



## EXECUTIVE COMMITTEE MEETING AGENDA

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**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