



Board Meeting Agenda

January 12, 2024
Google Meet
9:00 - 11:00 am

1. Opening Remarks - Maureen Paz de Araujo, President
2. Consent Agenda
 - a. Approve minutes from December 8, 2023 Executive Committee Meeting - Abbey Aguirre, Executive Director
3. Chapter Administrator Report - Abbey Aguirre, Executive Director
 - a. 2024 Sponsorships are available
 - b. Board Members page updates can be sent to Abbey
 - c. 2023 Annual Report
 - d. Q1 Membership Dues
 - e. 2024 Colorado Planning Conference - Abbey Aguirre, Executive Director
4. Financial Update - Josh Olhava, Treasurer
 - a. 2023 Budget
 - b. 2024 Budget
5. Legislative Priorities - Shaida Libhart, Legislative Affairs Representative
6. Adjourn

Next Meeting:

February 9, 2024 | 9:00 - 9:30 am | Executive Committee
March 8, 2024 | 8:30 am - 4:00 pm | Full Board Retreat

Future Agenda Items:

Action Items:



APA Colorado APA Colorado Board Meeting Agenda Item

Board Meeting Date: January 12, 2023

Subject: Minutes from December 8, 2023 Executive Committee Meeting

Board Member/Sponsor: Abbey Aguirre, Executive Director

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

Budget/Financial Implications: Yes No

Budget Line Item: _____

Amount Budgeted: _____

Amount Requested: _____

ACTION ITEM: x

INFORMATIONAL ITEM:

Recommendation: Approve minutes from December 8, 2023 Executive Committee Meeting.

Please see the meeting minutes attached.



EXECUTIVE COMMITTEE MEETING AGENDA

December 8, 2023

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

Attendance: Maureen Paz de Araujo, Joni Marsh, Erin Fosdick, Shaida Libhart, Josh Olhava, Alex Bergeron, Julia Puester, Susan Wood, Emily Pasi, Shelia Booth

1. Opening Remarks - Maureen Paz de Araujo, President
2. Targeted campaign for housing and zoning reform - Shaida Libhart and Emily Pasi
 - a. Emily Pasi, Senior Public Affairs Manager at APA National, told the Executive Committee she wants to partner with APA Colorado in early 2024 to extend and build upon the voice of planners and influence the profession through the “It Takes A Planner” initiative. This would provide message training and education to planners through flyers and activation events.
 - b. APA Colorado would be involved in the activation event side of things including hosting one of three events in Colorado, tying that event to the work that the Legislative Committee is doing. The goal would be to raise awareness with legislators and policymakers about what planners do. APA National would be the decision makers and cover all of the costs but would look to the chapter as a resource.
 - c. Shaida added that she wants to make sure the chapter is on board with the housing reform initiative. Alex said that overall this sounds good, but would look to have specific details on what this looks like.
 - d. Emily responded that she would start planning soon with a small group from Colorado and a media partner. The media partner would make sure we’re getting to the right audience to put planners and policymakers on the same stage at the same time. There would be training and education to planners so they can confidently speak to policymakers.
 - e. Erin mentioned this would be a good opportunity to elevate the Legislative Committee’s work, making sure it’s valuable to all members, including local government workers who can have a hard time balancing their planning opinions and town/Board opinions. Additionally, she asked if CM would be incorporated.
 - f. Josh added that we have heard from communities across the state that there is a separation between what the state is trying to do, and what local areas are trying to do.
 - g. Emily clarified that the message is pro-housing and pro-reform.
 - h. Shaida added that CML lost almost all of their staff, putting them in an interesting position. We can build relationships with new people and fresh perspectives. Additionally, we are working to get the CML Section Chair

integrated into the Legislative Committee. Overall, it sounds like there is interest and no hard disagreements on the positions that would be taken.

3. Consent Agenda

- a. Abbey presented the minutes from the November 17, 2023 Board Meeting.
- b. Alex pointed out there is one typo (Utah and communities instead of committees).

Discussion: none

Josh Olhava moved to approve the budget.

Alex Bergeron seconded the motion.

Vote: unanimous all in favor.

4. APA Proposed Bylaw Amendments - Susan Wood

- a. Susan presented the proposed bylaw amendments from APA National. The biggest concerns are that the new bylaws eliminate electoral regions and un-contested candidates. Voter turnout has not been large historically, so whatever gets on the slate would get in. Additionally, these remove the development plan and put nothing in its place. This moves the organization from a member-driven to a staff/executive-level driven organization. The major request we want to propose is to slow down this process, as this is moving quickly.
- b. Shaída added that there is a desire to have a better continuous pipeline of leadership in APA, including under-represented areas and people. But, she is unclear on how these changes would lead to this outcome. The control aspect these amendments would lead to is most concerning.
- c. Alex agreed there seems to be a consolidation of power at the national level. He added that it is also concerning that there are no clear guidelines for the expulsion of a member.
- d. Shelia added that it seems to be getting “clique-y” which narrows the scope of getting in and making a difference if you want to.
- e. Joni added that she attended the webinar, and there were mentions of the same comments, including that it felt unwelcoming.
- f. Susan added that members and the board the members elect should be the driving factor and then the staff moves these things forward.
- g. Abbey is going to send out a proposed letter and once approved, send it to APA National from the chapter.

5. Treasurer Position - Abbey Aguirre

- a. Abbey explained that Josh was willing to sit in both seats, but would like to have someone shadow who is interested in running for the treasurer seat.
- b. Shaída mentioned she would be interested but the Legislative seat also keeps her busy.

