.0%
Legislative Committee	823.04	175.49	647.55	469.0%
Membership Committee	0.00	175.49	-175.49	0.0%
OCC Committee	0.00	175.49	-175.49	0.0%
PDC Committee	0.00	175.49	-175.49	0.0%
Sustainability Committee	0.00	175.49	-175.49	0.0%
Youth in Planning Committee	0.00	175.49	-175.49	0.0%
Committees - Other	0.00	0.00	0.00	0.0%
Total Committees	823.04	2,105.88	-1,282.84	39.1%
Events - Other	0.00	0.00	0.00	0.0%
Total Events	-3,482.48	7,414.31	-10,896.79	-47.0%
State Planning Conference				
Registration Income	158,831.36	152,000.00	6,831.36	104.5%
State Planning Conference - Other	0.00	0.00	0.00	0.0%
Total State Planning Conference	158,831.36	152,000.00	6,831.36	104.5%
Total Income	280,203.18	265,831.21	14,371.97	105.4%
Expense				
Administration Expense				
Bank Service Charges	35.21	438.82	-403.61	8.0%
Board Expenses	4,552.28	1,536.08	3,016.20	296.4%
Insurance	2,218.00	1,580.00	638.00	140.4%
Membership Dues	0.00	346.76	-346.76	0.0%
Office Supplies	383.29	395.00	-11.71	97.0%
Phone & Other	248.12	474.00	-225.88	52.3%
Postage & PO Box	108.60	219.41	-110.81	49.5%
Printing/Marketing Materials	0.00	702.15	-702.15	0.0%
Registration Fees	200.00	2,677.15	-2,477.15	7.5%
Software	2,629.54	1,316.67	1,312.87	199.7%
Tax Accounting	0.00	2,633.33	-2,633.33	0.0%
Travel	7,229.83	9,216.67	-1,986.84	78.4%
Administration Expense - Other	0.00	0.00	0.00	0.0%
Total Administration Expense	17,604.87	21,536.04	-3,931.17	81.7%

APA Colorado Use
Profit & Loss Budget vs. Actual
 January 1 through November 16, 2023

	Jan 1 - Nov 16, 23	Budget	\$ Over Budget	% of Budget
Education Expenses				
Provider Fees	0.00	1,233.24	-1,233.24	0.0%
Scholarships	0.00	1,316.67	-1,316.67	0.0%
Staff Development	0.00	109.65	-109.65	0.0%
Education Expenses - Other	0.00	0.00	0.00	0.0%
Total Education Expenses	0.00	2,659.56	-2,659.56	0.0%
Event Expenses				
Chapter Event Expenses				
NPC Reception	1,000.00	3,500.00	-2,500.00	28.6%
Statewide Chapter Events	0.00	877.74	-877.74	0.0%
Transportation Symposium Expens	0.00	0.00	0.00	0.0%
Chapter Event Expenses - Other	0.00	0.00	0.00	0.0%
Total Chapter Event Expenses	1,000.00	4,377.74	-3,377.74	22.8%
Committee Expenses				
APAS Expenses	0.00	219.41	-219.41	0.0%
Award Committee Expenses	935.75	219.41	716.34	426.5%
EDI Committee Expenses	0.00	219.41	-219.41	0.0%
EPP Committee Expenses	0.00	219.41	-219.41	0.0%
FAICP Advisory Committee Expens	0.00	219.41	-219.41	0.0%
Great Places Committee Expenses	0.00	219.41	-219.41	0.0%
Healthy Communities Committee E	0.00	219.41	-219.41	0.0%
Legislative Committee Expenses	984.79	219.41	765.38	448.8%
Membership Committee Expenses	0.00	219.41	-219.41	0.0%
OCC Committee Expenses	0.00	219.41	-219.41	0.0%
PDC Committee Expenses	0.00	219.41	-219.41	0.0%
Sustainabilty Committee Expense	0.00	219.41	-219.41	0.0%
Youth in Planning Committee Exp	0.00	219.41	-219.41	0.0%
Committee Expenses - Other	0.00	0.00	0.00	0.0%
Total Committee Expenses	1,920.54	2,852.33	-931.79	67.3%
Event Expenses - Other	0.00	0.00	0.00	0.0%
Total Event Expenses	2,920.54	7,230.07	-4,309.53	40.4%
Legislative Expenses				
Lobbying	14,158.72	6,320.00	7,838.72	224.0%
Other Legislative Expenses	0.00	0.00	0.00	0.0%
Research	0.00	18,872.15	-18,872.15	0.0%
Legislative Expenses - Other	0.00	0.00	0.00	0.0%
Total Legislative Expenses	14,158.72	25,192.15	-11,033.43	56.2%

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11/16/23

Accrual Basis

APA Colorado Use
Profit & Loss Budget vs. Actual
 January 1 through November 16, 2023

	Jan 1 - Nov 16, 23	Budget	\$ Over Budget	% of Budget
Member Services				
Alliance Groups	0.00	2,194.41	-2,194.41	0.0%
Awards	0.00	877.74	-877.74	0.0%
Other Member Services	0.00	0.00	0.00	0.0%
Member Services - Other	0.00	0.00	0.00	0.0%
Total Member Services	0.00	3,072.15	-3,072.15	0.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Personnel				
Admin Salary	42,066.82	42,133.33	-66.51	99.8%
Intern	0.00	877.74	-877.74	0.0%
Payroll Taxes	0.00	3,950.00	-3,950.00	0.0%
Retirement	0.00	1,755.49	-1,755.49	0.0%
Workers Comp	137.54	219.41	-81.87	62.7%
Personnel - Other	0.00	0.00	0.00	0.0%
Total Personnel	42,204.36	48,935.97	-6,731.61	86.2%
State Conference Expenses				
AV WiFi App	9,179.00	35,000.00	-25,821.00	26.2%
Food & Beverage	138,129.08	80,000.00	58,129.08	172.7%
Future Conference	8,400.00	1,500.00	6,900.00	560.0%
Mobile Tours	450.00	400.00	50.00	112.5%
Printing Logo	673.88	1,000.00	-326.12	67.4%
Receptions	21,957.00	25,000.00	-3,043.00	87.8%
Speakers Keynotes	0.00	5,000.00	-5,000.00	0.0%
Supplies	0.00	700.00	-700.00	0.0%
State Conference Expenses - Other	0.00	0.00	0.00	0.0%
Total State Conference Expenses	178,788.96	148,600.00	30,188.96	120.3%
Total Expense	255,677.45	257,225.94	-1,548.49	99.4%
Net Income	24,525.73	8,605.27	15,920.46	285.0%

APA Colorado Board Agenda Item

Board Meeting Date: 11/17/2023

Subject: 2024 Budget Discussion

Board Member/Sponsor: Josh Olhava, Treasurer, and Abbey Aguirre, Executive Director

Development Plan|Action Program Reference: N/A

Budget/Financial Implications: Yes No

Budget Line Item: _____

Amount Budgeted: _____

Amount Requested: _____

ACTION ITEM:

INFORMATIONAL ITEM:

Recommendation: Review 2024 budget draft and provide feedback.

