



## BOARD MEETING AGENDA

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**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
  - b. Josh pointed out there are a few typos. Abbey will correct them.

*Discussion: none*

*Josh Olhava moved to approve the minutes.*

*Shaída Libhart seconded the motion.*

*Vote: unanimous all in favor.*

3. Chapter Administrator Report - Abbey Aguirre, Executive Director
  - a. 2023 Annual Report content reminder
    - i. Abbey reminded the group of the annual report content deadline of December 1st. For photos, Abbey will create a folder and email out the link. Alternatively, the photos can be emailed to Abbey.
  - b. 2023 Budget Update - Josh Olhava, Treasurer
    - i. Josh shared that in general, we are tracking well. Mid-year is when we start to look at the numbers, as the conference is the item that leads to the most changes. Year to date, we are tracking ahead of budget, which helps lead the discussion to other things we can provide for members to add value. Pending items include the money due from the Transportation Symposium and the money paid to the lobbyist. Membership dues are tracking with years past.

*Discussion: none*

*Shaída Libhart moved to approve the budget.*

*Erin Fosdick seconded the motion.*

*Vote: unanimous all in favor.*

4. 2024 Budget Discussion - Josh Olhava, Treasurer
  - a. Josh provided an overview of the budget draft including sponsorship levels and conference registration fees.
  - b. Josh suggested that the revenue for area representatives and committees are removed, as we never receive this. Instead, the chapter can focus on income from webinars and events that add value to members. Alex said he never thought there would be income from committees. Josh said it was originally from a sponsorship approach. Mark Truckey agrees and

- suggests we eliminate this income. Mark also agrees with the other proposed revisions, including the conference registration increase.
- c. Alex: questioned what the APA Ohio line item is. Abbey explained this is for the webinars hosted by APA Ohio. Josh added that these webinars are a huge benefit for members. Erin Fosdick agrees this is a value for members.
  - d. Alex suggested we consider a larger space for conferences based on the conference feedback. Josh agrees.

*Discussion: none*

*Mark Truckey moved to approve the 2024 budget draft with the proposed changes.*

*Julia Puester seconded the motion.*

*Vote: unanimous all in favor.*

5. 2023 Colorado Planning Conference debrief - Abbey Aguirre, Executive Director
  - a. Abbey provided an overview of the conference survey results.
  - b. Morgan added that although it was not a reflection of us, the technology at the conference was confusing and caused presenters to panic to get everything set up. In the future, more guidance could be provided to make it clear for presenters.
  - c. Morgan also shared that although it's great the conference is growing every year, she doesn't love Keystone as a location. Maybe we could start looking now for a venue that can accommodate our group. Keystone as a ski town doesn't have much close to the venue, so the group has to drive to get to anything. We could potentially consider different universities across the state.
  - d. Mark added that sustainability is a high priority and goal of most planners, but there was no recycling at the venue which was disappointing. This should be part of the research for future venues.
  - e. Erin noticed in the survey results that the breakout rooms were overfull. She suggested that we remove tables so that more chairs are available. Erin also suggested that we could ask people to pre-register for sessions. Additionally, more announcements around logistics, potentially every morning, to keep attendees informed. We could also have a hot topic list from members to use for the call for sessions, newsletters, etc.
  - f. Erin shared that doing multiple conferences makes her nervous because of the time that goes into the call for sessions and reviewing and selecting sessions. Abbey added that instead of additional conferences, the chapter could offer online webinars instead. Josh agreed and added that we could partner with other companies to really add value and education for members.
  - g. Andrew Bowen shared that APA Colorado hasn't done a joint conference with Western Planner since the 80s, although Utah does. Western Planner is interested in partnering again.

- h. Abbey will add to the Board Agenda in early 2024 for the group to discuss strategies and partnerships and who's in charge of reaching out and partnering with others.
- 6. Legislative Liaison Annual Review - Shaida Libhart, Legislative Affairs Representative
  - a. Shaida described that the document includes what we ask of Sol and Stephanie, including a proposed update to the scope of work. Sol has been doing a good job for APA Colorado; we are getting requests more than ever from legislatures and other organizations during session to provide input on proposed bills, to have meetings, and to provide thoughts on how it interfaces with planning. This leads to raising the level of recognition planners plan in communities and that planners are a resource in legislation. Sol also participates in discussions with APA National.
  - b. Shaida outlined the proposed increase and added that she thinks this amount is worth what Sol provides.