6. Award Category Changes for 2024 - Julia Puester, VP External Affairs and Awards Committee Co-Chair, and Daniel Murray, Awards Committee Co-Chair

- a. Julia presented the changes including altering our awards categories to the national awards categories. This is a total of eight categories.
- b. Alex likes the change and mentioned this could potentially make the awards more competitive.
- c. Josh agreed and added there could be ranges within the categories (such as small community vs large community) to provide more balance.
- d. Julia responded that we typically do recognize both, but we could split it up in the application process and add this to the application descriptions.
- e. Maureen agreed that she likes this approach.

Discussion: none

Maureen Paz de Araujo moved to approve the budget.

Josh Olhava seconded the motion.

Vote: unanimous all in favor.

7. Other Business

- a. Alex mentioned that NPC is in Denver in 2025 and we should get these plans on our radar.
- b. Shaída responded that we would have a booth at NPC 2024 to promote 2025 and to start thinking about what we want to have there .

8. Adjourn

Discussion: none

Shaída Libart moved to approve the budget.

Alex Bergeron seconded the motion.

The meeting was adjourned at 10:05 am.

Future Agenda Items:

Action Items:

- Abbey to provide an email to ask for collective thoughts on Emily's proposal
- Abbey to send Susan's draft out for feedback
- Abbey to send ask for members interested in Treasurer seat

Emily Pasi

9:17 AM

Additional background on this effort:

<https://planning.org/blog/9267967/it-takes-a-planner-communicating-your-value-to-policymakers/>

Joni Marsh

9:30 AM

That is why we have a section chair at CML- let's get that linked up!

Erin Fosdick

9:32 AM

@Alex, I think this is the type of conversation we would want to have as part of our retreat.

Alex Bergeron

9:32 AM

I agree.

Susan wood

9:58 AM

If you haven't seen it, look at Denver and the West in last Sunday's Post. There is an article on Silverton's planning process/comp plan that really compliments planning and those who led the comp plan process. APA Colorado gave this effort an award in the last cycle. I think this is very cool.

Erin Fosdick

9:59 AM

I have to drop for another call. have a great day everyone.

Josh Olhava

10:03 AM

I have to jump off. Abbey, let's chat offline on the Treasurer next steps for 2024.

APA Colorado APA Colorado Board Meeting Agenda Item

Board Meeting Date: January 12, 2023

Subject: Chapter Administrative Report

Board Member/Sponsor: Abbey Aguirre, Executive Director

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: x

Recommendation:

2024 Sponsorships:

- Abbey to create a spreadsheet of past sponsors. Please reach out to any you have a relationship with to ask them to sponsor again in 2024 and add your comments to the spreadsheet.

Board Members Webpage

- If you have any updates to your Board Member bio or headshot, please send them to Abbey at admin@apacolorado.org.

2023 Annual Report

Missing Items Include (I apologize if I missed your content - please resend):

- EDI Committee
- Great Places Committee
- Membership Committee
- OCC Committee
- Sustainability Committee
- Youth In Planning Committee
- Central Mountain Area
- South Central Area

The President's Message and Financial Report are in progress now that the year has wrapped up.

Quarter 1 Chapter Dues Summary:



APA Colorado APA Colorado Board Meeting Agenda Item

Chapter Dues Summary

Chapter Dues Collected this Period

10/1/2023 thru 12/31/2023

CHAPTER	MEMBER TYPE	TRANSACTION COUNT	DUES COLLECTED
<u>CHAPT/CO</u>			
	RET	1	\$3.00
	MEM	358	\$29443.28
	FCLTS	9	\$225.00
		Total Dues Collected:	\$29,671.28
		Total Member Counts as of:	1380
		12/31/2023	
Adjustments to Dues Collected			
CPC Assessment (Q1/Q3): <i>0.49 per member</i>		1380 x \$0.49	\$676.20
Bank Processing Fee (3% of dues)			\$890.14
Administrative Fee (\$2.92)		368 x \$2.92	\$1074.56
		Net Dues:	\$27,030.38

2024 Colorado Planning Conference Update: Local Host Committee

- Has met twice.
- Brainstormed mobile tour ideas, welcome reception locations, social events, and conference themes.

Conference Planning Committee

- Abbey to send an invite to the first meeting by January 15, 2024

Timeline

February 1, 2024 - Call for Sessions Opens
 March 15, 2024 - Call for Sessions Closes
 March 15 to April 30, 2024 - Session Proposals Reviewed
 May - Sessions Awarded
 May - Session Times Assigned
 June - Preliminary Conference Program published
 June 15, 2024 - Early Bird Registration Opens
 July 15, 2024 - Early Bird Pricing Ends
 August 31, 2024 - Registration Closes



APA Colorado APA Colorado Board Meeting Agenda Item

Registration Rates

2024 Anticipated Registration	2023 Cost	2024 Cost	Difference	Anticipate d	Anticipate d Funds
Registration - Early Bird Rates June 15 to July 15, 2024					
Full - APA member	\$325	\$400	\$75	150	\$60,000
Full - Non-Member	\$425	\$500	\$75	20	\$10,000
Full - Planning Commissioner	\$300	\$350	\$50	25	\$8,750
Full - Student	\$100	\$125	\$25	40	\$5,000
One Day - APA Member	\$185	\$200	\$15	15	\$3,000
One Day - Non-Member	\$215	\$250	\$35	15	\$3,750
Registration - Regular Rates July 16 to August 31, 2024					
Full - APA member	\$380	\$450	\$70	120	\$54,000
Full - Non-Member	\$480	\$550	\$70	20	\$11,000
Full - Planning Commissioner	\$355	\$375	\$20	15	\$5,625
Full - Student	\$100	\$125	\$25		\$0
One Day - APA Member	\$230	\$250	\$20	15	\$3,750
One Day - Non-Member	\$260	\$300	\$40	15	\$4,500
Registration - Late Rates September 1 to 30, 2024 *if space is available only, not guaranteed*					
Full - APA Member	\$415	\$475	\$60		\$0
Full - Non-Member	\$515	\$575	\$60		\$0
Full - Planning Commissioner	\$390	\$400	\$10		\$0
Full - Student	\$100	\$125	\$25		\$0
One Day - APA Member	\$285	\$250	-\$35		\$0