Attachments:

- 2024 Budget Draft
- 2024 Sponsorship Program suggestions

Full budget draft is attached. A few notes are below.

INCOME

Sponsorship:

- reevaluate sponsorship program, suggestions attached with details.
 - keep levels the same, add a bronze package
 - adjust conference sponsorships
 - reception
 - awards
 - wifi
 - app
 - exhibitor
 - A la Carte items still available
- This year, we had:
 - 1 Partner - \$5,000
 - 2 Platinum - \$3,000
 - 14 Gold - \$1,500
 - 3 Silver - \$800
 - 1 Conference Reception - \$3,000
 - 2 Conference WiFi - \$1,000
 - 1 Conference App - \$1,000
 - 2 Conference Exhibitor Only - \$550
 - 1 Conference Small Business - \$500
 - a few additional sponsors for the conference including lunch for a session

○ **TOTAL - \$49,229.41**

Conference Registration:

- propose we increase registration fees and add a room rebate to increase income with limited room for only 450 attendees in 2024.
- Suggested registration fees:

Registration - Early Bird Rates June 15 to July 9, 2023	2023	2024 Suggested
Full - APA member	\$325	\$375
Full - Non-Member	\$425	\$475
Full - Planning Commissioner	\$300	\$350
Full - Student	\$100	\$125
One Day - APA Member	\$185	\$200
One Day - Non-Member	\$215	\$250
Registration - Regular Rates July 10 to August 31, 2023	2023	2024 Suggested
Full - APA member	\$380	\$400
Full - Non-Member	\$480	\$500
Full - Planning Commissioner	\$355	\$375
Full - Student	\$100	\$125
One Day - APA Member	\$230	\$250
One Day - Non-Member	\$260	\$275
Registration - Late Rates September 1 to 26, 2023 *if space is available only, not guaranteed*	2023	2024 Suggested
Full - APA Member	\$415	\$475
Full - Non-Member	\$515	\$575
Full - Planning Commissioner	\$390	\$400
Full - Student	\$100	\$100
One Day - APA Member	\$285	\$300
One Day - Non-Member	\$315	\$350

EXPENSES

Planners Day at the Capitol:

- move from Legislative Committee to Legislative Other.

Software:

- \$25 Google Play - for storage in our drive and access to APA emails and email groups
- \$1,254 CM Database - to be a CM provider with APA National (post CM events for members to log credit)
- \$50 RegFox - used for registration for Planners Day at the Capitol, Conference (can also be used for other events in the future)
- \$240 Zoom - zoom license to host webinars/meetings on Zoom
- \$150 APA Ohio Webinars - for their webinar series
- \$722 Constant Contact - to send emails to members, conference registration, legislative group, etc. APA National removed ListServe, so this is our main email communication database.

Scholarship:

- increase for 2024 to provide higher/additional scholarships as discussed in board meetings.

Planners Day at the Capitol:

- move from Legislative Committee to Legislative Other.

Committees and Area Representatives:

- keep at \$250 for committees and \$300 for area reps.

Legislative:

- increase/raise for our legislative rep?

State Conference:

- increase AV, food and beverage, and mobile tours.

Future Conferences:

- We won't have expenses for 2025 venue due to NPC in Denver.
- Should we budget money for webinars via Zoom or other events with DOLA or DCI?

Ordinary Income/Expense		2023 Financials YTD	2023 Budget	2024 Budget	2023 vs 2024	Notes
Income						
Admin Inc						
	Interest	\$21.52	\$15.00	\$20.00	\$5.00	
	Law Book Sales	\$137.54	\$2,000.00	\$0.00	-\$2,000.00	
	Marketing Swag Income	\$0.00	\$150.00	\$150.00	\$0.00	
	Membership Dues				\$0.00	
	APA Memberships	\$72,019.96	\$68,000.00	\$68,000.00	\$0.00	
	Chap Only Membership	\$928.71	\$2,500.00	\$2,500.00	\$0.00	
	Total Membership Dues	\$72,948.37	\$70,500.00	\$70,500.00	\$0.00	
	Sponsorships	\$49,229.41	\$40,000.00	\$50,000.00	\$10,000.00	Propose we increase sponsorship costs and reevaluate sponsorship options for 2024
	Total Admin Inc	\$123,528.48	\$112,665.00	\$120,670.00	\$8,005.00	
Advertising					\$0.00	
	Web Jobs Consul Dir	\$1,281.14	\$1,500.00	\$1,500.00	\$0.00	
	Total Advertising	\$1,281.14	\$1,500.00	\$1,500.00	\$0.00	
Education					\$0.00	
	Scholarship	\$44.68	\$1,500.00	\$1,500.00	\$0.00	
	Total Education	\$44.68	\$1,500.00	\$1,500.00	\$0.00	
Events					\$0.00	
	Chapter Events				\$0.00	
	National Reception	\$0.00	\$2,500.00	\$2,500.00	\$0.00	
	Statewide Chapter Events	\$0.00	\$2,000.00	\$2,000.00	\$0.00	
	Transportation Symposium		\$0.00	\$0.00	\$0.00	
	Total Chapter Events	\$0.00	\$4,500.00	\$4,500.00	\$0.00	
	Committees				\$0.00	
	Awards Income	\$0.00	\$200.00	\$200.00	\$0.00	
	EDI Income	\$0.00	\$200.00	\$200.00	\$0.00	
	EPP Income	\$0.00	\$200.00	\$200.00	\$0.00	
	FAICP Advisory Income	\$0.00	\$200.00	\$200.00	\$0.00	
	Great Places Income	\$0.00	\$200.00	\$200.00	\$0.00	
	Healthy Communities Income	\$0.00	\$200.00	\$200.00	\$0.00	
	Legislative Income	\$823.04	\$200.00	\$200.00	\$0.00	
	Membership Income	\$0.00	\$200.00	\$200.00	\$0.00	
	OCC Income	\$0.00	\$200.00	\$200.00	\$0.00	