*Discussion: none*

*Erin Fosdick moved to approve the increase and scope of work.*

*Mark Truckey seconded the motion.*

*Vote: unanimous all in favor.*

- 7. 2024 Newsletter Themes - Alex Bergeron, VP of Communications
  - a. Alex provided an overview of proposed newsletter topics for 2024.

*Discussion: none*

*Erin Fosdick moved to approve the proposed topics.*

*Shaida Libhart seconded the motion.*

*Vote: unanimous all in favor.*

- 8. 2024 Board Meeting Dates and Board Retreat Date - Abbey Aguirre
  - a. Abbey provided proposed dates for the 2024 Board Meetings.
  - b. Morgan shared that she prefers the day/time we have now because a lot of offices don't set meetings for Fridays.
  - c. Josh suggested the Board Retreat and Strategic planning discussion be planned for earlier in the year, potentially February or March.
  - d. Erin agreed and suggested March.
  - e. Morgan agreed and added that we could talk about the conference and have a clear expectation of what the group is coming together to achieve.
  - f. Alex suggested we should avoid meeting dates on holiday weekends to give people time to themselves.
  - g. Mark agreed that an earlier board retreat is a good idea.
- 9. Annual Meeting Travel Stipend for Rural Planners - Roshana Floyd and Kris Valdez, Co-Chairs, Healthy Communities Committee
  - a. Roshana outlined the proposal that the group is asking for additional funding for the Healthy Communities committee. There has been a struggle for online meeting attendance and requests for meetings in person. In order to provide equitable options, they want to consider

costs so most members can attend. In 2024, the plan is to have some online meetings but to start meeting in person, as well. To do this, they want to provide some budgetary relief for members who want to drive in from remote locations for these meetings.

- b. Kris reiterated that it's a small but mighty group. The conversations they have are wonderful, but people really want to meet in person but don't necessarily have the financial resources to do so.
  - c. Josh added that HCC is one of the poster child communities as they do a lot. He loves what they do and their effort. The budget was set up for member events and activities. Providing money for travel stipends can be a slippery slope. Josh shared that this could lead to additional requests and growing out of control quickly.
  - d. Roshana asked if it would be helpful if this proposal was reframed to include an application and requirements, almost like a scholarship. Josh said yes, that would be helpful.
  - e. Erin agreed that she has similar concerns as Josh. This could potentially set a precedent that results in other committees/area reps/members wanting the same access to travel stipends, resulting in a larger budget line item.
  - f. Roshana agreed and suggested that if they changed this to a scholarship format, this could be a chapter-wide resource.
10. Other Business
- a. Ethan is planning an event for MURP graduates to help them take the AICP exam. He would like to plan a study session or other resource to help students prepare. Erin let Ethan know she can share the materials from the training she provides. Zach added that the EPP group would love to help. Carrie added that she can help, too.
  - b. Andrew shared that he is looking at ways to partner with Western Planning more in the future. Particularly, he is looking for articles.

11. Adjourn

*Erin Fosdick moved to adjourn the meeting at 11:00 am.*

*Alex Bergeron seconded the motion.*

*Vote: unanimous all in favor. The meeting was adjourned at 11:00 am.*

**Next Meeting:**

Executive Committee Meeting

December 8, 2023

9:00 - 9:30 am

**Future Agenda Items:**

**Action Items:**

Joni Marsh

9:14 AM

Totally agree with that Josh.

**Erin Fosdick**

**9:21 AM**

**I like increasing the amount for scholarships!**

**That's a huge resource for our members.**

**Erin Fosdick**

**9:24 AM**

**Great job putting this together!**

**Jonathan Malpica**

**9:33 AM**

**That's pretty typical in Colorado Springs.**

**Sadly ^**

**Carrie Makarewicz**

**9:34 AM**

**While I like the idea of partnering with a university somewhere else in the state, all universities are tight on space, especially during the week. It's worth asking, but I don't think we would be able to find a university that has the ability to accommodate our size. Maybe there's a location where we can find multiple clustered venues within walking distance, though I know that's not ideal either (TRB in D.C. used to be in 4 hotels, and that was a struggle).**

**Shaida Libhart**

**9:35 AM**

**yes!! freaks me out**

**Jonathan Malpica**

**9:36 AM**

**Are there examples of other state APA chapters who do multiple conferences?**

**Erin Fosdick**

**9:37 AM**

**I think Utah does a couple conferences. I know there are a few states that do two.**

**Jonathan Malpica**

9:37 AM

Thanks, Erin!