APA Colorado APA Colorado Board Meeting Agenda Item

One Day - Non-Member	\$315	\$350	\$35		\$0
Awards Ceremony Only					
Awards Ceremony Only	\$50	\$75	-\$25	5	\$375
Mobile Tours					
Registration	\$20	\$25	-\$5	80	\$2,000
TOTAL				450	\$171,750

APA Colorado APA Colorado Board Meeting Agenda Item

Board Meeting Date: January 12, 2023

Subject: 2023 Budget Review

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: x

INFORMATIONAL ITEM:

Recommendation: Approve 2023 Budget.

Income - will beat budgeted income by \$9,583.15

Pending Items:

- \$4,305.52 from Transportation Symposium

Notes:

- Over budget in membership dues
- Over budget in sponsorships
- Under budget in scholarship money from the Transportation Symposium
- Under budget in area reps and committees (removed for 2024 budget)
- Over budget in conference registration

Expenses - will be over budget by \$8,446.86

Pending Items:

- Lobbyist's checks for Q3 and Q4 totalling \$14,158.72

Notes:

- Over budget in board expenses from board retreat, but under budget in travel, leading to admin expenses being under budget overall
- Under budget in NPC reception since split with other chapters
- Committee expenses are under budget
- Legislative expenses will be in line with budget once Sol cashes his checks (Abbey followed up with him 1/8/2024)
- CPC over budget overall
 - Largest contributors are food and beverage from Awards Breakfast and receptions, and future conference fees not budgeted for.

APA Colorado Use
Profit & Loss Budget vs. Actual
January through December 2023

	Jan - Dec 23	Budget
Income		
Administration Income		
Interest	28.60	15.00
Law Book Sales	262.77	2,000.00
Marketing Swag Income	0.00	150.00
Membership Dues		
APA Membership	72,019.96	68,000.00
Chapter Only Membership	928.71	2,500.00
Total Membership Dues	72,948.67	70,500.00
Sponsorships	49,936.55	40,000.00
Administration Income - Other	1,191.34	
Total Administration Income	124,367.93	112,665.00
Advertising		
Web Jobs Consultant Directory	1,281.14	1,500.00
Total Advertising	1,281.14	1,500.00
Education		
Scholarship	44.68	1,500.00
Total Education	44.68	1,500.00
Events		
Area Representatives		
Central Mountain	0.00	200.00
Denver Metro	0.00	200.00
North Central	0.00	200.00
Northwest	0.00	200.00
South Central	0.00	200.00
Southwest	0.00	200.00
Total Area Representatives	0.00	1,200.00
Chapter Events		
National Reception	0.00	2,500.00
Statewide Chapter Events	0.00	2,000.00
Transportation Symposium	-4,305.52	
Total Chapter Events	-4,305.52	4,500.00
Committees		
Awards Committee	0.00	200.00
EDI Committee	0.00	200.00
EPP Committee	0.00	200.00
FAICP Advisory Committee	0.00	200.00
Great Places Committee	0.00	200.00
Healthy Communities Committee	0.00	200.00
Legislative Committee	823.04	200.00
Membership Committee	0.00	200.00
OCC Committee	0.00	200.00
PDC Committee	0.00	200.00
Sustainability Committee	0.00	200.00
Youth in Planning Committee	0.00	200.00
Total Committees	823.04	2,400.00
Total Events	-3,482.48	8,100.00
State Planning Conference		
Registration Income	158,831.36	152,000.00
Total State Planning Conference	158,831.36	152,000.00
Total Income	281,042.63	275,765.00

APA Colorado Use
Profit & Loss Budget vs. Actual
January through December 2023

Expense	Jan - Dec 23	Budget
Administration Expense		
Bank Service Charges	35.21	500.00
Board Expenses	4,552.28	1,750.00
Insurance	2,218.00	1,800.00
Membership Dues	0.00	395.00
Office Supplies	592.12	450.00
Phone & Other	341.75	540.00
Postage & PO Box	156.60	250.00
Printing/Marketing Materials	62.20	800.00
Registration Fees	200.00	3,050.00
Software	2,693.63	1,500.00
Tax Accounting	0.00	3,000.00
Travel	7,229.83	10,500.00
Total Administration Expense	18,081.62	24,535.00
Education Expenses		
Provider Fees	150.00	1,405.00
Scholarships	0.00	1,500.00
Staff Development	0.00	125.00
Total Education Expenses	150.00	3,030.00
Event Expenses		
Chapter Event Expenses		
NPC Reception	1,000.00	3,500.00
Statewide Chapter Events	0.00	1,000.00
Transportation Symposium Exens	-1,899.59	
Total Chapter Event Expenses	-899.59	4,500.00
Committee Expenses		
APAS Expenses	0.00	250.00
Award Committee Expenses	935.75	250.00
EDI Committee Expenses	0.00	250.00
EPP Committee Expenses	0.00	250.00
FAICP Advisory Committee Exens	0.00	250.00
Great Places Committee Expenses	0.00	250.00
Healthy Communities Committee E	0.00	250.00
Legislative Committee Expenses	984.79	250.00
Membership Committee Expenses	0.00	250.00
OCC Committee Expenses	0.00	250.00
PDC Committee Expenses	0.00	250.00
Sustainabilty Committee Expense	0.00	250.00
Youth in Planning Committee Exp	0.00	250.00
Total Committee Expenses	1,920.54	3,250.00
Total Event Expenses	1,020.95	7,750.00
Legislative Expenses		
Lobbying	14,158.72	7,200.00
Research	0.00	21,500.00
Total Legislative Expenses	14,158.72	28,700.00
Member Services		
Alliance Groups	0.00	2,500.00
Awards	0.00	1,000.00
Total Member Services	0.00	3,500.00