Ordinary Income/Expense		2023 Financials YTD	2023 Budget	2024 Budget	2023 vs 2024	Notes
Income						
	PDC Income	\$0.00	\$200.00	\$200.00	\$0.00	
	Sustainability Income	\$0.00	\$200.00	\$200.00	\$0.00	
	Youth In Planning Income	\$0.00	\$200.00	\$200.00	\$0.00	
	Total Committees	\$823.04	\$2,400.00	\$2,400.00	\$0.00	
	Regional/Representatives				\$0.00	
	Central Mountain Income	\$0.00	\$200.00	\$200.00	\$0.00	
	Metro Income	\$0.00	\$200.00	\$200.00	\$0.00	
	North Central Income	\$0.00	\$200.00	\$200.00	\$0.00	
	Northwest Income	\$0.00	\$200.00	\$200.00	\$0.00	
	South Central Income	\$0.00	\$200.00	\$200.00	\$0.00	
	Southwest Income	\$0.00	\$200.00	\$200.00	\$0.00	
	Total Regional/Representatives	\$0.00	\$1,200.00	\$1,200.00	\$0.00	
	Total Events	\$823.04	\$8,100.00	\$8,100.00	\$0.00	
	State Conference Income				\$0.00	
	Registration Income	\$158,831.36	\$152,000.00	\$175,000.00	\$23,000.00	propose we increase registration fees + add a room rebate to increase income with limited room for attendees in 2024
	Total State Conference Income	\$158,831.36	\$152,000.00	\$175,000.00	\$23,000.00	
	Total Income	\$280,203.18	\$275,765.00	\$306,770.00	\$31,005.00	
Expense					\$0.00	
	Administration				\$0.00	
	Bank Service Charges	\$32.51	\$500.00	\$500.00	\$0.00	
	Board Expenses	\$4,552.28	\$1,750.00	\$1,750.00	\$0.00	
	Insurance	\$2,218.00	\$1,800.00	\$1,800.00	\$0.00	
	Membership Dues	\$0.00	\$395.00	\$395.00	\$0.00	
	Office Supplies	\$383.29	\$450.00	\$450.00	\$0.00	
	Phone & Other	\$248.12	\$540.00	\$540.00	\$0.00	
	Postage & PO Box	\$108.60	\$250.00	\$250.00	\$0.00	
	Printing/Marketing Materials	\$0.00	\$800.00	\$800.00	\$0.00	
	Registration Fees	\$200.00	\$3,050.00	\$3,050.00	\$0.00	
	Software	\$2,629.54	\$1,500.00	\$2,500.00	\$1,000.00	\$25 Google Play, \$1,254 CM Database, \$50 RegFox, \$240 Zoom, \$150 APA Ohio Webinars, \$722 Constant Contact,
	Tax Accounting	\$0.00	\$3,000.00	\$3,000.00	\$0.00	
	Travel	\$7,229.83	\$10,500.00	\$10,500.00	\$0.00	

Ordinary Income/Expense		2023 Financials YTD	2023 Budget	2024 Budget	2023 vs 2024	Notes
Income						
Total Administration		\$17,604.87	\$24,535.00	\$25,535.00	\$1,000.00	
Education Ex					\$0.00	
	Provider Fees	\$0.00	\$1,405.00	\$1,405.00	\$0.00	
	Scholarship	\$1,500.00	\$1,500.00	\$3,000.00	\$1,500.00	Increase from 2023.
	Staff Development	\$0.00	\$125.00	\$125.00	\$0.00	
Total Education Ex		\$0.00	\$3,030.00	\$4,530.00	\$1,500.00	
Events Exp					\$0.00	
	Chapter Events Exp				\$0.00	
	Nat'l Conf Reception	\$1,000.00	\$3,500.00	\$3,500.00	\$0.00	
	Statewide Chapter Events Exp	\$0.00	\$1,000.00	\$1,000.00	\$0.00	
	Total Chapter Events Exp	\$1,000.00	\$4,500.00	\$4,500.00	\$0.00	
	Committee Expense				\$0.00	
	APAS Expense	\$0.00	\$250.00	\$250.00	\$0.00	
	Awards Expense	\$935.75	\$250.00	\$250.00	\$0.00	
	EDI Expense	\$0.00	\$250.00	\$250.00	\$0.00	
	EPP Expenses	\$0.00	\$250.00	\$250.00	\$0.00	
	FAICP Advisory Expense	\$0.00	\$250.00	\$250.00	\$0.00	
	Great Places Expense	\$0.00	\$250.00	\$250.00	\$0.00	
	Healthy Communities Expense	\$0.00	\$250.00	\$250.00	\$0.00	
	Legislative Expense	\$984.79	\$750.00	\$250.00	-\$500.00	move Planners Day at the Capital from committee expense to Legislative - Other..
	Membership Expense	\$0.00	\$250.00	\$250.00	\$0.00	
	OCC Expense	\$0.00	\$250.00	\$250.00	\$0.00	
	PDC Expense	\$0.00	\$250.00	\$250.00	\$0.00	
	Sustainability Expense	\$0.00	\$250.00	\$250.00	\$0.00	
	Youth In Planning	\$0.00	\$250.00	\$250.00	\$0.00	
	Total Committee Expense	\$1,920.54	\$3,750.00	\$3,250.00	-\$500.00	
	Regional Event Exp				\$0.00	
	Central Mtn Expense	\$0.00	\$300.00	\$300.00	\$0.00	
	Metro Expense	\$0.00	\$300.00	\$300.00	\$0.00	
	North Central Expense	\$0.00	\$300.00	\$300.00	\$0.00	
	Northwest Expense	\$0.00	\$300.00	\$300.00	\$0.00	
	South Central Expense	\$0.00	\$300.00	\$300.00	\$0.00	