James Dickhoff

9:37 AM

Yes, one conference a year and more online training and networking sessions throughout the year.

The Ohio APA webinar series are great.

Katelynn Morgenstern

9:40 AM

How strong is the dislike of having the conference in 1 place year over year? In NJ, the state planning conference happens in the same city, at the same venue, year over year and in my opinion it works well because the space serves everyone it needs to comfortably.

Shaída Libhart

9:41 AM

Dislike from my end.

Alex Bergeron

9:41 AM

I kind of think having a variety of host venues is exciting, and provides a nice 'tour' of our varied state over time, but confronting the size issue may cause that to diminish some at any rate so maybe a moot point.

James Dickhoff

9:42 AM

I like the variety of different venues.

Jonathan Malpica

9:43 AM

Here in beautiful Colorado, despite the logistical issues of changing venues every year, I like seeing new places in the state.

Carrie Makarewicz

9:43 AM

I like the idea of a focused themed conference with fewer competing sessions so that we can have more venue options--if fewer meeting spaces/breakout rooms makes that possible. This would be coupled with webinars, partnering with others, etc.

Jonathan Malpica

9:48 AM

I agree!

Morgan Hester

9:48 AM

feel better, Shaida!

Jonathan Malpica

9:51 AM

Get well soon, Shaida.

Erin Fosdick

9:51 AM

Maybe also include homelessness with the public safety focus

Carrie Makarewicz

9:54 AM

I can make it work, but I have 3 other meetings I'm missing right now because everyone assumes no one has Friday meetings.

Alex Bergeron

9:54 AM

A paradox, there Carrie! Thanks for joining today.

Jonathan Malpica

9:54 AM

Maybe at a ski resort!

Shaida Libhart

10:06 AM

I struggle with this in the same way as Josh. I wonder if it could be open to people traveling for any committee?

**Britt Palmberg**

10:06 AM

I share the same concerns.

**Mark Truckey**

10:06 AM

I agree with Josh

**Jonathan Malpica**

10:15 AM

Ethan, EPP would like to support this effort as well. As someone who took the exam after graduating and also went to the APA-CO exam prep sessions, I highly recommend attending! Also, perhaps a study guide tool and a support network. This can be broader, if you're amenable, to include non students who want to take the exam.

**Josh Olhava**

10:16 AM

Study groups is a great way as well. Utilizing the resources from EPP and PDC

**Erin Fosdick**

10:17 AM

I was wondering who Nate was...

**Ethan Greene**

10:17 AM

my email is: [ethan.greene@ucdenver.edu](mailto:ethan.greene@ucdenver.edu)

**Johnny and Nate**

10:18 AM

<3

**Josh Olhava**

10:18 AM



**I need to sign off. I vote aye on any motion to adjourn :) and appreciate you all for your efforts. Have a Happy Thanksgiving!**

**You**

**10:18 AM**

**Ethan - I just emailed you the list of board contacts, as well!**

**Ethan Greene**

**10:18 AM**

**Thanks!**

**Jonathan Malpica**

**10:19 AM**

**I have an unofficial list of resources too.**

**For sure, Erin!**

**Shaida Libhart**

**10:19 AM**

**planetizen has like a million practice exams so if someone has access to that, those could be very helpful.**

**Morgan Hester**

**10:20 AM**

**That's what we're hoping to pull from, Shaida! I have a TON of those practice exams and it's just a matter of Erin and I finding the time to update - ha!**

**Carrie Makarewicz**

**10:20 AM**

**Good to know Shaida - I think I had access at some point. I'll check on Planetizen**

**Jonathan Malpica**

**10:20 AM**

**I wont say if I do or do not have some of the Planetizen exams since those require payment**

**Shaida Libhart**

10:22 AM

they definitely upped their price for aicip materials since i took the exam eons ago. Am also curious to see if the materials are being updated in conjunction with the update of the exam. i have an employee taking the exam monday so i can see what materials he has used too if helpful for updating.

yes

Joni Marsh

10:22 AM

You are correct Erin- it seems like they would have sent an update by now.

Shaida Libhart

10:23 AM

I keep getting emails to remember to report the credits with the deadline.

Shaida Libhart

10:24 AM

erin, what is your new email?

Ethan Greene

10:24 AM

YAY!!

Jonathan Malpica

10:24 AM

Congratulations!

Erin Fosdick

10:24 AM

erin@longmont.org

Johnny and Nate

10:26 AM

Thanks Team!