APA Colorado Use
Profit & Loss Budget vs. Actual
 January through December 2023

	Jan - Dec 23	Budget
Personnel		
Admin Salary	50,583.35	48,000.00
Intern	0.00	1,000.00
Payroll Taxes	0.00	4,500.00
Retirement	0.00	2,000.00
Workers Comp	137.54	250.00
	50,720.89	55,750.00
State Conference Expenses		
AV WiFi App	9,179.00	35,000.00
Food & Beverage	138,785.60	80,000.00
Future Conference	8,400.00	1,500.00
Mobile Tours	2,468.41	400.00
Printing Logo	1,118.95	1,000.00
Receptions	22,069.00	25,000.00
Speakers Keynotes	0.00	5,000.00
Supplies	0.00	700.00
	182,020.96	148,600.00
Total Expense	266,153.14	271,865.00
Net Income	14,889.49	3,900.00

APA Colorado Use
Profit & Loss Budget vs. Actual
 January through December 2023

	\$ Over Budget	% of Budget
Income		
Administration Income		
Interest	13.60	190.7%
Law Book Sales	-1,737.23	13.1%
Marketing Swag Income	-150.00	0.0%
Membership Dues		
APA Membership	4,019.96	105.9%
Chapter Only Membership	-1,571.29	37.1%
Total Membership Dues	2,448.67	103.5%
Sponsorships	9,936.55	124.8%
Administration Income - Other		
Total Administration Income	11,702.93	110.4%
Advertising		
Web Jobs Consultant Directory	-218.86	85.4%
Total Advertising	-218.86	85.4%
Education		
Scholarship	-1,455.32	3.0%
Total Education	-1,455.32	3.0%
Events		
Area Representatives		
Central Mountain	-200.00	0.0%
Denver Metro	-200.00	0.0%
North Central	-200.00	0.0%
Northwest	-200.00	0.0%
South Central	-200.00	0.0%
Southwest	-200.00	0.0%
Total Area Representatives	-1,200.00	0.0%
Chapter Events		
National Reception	-2,500.00	0.0%
Statewide Chapter Events	-2,000.00	0.0%
Transportation Symposium		
Total Chapter Events	-8,805.52	-95.7%
Committees		
Awards Committee	-200.00	0.0%
EDI Committee	-200.00	0.0%
EPP Committee	-200.00	0.0%
FAICP Advisory Committee	-200.00	0.0%
Great Places Committee	-200.00	0.0%
Healthy Communities Committee	-200.00	0.0%
Legislative Committee	623.04	411.5%
Membership Committee	-200.00	0.0%
OCC Committee	-200.00	0.0%
PDC Committee	-200.00	0.0%
Sustainability Committee	-200.00	0.0%
Youth in Planning Committee	-200.00	0.0%
Total Committees	-1,576.96	34.3%
Total Events	-11,582.48	-43.0%
State Planning Conference		
Registration Income	6,831.36	104.5%
Total State Planning Conference	6,831.36	104.5%
Total Income	5,277.63	101.9%

APA Colorado Use
Profit & Loss Budget vs. Actual
January through December 2023

Expense	\$ Over Budget	% of Budget
Administration Expense		
Bank Service Charges	-464.79	7.0%
Board Expenses	2,802.28	260.1%
Insurance	418.00	123.2%
Membership Dues	-395.00	0.0%
Office Supplies	142.12	131.6%
Phone & Other	-198.25	63.3%
Postage & PO Box	-93.40	62.6%
Printing/Marketing Materials	-737.80	7.8%
Registration Fees	-2,850.00	6.6%
Software	1,193.63	179.6%
Tax Accounting	-3,000.00	0.0%
Travel	-3,270.17	68.9%
Total Administration Expense	-6,453.38	73.7%
Education Expenses		
Provider Fees	-1,255.00	10.7%
Scholarships	-1,500.00	0.0%
Staff Development	-125.00	0.0%
Total Education Expenses	-2,880.00	5.0%
Event Expenses		
Chapter Event Expenses		
NPC Reception	-2,500.00	28.6%
Statewide Chapter Events	-1,000.00	0.0%
Transportation Symposium Expenses		
Total Chapter Event Expenses	-5,399.59	-20.0%
Committee Expenses		
APAS Expenses	-250.00	0.0%
Award Committee Expenses	685.75	374.3%
EDI Committee Expenses	-250.00	0.0%
EPP Committee Expenses	-250.00	0.0%
FAICP Advisory Committee Expenses	-250.00	0.0%
Great Places Committee Expenses	-250.00	0.0%
Healthy Communities Committee E	-250.00	0.0%
Legislative Committee Expenses	734.79	393.9%
Membership Committee Expenses	-250.00	0.0%
OCC Committee Expenses	-250.00	0.0%
PDC Committee Expenses	-250.00	0.0%
Sustainability Committee Expense	-250.00	0.0%
Youth in Planning Committee Exp	-250.00	0.0%
Total Committee Expenses	-1,329.46	59.1%
Total Event Expenses	-6,729.05	13.2%
Legislative Expenses		
Lobbying	6,958.72	196.6%
Research	-21,500.00	0.0%
Total Legislative Expenses	-14,541.28	49.3%
Member Services		
Alliance Groups	-2,500.00	0.0%
Awards	-1,000.00	0.0%
Total Member Services	-3,500.00	0.0%