Ordinary Income/Expense		2023 Financials YTD	2023 Budget	2024 Budget	2023 vs 2024	Notes
Income						
	Southwest Expense	\$0.00	\$300.00	\$300.00	\$0.00	
	Total Regional Event Exp	\$0.00	\$1,800.00	\$1,800.00	\$0.00	
	Total Events Exp	\$2,920.54	\$10,050.00	\$9,550.00	-\$500.00	
	Legislative Expense				\$0.00	
	Lobbying	\$14,158.72	\$7,200.00	\$7,200.00	\$0.00	Shaيدا - increase?
	Research	\$0.00	\$21,500.00	\$21,500.00	\$0.00	
	Legislative Expense - Other	\$0.00	\$0.00	\$500.00	\$500.00	move Planners Day at the Capital from committee expense to here.
	Total Legislative Expense	\$14,158.72	\$28,700.00	\$29,200.00	\$500.00	
	Member Services				\$0.00	
	Alliance Groups	\$0.00	\$2,500.00	\$2,500.00	\$0.00	
	Awards	\$0.00	\$1,000.00	\$1,000.00	\$0.00	
	Member Services - Other	\$0.00	\$0.00	\$0.00	\$0.00	
	Total Member Services	\$0.00	\$3,500.00	\$3,500.00	\$0.00	
	Payroll Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
	Personnel				\$0.00	
	Admin Salary	\$42,066.82	\$48,000.00	\$48,000.00	\$0.00	
	Intern	\$0.00	\$1,000.00	\$0.00	-\$1,000.00	none needed
	Payroll Taxes	\$0.00	\$4,500.00	\$4,500.00	\$0.00	
	Retirement	\$0.00	\$2,000.00	\$2,000.00	\$0.00	
	Unify Payroll Tax Impound	\$0.00	\$0.00	\$0.00	\$0.00	
	Workers Comp	\$137.54	\$250.00	\$250.00	\$0.00	
	Total Personnel	\$42,204.36	\$55,750.00	\$54,750.00	-\$1,000.00	
	State Conference				\$0.00	
	Conference Expenses				\$0.00	
	AV WiFi App	\$9,179.00	\$35,000.00	\$40,000.00	\$5,000.00	increase for AV, app will stay the same
	Food & Beverage	\$138,129.08	\$80,000.00	\$85,000.00	\$5,000.00	increase for F&B costs that are increasing, but we will have fewer attendees and food offered in 2024.
	Mobile Tours	\$420.00	\$400.00	\$1,000.00	\$600.00	increase for more transportation costs due to remote area of conference.
	Printing Logo	\$673.88	\$1,000.00	\$1,000.00	\$0.00	
	Receptions	\$21,957.00	\$25,000.00	\$25,000.00	\$0.00	
	Speakers Keynote	\$0.00	\$5,000.00	\$5,000.00	\$0.00	
	Supplies	\$0.00	\$700.00	\$700.00	\$0.00	
	Total Conference Expenses	\$170,358.96	\$147,100.00	\$157,700.00	\$10,600.00	

Ordinary Income/Expense		2023 Financials YTD	2023 Budget	2024 Budget	2023 vs 2024	Notes
Income						
	Future Confernces	\$8,400.00	\$1,500.00	\$1,500.00	\$0.00	Should we budget as part of 2025 to do some additional webinars with our Zoom license and possibly a couple 'planner charrette' days working with DOLA or DCI through their programs.
	Total State Conference	\$178,788.96	\$148,600.00	\$159,200.00	\$10,600.00	
Total Expenses		\$255,677.45	\$274,165.00	\$286,265.00	\$12,100.00	
	Net Income	\$24,525.73	\$1,600.00	\$20,505.00	\$18,905.00	

2024 Annual Sponsorship		Partner \$5,000	Platinum \$3,000	Gold \$1,500	Silver \$800	Bronze \$500
Chapter Benefits						
Chapter Only Membership		5	4	3	2	1
Logo Placement on Website Year Round		✓	✓	✓	✓	✓
Logo Placement on Weekly Digital Newsletters		✓	✓	✓	✓	✓
Consultant Directory Listing Year Round		✓	✓	✓	✓	✓
Planning Matters Advertisement (4 Publications per Year)	Full Page in Every Publication		Half Page in 2 Publications	Quarter Page in 2 Publications	Business Card in 1 Publication	
Social Media Mention		4	3	2	1	
Newsletter Article in Planning Matters Edition of Choice		2	1			
Recognition and Logo Placement at Chapter Events		All	4			
FREE Registration for Chapter Events		4	1			

Conference Benefits						
Logo Placement on Conference Marketing Materials		✓	✓	✓	✓	✓
FREE Registration for Colorado Planning Conference		4	3	2	1	
Conference Exhibitor Booth		✓	✓	✓		
Conference Attendee List	Contact Info		Name + Org	Name + Org		
Welcome Address at Conference Session	1 General		1 Breakout	1 Breakout		
Targeted Email to Conference Attendees from the Chapter		2	1			

2024 Conference Sponsorship		Reception \$5,000 Only 1 Available	Awards Sponsor \$3,000 Only 1 Available	WiFi \$1,500 Only 2 Available	App \$1,000 Only 10 Available	Exhibitor \$500
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Chapter Benefits						
Consultant Directory Listing Year Round		✓	✓	✓	✓	✓
Logo Placement on Website for the Year		✓	✓	✓	✓	
Planning Matters Advertisement	2 Full Page		1 Full Page	1 Half Page	1 Quarter Page	
Social Media Mention		2	1	1	1	

Conference Benefits						
Logo Placement on Conference Marketing Materials		✓	✓	✓	✓	✓
FREE Registration for Colorado Planning Conference		3	2	1	1	
Conference Exhibitor Booth		✓	✓	✓	✓	✓
Conference Attendee List	Contact Info		Contact Info	Name + Org		
Welcome Address at Reception		✓				
Welcome Address at Awards Ceremony			✓			
Welcome Address at Conference Breakout Session		✓		✓	✓	
Targeted Email to Conference Attendees from the Chapter		1				

A la Carte Items		
A la Carte Item	Single	Package
Social Media Post	\$25	\$25 + \$15 per additional post
Advertisement in Weekly Newsletter to Members	\$25	\$25 + \$15 per additional advertisement
Consultant Directory for 12 Months	\$50	2 years - \$75
Planning Matters Advertisement - Half Page	\$50	2 - \$75
Planning Matters Advertisement - Full Page	\$100	2 - \$175
3 to 5 Minute Video on Website, YouTube, and Social Media	\$100	\$100 + \$50 per additional video

APA Colorado Board Agenda Item

Board Meeting Date: 11/17/2023

Subject: 2023 Colorado Planning Conference debrief

Board Member/Sponsor: Abbey Aguirre, Executive Director

Development Plan|Action Program Reference: n/a

Budget/Financial Implications: Yes No

Budget Line Item: _____

Amount Budgeted: _____

Amount Requested: _____

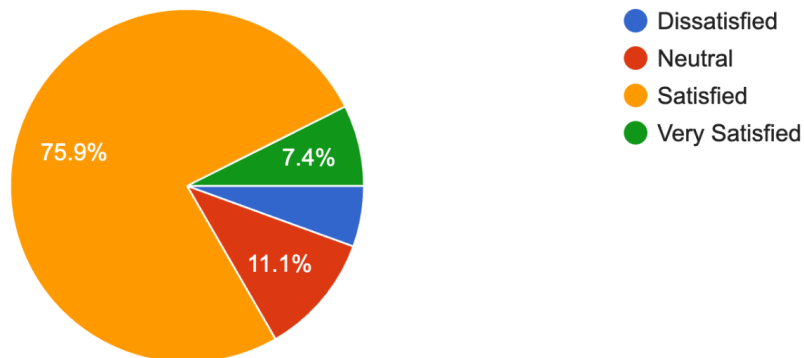
ACTION ITEM:

INFORMATIONAL ITEM:

Recommendation: debrief from 2023 CPC

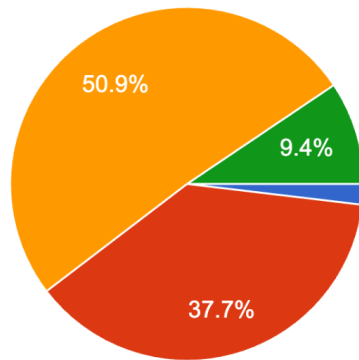
Overall, how would you rate the 2023 Colorado Planning Conference?