APA Colorado Use
Profit & Loss Budget vs. Actual
 January through December 2023

	\$ Over Budget	% of Budget
Personnel		
Admin Salary	2,583.35	105.4%
Intern	-1,000.00	0.0%
Payroll Taxes	-4,500.00	0.0%
Retirement	-2,000.00	0.0%
Workers Comp	-112.46	55.0%
Total Personnel	-5,029.11	91.0%
State Conference Expenses		
AV WiFi App	-25,821.00	26.2%
Food & Beverage	58,785.60	173.5%
Future Conference	6,900.00	560.0%
Mobile Tours	2,068.41	617.1%
Printing Logo	118.95	111.9%
Receptions	-2,931.00	88.3%
Speakers Keynotes	-5,000.00	0.0%
Supplies	-700.00	0.0%
Total State Conference Expenses	33,420.96	122.5%
Total Expense	-5,711.86	97.9%
Net Income	10,989.49	381.8%



APA Colorado APA Colorado Board Meeting Agenda Item

Board Meeting Date: January 12, 2024

Subject: Final 2024 Budget

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:

Changes discussed at previous Board Meetings were implemented including:

- Revenue for Area Representatives removed
- Revenue for Committees removed

Ordinary Income/Expense		2024 Budget	Notes
Income			
Admin Inc			
	Interest	\$20.00	
	Law Book Sales	\$0.00	
	Marketing Swag Income	\$150.00	
	Membership Dues		
	APA Memberships	\$68,000.00	
	Chap Only Membership	\$2,500.00	
	Total Membership Dues	\$70,500.00	
	Sponsorships	\$50,000.00	Propose we increase sponsorship costs and reevaluate sponsorship options for 2024
Total Admin Inc		\$120,670.00	
Advertising			
	Web Jobs Consul Dir	\$1,500.00	
Total Advertising		\$1,500.00	
Education			
	Scholarship	\$1,500.00	
Total Education		\$1,500.00	
Events			
	Chapter Events		
	National Reception	\$2,500.00	
	Statewide Chapter Events	\$2,000.00	
	Transportation Symposium	\$0.00	
	Total Chapter Events	\$4,500.00	
Total Events		\$4,500.00	
State Conference Income			
	Registration Income	\$175,000.00	propose we increase registration fees + add a room rebate to increase income with limited room for attendees in 2024
Total State Conference Income		\$175,000.00	
Total Income		\$303,170.00	
Expense			
Administration			
	Bank Service Charges	\$500.00	
	Board Expenses	\$1,750.00	
	Insurance	\$1,800.00	
	Membership Dues	\$395.00	
	Office Supplies	\$450.00	
	Phone & Other	\$540.00	
	Postage & PO Box	\$250.00	
	Printing/Marketing Materials	\$800.00	
	Registration Fees	\$3,050.00	
	Software	\$3,521.00	\$1080 quickbooks, 25 Google Play, \$1,254 CM Database, \$50 RegFox, \$240 Zoom, \$150 APA Ohio Webinars, \$722 Constant Contact,
	Tax Accounting	\$3,000.00	
	Travel	\$10,500.00	

Ordinary Income/Expense		2024 Budget	Notes
Income			
Total Administration		\$26,556.00	
Education Ex			
	Provider Fees	\$1,405.00	
	Scholarship	\$3,000.00	Increase from 2023.
	Staff Development	\$125.00	
Total Education Ex		\$4,530.00	
Events Exp			
	Chapter Events Exp		
	Nat'l Conf Reception	\$3,500.00	
	Statewide Chapter Events Exp	\$1,000.00	
	Total Chapter Events Exp	\$4,500.00	
	Committee Expense		
	APAS Expense	\$250.00	
	Awards Expense	\$250.00	
	EDI Expense	\$250.00	
	EPP Expenses	\$250.00	
	FAICP Advisory Expense	\$250.00	
	Great Places Expense	\$250.00	
	Healthy Communities Expense	\$250.00	
	Legislative Expense	\$250.00	move Planners Day at the Capital from committee expense to Legislative - Other.
	Membership Expense	\$250.00	
	OCC Expense	\$250.00	
	PDC Expense	\$250.00	
	Sustainability Expense	\$250.00	
	Youth In Planning	\$250.00	
	Total Committee Expense	\$3,250.00	
	Regional Event Exp		
	Central Mtn Expense	\$300.00	
	Metro Expense	\$300.00	
	North Central Expense	\$300.00	
	Northwest Expense	\$300.00	
	South Central Expense	\$300.00	
	Southwest Expense	\$300.00	
	Total Regional Event Exp	\$1,800.00	
Total Events Exp		\$9,550.00	
Legislative Expense			
	Lobbying	\$7,200.00	Shaida - increase?
	Research	\$21,500.00	
	Legislative Expense - Other	\$500.00	move Planners Day at the Capital from committee expense to here.
Total Legislative Expense		\$29,200.00	
Member Services			
	Alliance Groups	\$2,500.00	
	Awards	\$1,000.00	

Ordinary Income/Expense		2024 Budget	Notes
Income			
	Member Services - Other	\$0.00	
Total Member Services		\$3,500.00	
Payroll Expenses		\$0.00	
Personnel			
	Admin Salary	\$48,000.00	
	Intern	\$0.00	none needed
	Payroll Taxes	\$4,500.00	
	Retirement	\$2,000.00	
	Unify Payroll Tax Impound	\$0.00	
	Workers Comp	\$250.00	
Total Personnel		\$54,750.00	
State Conference			
	Conference Expenses		
	AV WiFi App	\$40,000.00	increase for AV, app will stay the same
	Food & Beverage	\$85,000.00	increase for F&B costs that are increasing, but we will have fewer attendees and food offered in 2024.
	Mobile Tours	\$1,000.00	increase for more transportation costs due to remote area of conference.
	Printing Logo	\$1,000.00	
	Receptions	\$25,000.00	
	Speakers Keynote	\$5,000.00	
	Supplies	\$700.00	
	Total Conference Expenses	\$157,700.00	
	Future Confernces	\$1,500.00	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		\$159,200.00	
Total Expenses		\$287,286.00	
Net Income		\$15,884.00	

Colorado Chapter American Planning Association

Budget vs. Actuals: 2024 APA Colorado Budget - FY24 P&L

January 1-10, 2024

	JAN 1-10, 2024				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
Administrative Income					\$0.00	\$0.00	\$0.00	0.00%
Interest		1.67	-1.67		\$0.00	\$1.67	\$ -1.67	0.00%
Law Book Sales		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Marketing Swag		12.50	-12.50		\$0.00	\$12.50	\$ -12.50	0.00%
Membership Dues					\$0.00	\$0.00	\$0.00	0.00%
APA Membership		5,666.67	-5,666.67		\$0.00	\$5,666.67	\$ -5,666.67	0.00%
Chapter Only Membership		208.33	-208.33		\$0.00	\$208.33	\$ -208.33	0.00%
Total Membership Dues		5,875.00	-5,875.00		\$0.00	\$5,875.00	\$ -5,875.00	0.00%
Sponsorship		5,000.00	-5,000.00		\$0.00	\$5,000.00	\$ -5,000.00	0.00%
Total Administrative Income		10,889.17	-10,889.17		\$0.00	\$10,889.17	\$ -10,889.17	0.00%
Advertising Income					\$0.00	\$0.00	\$0.00	0.00%
Job Postings Consultant Directory		125.00	-125.00		\$0.00	\$125.00	\$ -125.00	0.00%
Total Advertising Income		125.00	-125.00		\$0.00	\$125.00	\$ -125.00	0.00%
Education Income					\$0.00	\$0.00	\$0.00	0.00%
Scholarship		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total Education Income		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Events Income					\$0.00	\$0.00	\$0.00	0.00%
Chapter Events Income					\$0.00	\$0.00	\$0.00	0.00%
NPC Reception		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Statewide Chapter Events		166.67	-166.67		\$0.00	\$166.67	\$ -166.67	0.00%
Total Chapter Events Income		166.67	-166.67		\$0.00	\$166.67	\$ -166.67	0.00%
Colorado Planning Conference Registration		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Transportation Symposium					\$0.00	\$0.00	\$0.00	0.00%
TS Registration Income	-1,899.59	30,000.00	-31,899.59	-6.33 %	\$ -1,899.59	\$30,000.00	\$ -31,899.59	-6.33 %
TS Sponsorship Income	0.00	32,383.33	-32,383.33	0.00 %	\$0.00	\$32,383.33	\$ -32,383.33	0.00 %
Total Transportation Symposium	-1,899.59	62,383.33	-64,282.92	-3.05 %	\$ -1,899.59	\$62,383.33	\$ -64,282.92	-3.05 %
Total Events Income	-1,899.59	62,550.00	-64,449.59	-3.04 %	\$ -1,899.59	\$62,550.00	\$ -64,449.59	-3.04 %
Total Income	\$ -1,899.59	\$73,564.17	\$ -75,463.76	-2.58 %	\$ -1,899.59	\$73,564.17	\$ -75,463.76	-2.58 %
GROSS PROFIT	\$ -1,899.59	\$73,564.17	\$ -75,463.76	-2.58 %	\$ -1,899.59	\$73,564.17	\$ -75,463.76	-2.58 %
Expenses								
Administration Expenses					\$0.00	\$0.00	\$0.00	0.00%
Bank Service Charges		41.67	-41.67		\$0.00	\$41.67	\$ -41.67	0.00%
Board Expenses		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Insurance		150.00	-150.00		\$0.00	\$150.00	\$ -150.00	0.00%
Membership Dues		32.92	-32.92		\$0.00	\$32.92	\$ -32.92	0.00%
Office Supplies		37.50	-37.50		\$0.00	\$37.50	\$ -37.50	0.00%
Phone		45.00	-45.00		\$0.00	\$45.00	\$ -45.00	0.00%
Postage & PO Box		91.00	-91.00		\$0.00	\$91.00	\$ -91.00	0.00%
Printing/Marketing Materials		66.67	-66.67		\$0.00	\$66.67	\$ -66.67	0.00%
Registration Fees		254.17	-254.17		\$0.00	\$254.17	\$ -254.17	0.00%
Software	45.00	2,509.00	-2,464.00	1.79 %	\$45.00	\$2,509.00	\$ -2,464.00	1.79 %