54 responses



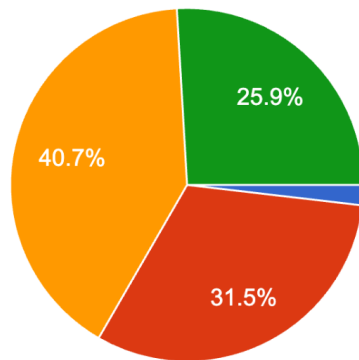
Cost of conference

53 responses



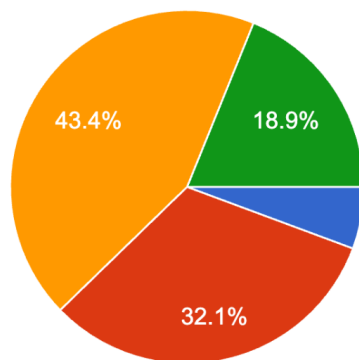
Registration process

54 responses



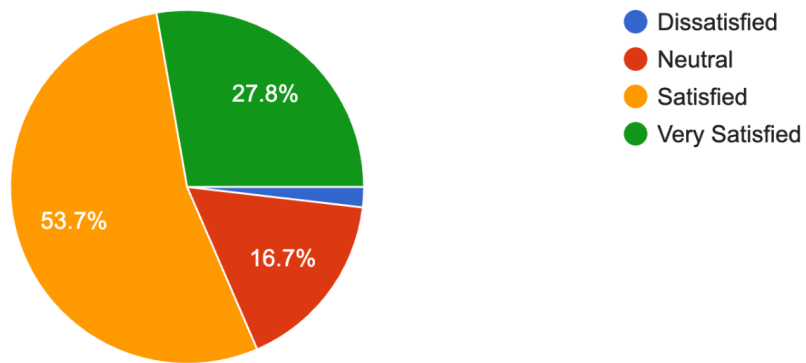
Whova App

53 responses



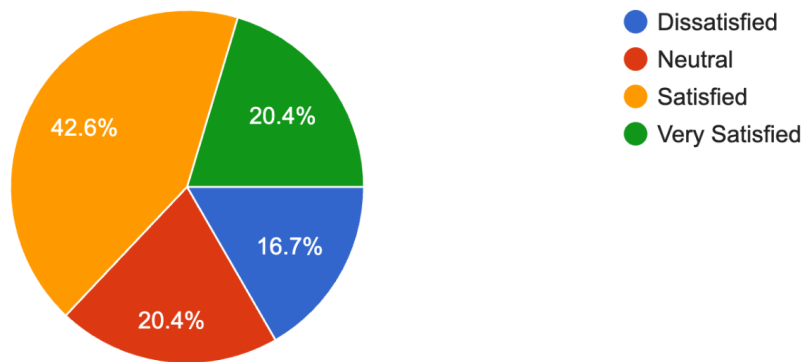
Conference Schedule (Wednesday afternoon to Friday afternoon)

54 responses



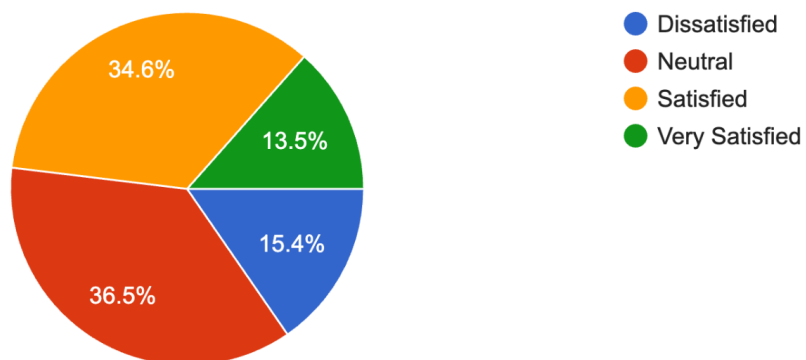
Cheyenne Mountain Resort

54 responses



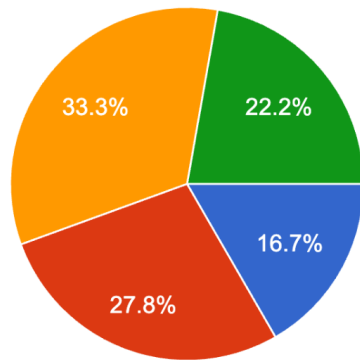
Lodging Options

52 responses



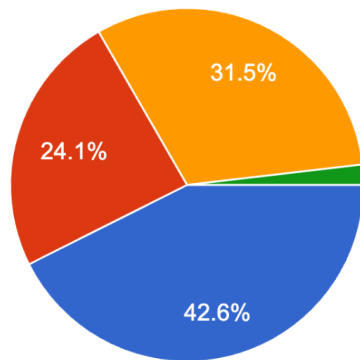
Conference Center Food

54 responses



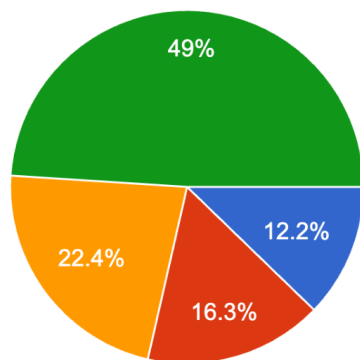
Conference Center Room Setup

54 responses



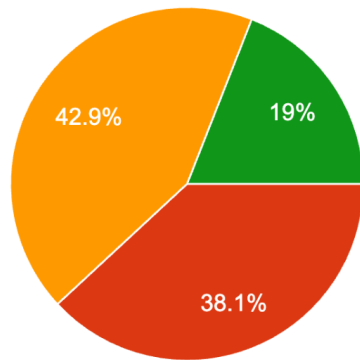
Wednesday Evening Welcome Reception at the Olympic and Paralympic Museum