Colorado Chapter American Planning Association

Budget vs. Actuals: 2024 APA Colorado Budget - FY24 P&L

January 1-10, 2024

	JAN 1-10, 2024				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Tax Accounting		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Travel		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total Administration Expenses	45.00	3,227.93	-3,182.93	1.39 %	\$45.00	\$3,227.93	\$ -3,182.93	1.39 %
Education Expenses					\$0.00	\$0.00	\$0.00	0.00%
Provider Fees		117.08	-117.08		\$0.00	\$117.08	\$ -117.08	0.00%
Scholarship		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Staff Development		10.42	-10.42		\$0.00	\$10.42	\$ -10.42	0.00%
Total Education Expenses		127.50	-127.50		\$0.00	\$127.50	\$ -127.50	0.00%
Event Expenses					\$0.00	\$0.00	\$0.00	0.00%
Area Representative Expenses					\$0.00	\$0.00	\$0.00	0.00%
Central Mountain Expenses		25.00	-25.00		\$0.00	\$25.00	\$ -25.00	0.00%
Denver Metro Expenses		25.00	-25.00		\$0.00	\$25.00	\$ -25.00	0.00%
North Central Expenses		25.00	-25.00		\$0.00	\$25.00	\$ -25.00	0.00%
Northwest Expenses		25.00	-25.00		\$0.00	\$25.00	\$ -25.00	0.00%
South Central Expenses		25.00	-25.00		\$0.00	\$25.00	\$ -25.00	0.00%
Southwest Expenses		25.00	-25.00		\$0.00	\$25.00	\$ -25.00	0.00%
Total Area Representative Expenses		150.00	-150.00		\$0.00	\$150.00	\$ -150.00	0.00%
Chapter Event Expenses					\$0.00	\$0.00	\$0.00	0.00%
NPC Reception		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Statewide Chapter Event Expenses		83.33	-83.33		\$0.00	\$83.33	\$ -83.33	0.00%
Total Chapter Event Expenses		83.33	-83.33		\$0.00	\$83.33	\$ -83.33	0.00%
Colorado Planning Conference					\$0.00	\$0.00	\$0.00	0.00%
AV WiFi App		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Food and Beverage		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Future Conference Expenses		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Marketing & Printing		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Mobile Tours		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Receptions		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Speakers Keynote		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Supplies		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total Colorado Planning Conference		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Committee Event Expenses					\$0.00	\$0.00	\$0.00	0.00%
APAS Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
Awards Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
EDI Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
EPP Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
FAICP Advisory Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
Great Places Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
Healthy Communities Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
Legislative Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
Membership Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
OCC Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
PDC Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
Sustainability Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
Youth in Planning Expenses		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
Total Committee Event Expenses		270.79	-270.79		\$0.00	\$270.79	\$ -270.79	0.00%
Transportation Symposium Expenses					\$0.00	\$0.00	\$0.00	0.00%

Colorado Chapter American Planning Association

Budget vs. Actuals: 2024 APA Colorado Budget - FY24 P&L

January 1-10, 2024

	JAN 1-10, 2024				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
TS Audio Visual (deleted)		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
TS Food and Beverage (deleted)		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
TS Marketing Gifts Supplies (deleted)		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
TS Room Rental Expenses (deleted)		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total Transportation Symposium Expenses		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total Event Expenses		504.12	-504.12		\$0.00	\$504.12	\$ -504.12	0.00%
Legislative Expenses					\$0.00	\$0.00	\$0.00	0.00%
Lobbying		600.00	-600.00		\$0.00	\$600.00	\$ -600.00	0.00%
Planners Day at the Capitol		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Research Expenses		1,791.67	-1,791.67		\$0.00	\$1,791.67	\$ -1,791.67	0.00%
Total Legislative Expenses		2,391.67	-2,391.67		\$0.00	\$2,391.67	\$ -2,391.67	0.00%
Member Services					\$0.00	\$0.00	\$0.00	0.00%
Alliance Groups		208.33	-208.33		\$0.00	\$208.33	\$ -208.33	0.00%
Awards		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total Member Services		208.33	-208.33		\$0.00	\$208.33	\$ -208.33	0.00%
Payroll Expenses					\$0.00	\$0.00	\$0.00	0.00%
Admin Salary		4,000.00	-4,000.00		\$0.00	\$4,000.00	\$ -4,000.00	0.00%
Payroll Taxes		375.00	-375.00		\$0.00	\$375.00	\$ -375.00	0.00%
Retirement		166.67	-166.67		\$0.00	\$166.67	\$ -166.67	0.00%
Workers Comp		20.83	-20.83		\$0.00	\$20.83	\$ -20.83	0.00%
Total Payroll Expenses		4,562.50	-4,562.50		\$0.00	\$4,562.50	\$ -4,562.50	0.00%
Total Expenses	\$45.00	\$11,022.05	\$ -10,977.05	0.41 %	\$45.00	\$11,022.05	\$ -10,977.05	0.41 %
NET OPERATING INCOME	\$ - 1,944.59	\$62,542.12	\$ -64,486.71	-3.11 %	\$ - 1,944.59	\$62,542.12	\$ -64,486.71	-3.11 %
NET INCOME	\$ - 1,944.59	\$62,542.12	\$ -64,486.71	-3.11 %	\$ - 1,944.59	\$62,542.12	\$ -64,486.71	-3.11 %



APA Colorado Board Commentary

Board Meeting Date: January 12, 2024

Subject: 2024 Legislative Priorities

Board Member/Sponsor: Shaida Libhart/Scott Bressler

Development | Action Plan Reference: N/A

Budget/Financial Implications: Yes No

Budget Line Item: N/A

Amount Budgeted: N/A

Amount Requested: N/A

ACTION ITEM:

INFORMATIONAL ITEM:

Recommendation: Approval of Legislative Priorities

The 2024 Legislative Survey was available to all APA-Colorado Members from September 28th until November 7, 2023. Survey results were tabulated in November. The Legislative Priorities Document, based on the results of the Legislative Survey has been drafted and the Legislative Committee is asking the Board for approval.

The priorities for the 2024 Legislative Session are:

- Attainable and Affordable Housing
- Water Planning and Conservation
- Climate Change and Energy Planning
- Zoning Reform and Planning Requirements
- Transportation

The Legislative Priorities document also lists the following topics that APA Colorado is also interested in.

- Community Resiliency
- Regional Planning
- Infrastructure Development and Coordination
- Environmental Quality & Sustainability
- Economic Development
- Wildfire Hazard Planning & Mitigation
- Healthy Communities
- Parks, Recreation, Open Space and Trails
- Comprehensive Planning
- Construction Defects Reform



APA Colorado Legislative Priorities for the 2024 Legislative Session

The Colorado Chapter of the American Planning Association (APA Colorado) is an organization of nearly 1,500 professional and citizen planners dedicated to preserving and creating great communities throughout Colorado. Our mission is to provide leadership in the development of resilient, inclusive, sustainable and equitable (R.I.S.E.) communities by advocating for excellence in planning and public policy, promoting professional development, and providing education and citizen empowerment for those who are working to protect and enhance the natural and built environment.