49 responses



Thursday Morning Awards Ceremony

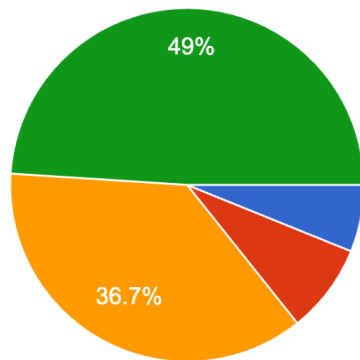
42 responses



- Dissatisfied
- Neutral
- Satisfied
- Very Satisfied

Thursday Morning Keynote Address

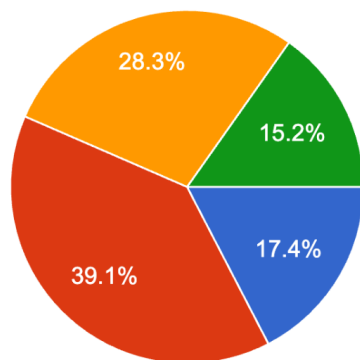
49 responses



- Dissatisfied
- Neutral
- Satisfied
- Very Satisfied

Thursday Evening Happy Hour at the Cheyenne Mountain Resort

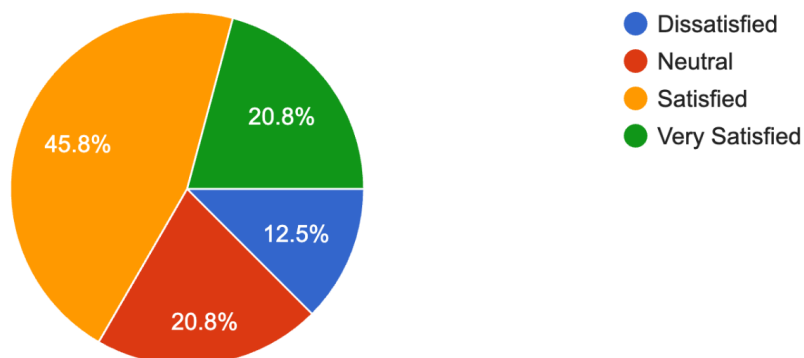
46 responses



- Dissatisfied
- Neutral
- Satisfied
- Very Satisfied

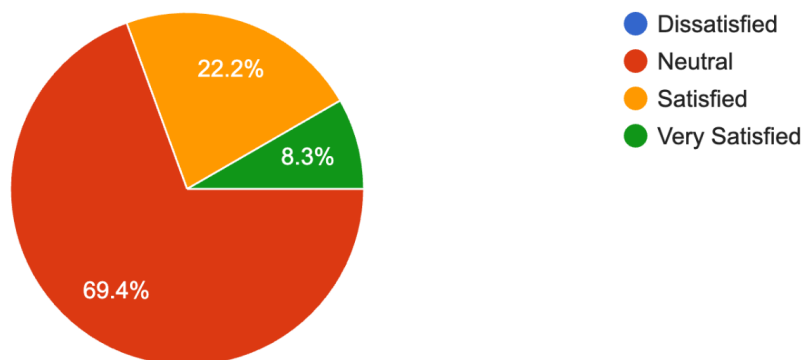
Overall Breakout Session Content

48 responses



Mobile Tours

36 responses



What did you like best:

- Keynote speaker was awesome
- Sonoran Growing Water Smart Sessions
- Beautiful Venue and location - great content and engaged participants. What a big turnout!!
- Networking
- Sessions about updating CO planning legislation
- Networking. The farm/park session.
- I liked having the conference rooms closer together so I could connect with planner friends I hadn't seen in years.
- The location
- I enjoyed the Keynote Speaker and the Olympic Museum Event.
- The content was diverse but also had great depth.
- Great location and mobile tours

- Each presentation I attended was on target with its content and messaging. It was my first Colorado APA conference so I left with a good impression.
- the topics that looked at transportation and the trauma informed design topic.
- Great sessions - pertinent to what I do.
- Crested Butte session, Keynote, AFA tour
- Keynote speaker - Peter Calthorpe
- The content of the sessions and most of the speakers were great! Views from Cheyenne Mountain Resort were lovely.
- conference sessions
- Overall good sessions on housing, redevelopment, and current legislation
- variety of course options
- The welcome reception at the Olympic Museum
- The sessions were great and the welcome event at the museum was awesome
- Model LUC Workshop and Equity Sessions were great.
- Peter Calthorpe was an excellent keynote. It was great to be well fed throughout the conference.
- The variety of topics was good!
- great content and speakers. getting together with planners from across the state is always great!
- Sessions, Lunch
- The session topics were really good, and I appreciated every session I attended - great presentations, fun formats, good content. The keynote speaker was great! The accommodations were beautiful, even if the location was not ideal for this type of conference.
- Variety of breakouts
- The conference overall was a good learning opportunity. The adaptability field trips was excellent!
- Reception at the Olympic Museum was really awesome
- Location and all the meals and seeing old friends
- The views
- Opportunity for networking
- Welcome Reception, Keynote and EPC Trailability Mobile Tour were all great for different reasons.
- Good location, affordable
- Location, Food, Keynote
- Good attendance
- The conference center was easy to navigate.
- Enjoyed Peter Calthorpe.
- The mobile session I attended was great, very informational and something outside of our usual work. The opening reception at the museum was great as well. It was nice to have space to move around without bumping into other people like usual receptions.
- The keynote speaker, mobile tours, and choice of venues for the opening reception were excellent!
- Variety of sessions, Peter Calthorpe keynote

What did you like least:

- lack of seating, lack of bartenders at events, legislative update was terrible
- Many session topics seemed very basic - I would prefer more leading edge options and more opportunities to get equity credits
- Standing room only for several sessions that did not fit in the rooms. No EV parking spaces. No hotel rooms with large insurance conference overlapping and cannibalizing the rooms.
- Lack of breakouts for smaller communities and counties.
- No County track, only Urban planning topics
- Lack of equity, diversity, inclusivity - should we be in diversity communities rather than at resorts?
- I think that I got to sit-down in a total of two sessions. Each session was maxed out and several attendees needed to stand in the back of the room. There were a few really good sessions, but most of the sessions were quite disappointing. It felt like folks just wanting to pat themselves on the back rather than actually talk through how they worked things out or engaged in a new/innovative/admirable planning process. The keynote speaker was mostly pretty good, but seemed somewhat unprepared and mildly interested. There were also several holes in his argument and no time to ask questions. This is two years in a row with unprepared, mediocre keynote speakers. The venue was a nice hotel but it seemed like a weird choice for hosting a planning conference since it was in the middle of a suburban golf course and not walkable to much. It was a disappointment to have to drive to the welcome reception and not have anything in the way of multimodal transportation options.
- It seems every planning conference I've gone to in the last 10 years, there is never enough seating. I was either standing or sitting on the floor unless I ran to the next session. The venue was way too warm most of the time until the last day. I also wanted announcements from the president and the different committees. It's always happened in the past.
- Small ballrooms, not enough seating, session content was mostly repetitive from others
- I was hoping for more rural applicable content, maybe a Rural Track for future years. Also, was missing snacks on Wednesday.
- Not enough seating in breakout sessions; lodging was full; needed more food for dietary restrictions
- If you avoid the week before & week after the federal fiscal year, you may attract more federal planners. It's extremely difficult for us to attend these two weeks due to budget constraints
- I think folks could have been more proactive about carpooling or identifying what public transit trips were possible.
- More space on the mobile tours, they filled up quick.
- the general disorganization of the event. there was a lot of confusion about where breakfast would be.
- The rooms were too small and there were not enough seats.
- too many people in the sessions, not enough seats
- The Thursday lunch hour was a little clunky... there was a session that folks wanted to attend, but if you attended, then you did not have the option for lunch, which was on a different floor. Seemed like there should have been a lunch option for folks who wanted to attend the concurrent lunch session

- off site lodging recommendations - the Double Tree was terrible! Should not have been on the APA recommendation list
- Several sessions I wanted to go to were scheduled concurrently. Overall there was not enough food or snacks. The welcome reception had hardly any food - nothing but cheese and charcuterie and there was no food at all at the Thursday event. Breakfasts were sparse. More snacks at all times please! The session rooms were really hot and crowded. Popular sessions and the plenaries/keynote were standing room only. Very frustrating. And did I mention it was hot? Like we were all sweating and stinky because the AC wasn't on high enough!
- conference breakout sessions rooms seemed small and hot. Nice resort but it's auto oriented to to dinner, reception, lunch, etc.
- Due to the overwhelming attendance, many of the rooms where sessions were held did not have enough seating
- WAY too crowded!!! Skipped several sessions due to no seating space; couldn't see most speakers - would be nice if they stood up for presentation rather than seated; microphones were painfully loud with some speakers - either lower the volume or encourage speakers to hold the microphone at a reasonable distance
- The conference rooms were so full that it was hard to get a seat
- Some of the rooms did not have near enough chairs
- The content of the presentations could be a bit more engaging and less of a report-out format.
- The topic was planning for uncertainty, implying a resiliency theme... yet no sessions on wildfire preparedness? The venue was really nice but seemed to be small for the number of attendees.
- The repetitive format of the sessions, it would have been nice to have more audience engagement.
- Some things were confusing. Finding the Thursday happy hour, for example was confusing. There were announcements and some other updates that could have been made more frequently to help people more clearly know what and where things were happening.
- The center was not a good venue, not big enough
- There did not appear to be any Equity credits available (but maybe they were incorrectly advertised as Ethics instead?). The hotel was not walking distance to anything, and there was no shuttle transportation to/from events, which was inconvenient and encouraged drunk driving. The rooms for the sessions were overcrowded, making it hard to see speakers and content, and it was uncomfortable - especially for people who physically needed the ability to sit. The food situation was confusing, with no communication in advance that there would not be any food on-site on Wednesday and lack of communication about restaurant/bar availability and food options. It made the per diem difficult for us to calculate on expense reports, as well. Overall the venue seemed undersized and not in an ideal location.
- Too many breakouts were geared ONLY for municipalities.
- "happy hours" should include more food (to promote longer networking time) preferably take place onsite. There was no field trip leader and the bus driver had no info - I wouldn't be surprised if someone got left behind!
- some rooms were super packed, had to sit on the floor.
- Rooms were crowded. I think a different room set would have provided more seating

- More diversity of speakers
- The location wasn't convenient to other places in COS or connected via walk/bike/transit; also, some of the breakout rooms were really hot
- Sat on floor in two sessions. Miserable.
- Adding hours for lunch and breakfast to programs would have been helpful or if the venue had restaurant options for between times to fill the gap out of hours. Area visitor guides were provided at registration but suggest the local arrangements committee put together an "insider's guide" with recommendations
- I'm guessing the resort ran out of chairs because if they didn't and there wasn't an effort to seat more people after the first sessions the first day, that would be a bummer. Also would have enjoyed more topics sustainability/public spaces/natural resource planning. The schedule also may have been just a bit tight - there wasn't much room time for networking between talks, and it would have been nice if the social events were more accessible to everyone after each day like the Olympic Museum tour was.
- The size of the conference rooms was too small. I often had to stand in the back during breakouts.
- The venue did not have adequate capacity - there wasn't enough seating at the breakout sessions, and even the keynote had over 50 people standing. Also, not having transportation to the reception where alcohol was being served is unacceptable
- The conference rooms didn't always have enough seating and got really stuffy. Additionally, better communication about what meals would be provided would have been helpful.
- The sustainability. 1) no ev chargers at venue, 2) the amount of plastic water bottles is an issue, 3) walkability... the venue was walkable, but all the other events required driving elsewhere in the Springs.
- Got frustrated with schedule changes. Paper schedules did not coincide with Whova app, went to one session where no speakers showed up and no sign was posted so the thrity of us in the room ended up leaving, went to another session where after we were all seated and waiting, we then had to get up and go to another room one floor down.
- The amount of lodging available seemed limited although it was my fault for waiting so long to book it. Thankfully there was other alternatives close by.
- Car dependent location. Rooms without enough seats for all attendees. Breakout session content was shallow.
- Transportation and logistics for off-site activities and the mobile tours could have been improved. It was difficult to move between the hotel and some of the activities with everything going on. Also, one mobile tour ended up not having a bus back to the hotel from downtown and one was cut short because we were delayed in arriving.
- Many of the session rooms were too small - I had to stand or sit on the floor on 3 occasions. Also when a reception is held off site with alcohol, it would be great if a transportation option is provided.

What would you consider current hot topics that our Chapter should be following, researching, and providing training on or information about?

- I'd like to see you bring back legal sessions with updates on changes in law like we used to have. The legislative update is a joke and simply tells us where to find information rather than providing education. You need to rethink that session.
- Building and transportation electrification, federal funding, Justice 40 initiatives, climate resilience
- water and affordable housing
- Making planning legally binding in CO; addressing CO's serious problems with deferred maintenance of infrastructure, seriously polluted air, water scarcity, climate, inefficient sprawl, lax land use in fire prone areas, severe housing shortages, lack of high-capacity transit, impact fees, locations with shrinking populations
- Land use/transportation connection. Taxing and local government finance. Dig more into nitty gritty land use topics. I don't think that we need to keep spreading our profession so thin across a huge swath of topics. Let's focus in on how we can do good planning well, and how we can support other planners around the state to empower them to do the same.
- Affordable housing strategies, short term rental impacts, changing land use regulations to meet the changing needs of a community and get community buy in on the process, follow the legislative session for bills which impact housing. I know the legislative committee does this, but it would be great to get a monthly update to all members.
- Promoting density. Promoting water conservation.
- Community Building/Engagement, grappling with anti-growth movement
- Decarbonization, mitigating skyrocketing housing costs and addressing the shortfall in housing, and more climate resiliency content.
- how to build low income housing near transit when cheaper land is never near transit
- chat GPT/ AI, autonomous vehicles, EV charging infrastructure
- the intersection of land use and transportation planning, BRT, transit, bicycle and pedestrian safety
- solar/ev, location neutral jobs/businesses and their community impact on small towns
- Getting properties development ready including zoning, subdivision, water/sewer infrastructure to facilitate workforce/affordable housing development
- Updating zoning codes to better address affordable housing. Community development and engagement.
- Equity in planning, regional planning efforts
- Some more focus on intermountain, amenity, or non-front-range/I-70 communities.
- Creative solutions for addressing housing shortages and preparing for increasing impacts stemming from climate change. This conference had many sessions about water conservation but nothing about impacts from natural disasters (flooding, wildfire, extreme weather events, etc).
- Modernizing processes and systems, improving customer experience in development review, better aligning development review to long-range planning, overcoming political barriers to adopting and implementing planning policies/projects/codes, maintaining energy for public service and avoiding burnout, where the planning field is evolving and how academia needs to adapt (in order to create the right workforce for the future).