Our 2024 Legislative Priorities were determined through direct feedback from our members through a survey conducted in October 2023. After the issues were identified, the information shared in this document was developed by the APA Colorado Legislative Committee.

Contact Us:

APA Colorado Legislative
Committee Co-Chairs

Shaida Libhart, AICP or
Scott Bressler, AICP at

legislative@APAColorado.org.

Visit www.apacolorado.org to
learn more.

APA Colorado supports the development of equitable mixed-use, mixed-income, safe communities where people choose to live, work, and play. We support choice and opportunity by promoting equitable, efficient, and sustainable land development and redevelopment that optimizes prior infrastructure investments, and consumes less land. Less land for urban development provides balance by leaving land available for agriculture, open space, natural systems, and rural lifestyles.

Legislative Priorities

APA Colorado's legislative priorities for 2024 consist of the following five major policy topics. Information regarding APA Colorado's perspective and desired actions on each of the priorities can be found on the following page. We support legislative actions that address these areas of community need at the state and local levels and are happy to provide resources and further information to advance these topics in this legislative session.

- *Attainable & Affordable Housing*
- *Water Planning & Conservation*
- *Climate Change & Energy Planning*
- *Zoning Reform & Planning Requirements¹*
- *Transportation*

Additional Planning Topics of Importance

APA Colorado recognizes that while our members' top priorities are important also informing our legislators of the wide range of planning topics that planners work in or are concerned about to make our communities and state stronger. In addition to our top 5 Legislative Priorities, please recognize the following topic areas as important to planners across Colorado.

- Community Resiliency
- Regional Planning
- Infrastructure Development and Coordination
- Environmental Quality & Sustainability
- Economic Development
- Wildfire Hazard Planning & Mitigation
- Healthy Communities
- Parks, Recreation, Open Space and Trails
- Comprehensive Planning
- Construction Defects Reform

¹ American Planning Association, Equity in Zoning Policy Guide, 2022, <https://www.planning.org/publications/document/9264386/>

The Equity in Zoning Policy Guide provides policy solutions that allow communities to boost housing supply, production, and fairness. This guide provides the basis for APA's work on zoning reform at the national level and guidance to planners across the country.

Attainable & Affordable Housing

The housing crisis is affecting communities across Colorado and must be addressed thoughtfully to ensure economic growth and a high quality of life in Colorado. APA Colorado promotes planning, technical assistance, funding, investment, and regulations that enable and encourage the development of housing that is attainable and affordable to meet the needs of existing community members and a growing workforce across Colorado communities. We support sustainable and equitable affordable housing near employment, transit, schools, health care, and goods and services to foster access to opportunities. APA Colorado supports continuing to build on policies and investments that incentivize and enable more affordable housing to be developed with flexibility to meet the varying needs of communities across Colorado.

Water Planning & Conservation

APA Colorado promotes integrating land use and water planning to implement the objectives of the Colorado Water Plan and effectively plan for the future of Colorado communities. APA Colorado supports continued efforts to incorporate water planning in comprehensive master plans, adopt water conservation policies and drought management plans, and strengthen requirements to provide proof of an adequate water supply for existing and future development in terms of quantity, quality, and dependability. This includes the use of any means necessary to safeguard drinking water supplies and protect source water. Water is a scarce resource in Colorado but is necessary to support communities, preserve quality of life, conserve wildlife habitat and environmental resources, and sustain economic growth and development. APA Colorado supports policies and funding for technology and practices that advance water conservation and reuse in Colorado.

Climate Change & Energy Planning

APA Colorado supports reducing greenhouse gas (GHG) emissions through compact development patterns that reduce vehicle miles traveled and our overall carbon footprint; the use of low embodied carbon and green-building materials and techniques; and funding for research and data collection. We recognize the importance of resiliency planning, practices and regulatory solutions that address the conditions created by climate change including extreme weather and changing conditions (such as drought, wildfire, storms, and flooding). APA Colorado supports planning and policy to enable development of efficient, renewable energy systems, including the appropriate infrastructure to harness and distribute it to and within our communities. Recognizing its outsized contribution to climate change, APA Colorado supports efforts that encourage and use technologies, practices, and certifications to minimize methane emissions.

Zoning Reform & Planning Requirements

APA Colorado supports facilitating updated zoning laws that are reflective of current needs, reduce barriers to developing housing choices at lower costs, densities that support transit, support walkable communities, and prepare communities for evolving technology and energy investments. Overhauling outdated local and state codes that set unnecessary parking minimums, restrict multifamily housing options in certain neighborhoods, and prohibit innovative solutions like accessory dwelling units (ADUs) are problematic and should change. APA Colorado also supports assistance and funding for planning studies that help communities understand their needs and the best options for addressing them in the future, including Housing Needs Studies. APA Colorado supports requiring a broader set of Master Plan components including, but not limited to, land use, water planning, transportation, and housing.

Transportation

APA Colorado endorses a comprehensive, equitable approach to transportation planning and finance that integrates land use, includes all modes of transportation, and provides connectivity between various modes. Multi-modal infrastructure requires coordination of local, state and federal resources to meet the transportation needs and adequately serve current and future development. We support policies that address multimodal needs, transportation network deficiencies, and integrate technology for projects at the local, regional, and state levels. This includes expanding convenient, safe mobility options for all people in our communities. APA Colorado supports "Vision Zero" efforts to significantly reduce traffic deaths and injuries, in particular pedestrian and bicyclist fatalities.