- Importance of public/private partnerships (i.e. govts need to know there is a bigger picture than just accommodating private sector needs); growing too much too quickly; smart growth, (i.e. govts take a long time to process things, then when housing is available it's sometimes too late or not needed)
- affordable housing for dummies; career paths; funding opportunities short course, demographic and economic updates
- AI
- More on topic for emerging issues would be great such as Colorado GHG policy, TDM planning, and "induced growth" and everything in regulating related to meeting climate change challenges. More in depth thinking and research on emerging affordable housing legislation - what works; what doesn't.
- More sustainability and natural resources
- Increasing density in our city centers, especially for mountain communities.
- Most of the ones you are already aware of - housing, climate, mobility, mass transit
- It would be great to find a way to share how departments are organized in various communities of different sizes. Maybe have conference topics on specific types of applications - special use permits, platting, etc...
- Artificial intelligence (AI) applications, ethics, and best practices in planning

Location for 2026:



APA Colorado Board Agenda Item

Board Meeting Date: 11/17/2023

Subject: 2024 Newsletter Topics

Board Member/Sponsor: Alex Bergeron, Vice President of Communications

Development Plan|Action Program Reference: N/A

Budget/Financial Implications: Yes: No: X

Budget Line Item: _____

Amount Budgeted: _____

Amount Requested: _____

ACTION ITEM: X

INFORMATIONAL ITEM:

Recommendation: Approve

Following discussion, the Outreach and Communications Committee recommends the following topics for the 2024 issues of our Planning Matters publication:

1. Innovation in Planning
 - a. To include an article on small towns being innovative as a function of necessity
2. Open Space
 - a. To include an article on how open space can be both an asset and a liability in the climate change era
3. Interface of Planning and Public Safety
 - a. To include an article in a transportation context
 - b. To include an article on planned experience vs lived experience
4. Affordable Housing
 - a. To include an article on recent/novel strategies to address the issue
5. Giving Back to the Planning Profession
6. Awards



APA Colorado Board Agenda Item

Board Meeting Date: 11/17/2023

Subject: 2024 Board Meeting Dates and Board Retreat Date

Board Member/Sponsor: Abbey Aguirre, Executive Directory

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: Review and provide feedback.



2024 Board Meetings Dates, Locations, and Agenda Items

Board Meetings - at least 6 meetings each calendar year

Executive Committee - at least 6 meetings each calendar year

Date/Type	Location/Events	Notes/Agenda Items
Full Board January 12, 2024 9:00 - 11:00 am	Virtual	Agenda Items: <ul style="list-style-type: none"> • Welcome New Board Members • Approve December Minutes • 2023 Annual Report • 2023 Year-End Financials • Development Plan Update
Executive Committee February 16, 2024 9:00 - 9:30 am	Virtual	Agenda Items: <ul style="list-style-type: none"> • Approve January Minutes • Financials
Full Board March 15, 2024 9:00 - 11:00 am	Virtual	Agenda Items: <ul style="list-style-type: none"> • Approve February Minutes • Financials
Executive Committee April 12, 2024 9:00 - 9:30 am	Virtual	Agenda Items: <ul style="list-style-type: none"> • Approve March Minutes • Financials
Full Board May 17, 2024 9:00 - 11:00 am	Virtual	Agenda Items: <ul style="list-style-type: none"> • Approve April Minutes • Financials

Board Retreat June 14, 21, or 28? 8:00 am - 4:00 pm	In-Person Location TBD	Agenda Items: <ul style="list-style-type: none"> ● Approve May Minutes ● Financials ● Strategic Planning Session ● Development Plan Review ● Awards Committee: Presentation and Board Approval
Executive Committee July 12, 2024 9:00 - 9:30 am	Virtual	Agenda Items: <ul style="list-style-type: none"> ● Approved Board Retreat Minutes ● Financials
Full Board August 16, 2024 9:00 - 11:00 am	Virtual	Agenda Items: <ul style="list-style-type: none"> ● Approve July Minutes ● Financials
Executive Committee September 13, 2024 9:00 - 9:30 am	Virtual	Agenda Items: <ul style="list-style-type: none"> ● Approve August Minutes ● Financials
Executive Committee October 18, 2024 9:00 - 9:30 am	Virtual	Agenda Items: <ul style="list-style-type: none"> ● Approve September Minutes ● Financials
Full Board November 15, 2024 9:00 - 11:00 am	Virtual	Agenda Items: <ul style="list-style-type: none"> ● Approve October Minutes ● Financials ● 2025 Budget Discussion ● Legislative Liaison Annual Review ● 2025 Newsletter Themes ● 2024 Colorado Conference Planning Debrief
Executive Committee December 13, 2024 9:00 - 9:30 am	Virtual	Agenda Items: <ul style="list-style-type: none"> ● Approve November Minutes ● Financials ● 2025 Budget ● 2024 Annual Report ● Results of 2024 Legislative Survey ● 2025 Legislative Agenda



APA Colorado Board Agenda Item

Board Meeting Date: 11/17/2023

Subject: Annual Meeting Travel Stipend for Rural Planners

Board Member/Sponsor: Roshana Floyd and Kris Valdez, Co-Chairs, Healthy Communities Committee

Development Plan|Action Program Reference: N/A

Budget/Financial Implications: Yes No

Budget Line Item: Member Services (?)

Amount Budgeted: \$200

Amount Requested: \$500 additional

ACTION ITEM:

INFORMATIONAL ITEM:

Recommendation:

Following input from Committee members, the Committee intends to revise its meeting format to meet 2x/year virtually, and then 2x/year in person, once in the Denver Metro region and once during the annual conference. In the interests of being more inclusive and accessible, and in recognition of our diverse membership across the state, many from small organizations and/or nonprofits, we would like to offer a lodging stipend for those members who wish to attend the Denver Metro meeting in person.