



# Executive Committee Meeting Agenda

---

February 9, 2024  
Google Meet  
9:00 - 9:30 am

1. Opening Remarks - Maureen Paz de Araujo, President
2. Chapter Administrator Report - Abbey Aguirre, Executive Director
  - a. Board Retreat
  - b. 2024 Colorado Planning Conference
3. Financial Update - Josh Olhava, Treasurer
4. Other Business
5. Adjourn

**Next Meeting:**

March 15, 2024 | Board Retreat



# APA Colorado Executive Committee Meeting Agenda Item

**Executive Committee Meeting Date:** February 9, 2024

**Subject:** Chapter Administrative Report

**Board Member/Sponsor:** Abbey Aguirre

**[Development Plan/Action Program Reference:](#)** (list or N/A)

**Budget/Financial Implications:** Yes  No

**Budget Line Item:** \_\_\_\_\_

**Amount Budgeted:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**ACTION ITEM:**

**INFORMATIONAL ITEM:**

**Recommendation:**

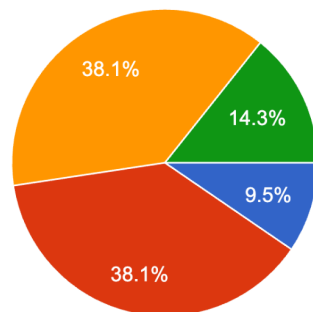
## Board Retreat:

Survey results are heavily towards March 15, 2024. We will reschedule the Board Retreat for March 15, 2024 at the same venue as the 2024 CPC, Embassy Suites at Loveland. There is no fee to rent the venue and food minimum is \$545.00.

Any agenda items you want to make sure Abbey includes? A call for agenda items will be sent out early next week to allow for ample time to prepare and submit them.

What date would you prefer?

21 responses



- March 1, 2024
- March 15, 2024
- Either is fine.
- I won't be able to attend either of these dates.

## 2024 Colorado Planning Conference:

February 20, 2024 - Call for Sessions Open

March 17, 2024 - Call for Sessions Closes



# **APA Colorado Executive Committee Meeting Agenda Item**

March 17 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 Executive Committee Meeting Agenda Item

---

**Executive Committee Meeting Date:** February 9, 2024

**Subject:** Financial 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 budget

---

In-line year-to-date with budget. No major expenses. Major income includes chapter dues and repayment from the Transportation Symposium.

# Colorado Chapter American Planning Association

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Administrative Income				
Interest		20.00	-20.00	
Law Book Sales		0.00	0.00	
Marketing Swag		150.00	-150.00	
Membership Dues				
APA Membership	27,030.38	68,000.00	-40,969.62	39.75 %
Chapter Only Membership		2,500.00	-2,500.00	
<b>Total Membership Dues</b>	<b>27,030.38</b>	<b>70,500.00</b>	<b>-43,469.62</b>	<b>38.34 %</b>
Sponsorship	1,513.76	50,000.00	-48,486.24	3.03 %
<b>Total Administrative Income</b>	<b>28,544.14</b>	<b>120,670.00</b>	<b>-92,125.86</b>	<b>23.65 %</b>
Advertising Income				
Job Postings   Consultant Directory		1,500.00	-1,500.00	
<b>Total Advertising Income</b>		<b>1,500.00</b>	<b>-1,500.00</b>	
Education Income				
Scholarship		1,500.00	-1,500.00	
<b>Total Education Income</b>		<b>1,500.00</b>	<b>-1,500.00</b>	
Events Income				
Chapter Events Income				
NPC Reception		2,500.00	-2,500.00	
Planners Day at the Capitol	183.97		183.97	
Statewide Chapter Events		2,000.00	-2,000.00	
<b>Total Chapter Events Income</b>	<b>183.97</b>	<b>4,500.00</b>	<b>-4,316.03</b>	<b>4.09 %</b>
Colorado Planning Conference Registration		175,000.00	-175,000.00	
Transportation Symposium	4,305.52		4,305.52	
TS Registration Income	0.00	0.00	0.00	
TS Sponsorship Income	0.00	0.00	0.00	
<b>Total Transportation Symposium</b>	<b>4,305.52</b>	<b>0.00</b>	<b>4,305.52</b>	
<b>Total Events Income</b>	<b>4,489.49</b>	<b>179,500.00</b>	<b>-175,010.51</b>	<b>2.50 %</b>
<b>Total Income</b>	<b>\$33,033.63</b>	<b>\$303,170.00</b>	<b>\$ -270,136.37</b>	<b>10.90 %</b>
<b>GROSS PROFIT</b>	<b>\$33,033.63</b>	<b>\$303,170.00</b>	<b>\$ -270,136.37</b>	<b>10.90 %</b>
<b>Expenses</b>				
Administration Expenses				
Bank Service Charges		500.00	-500.00	
Board Expenses		1,750.00	-1,750.00	
Insurance		1,800.00	-1,800.00	
Membership Dues		395.00	-395.00	
Office Supplies	23.94	450.00	-426.06	5.32 %
Phone	60.95	540.00	-479.05	11.29 %
Postage & PO Box		250.00	-250.00	
Printing/Marketing Materials		800.00	-800.00	
Registration Fees		3,050.00	-3,050.00	

# Colorado Chapter American Planning Association

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Software	45.00	3,796.00	-3,751.00	1.19 %
Tax Accounting		3,000.00	-3,000.00	
Travel		10,500.00	-10,500.00	
<b>Total Administration Expenses</b>	<b>129.89</b>	<b>26,831.00</b>	<b>-26,701.11</b>	<b>0.48 %</b>
Education Expenses				
Provider Fees		1,405.00	-1,405.00	
Scholarship		3,000.00	-3,000.00	
Staff Development		125.00	-125.00	
<b>Total Education Expenses</b>		<b>4,530.00</b>	<b>-4,530.00</b>	
Event Expenses				
Area Representative Expenses				
Central Mountain Expenses		300.00	-300.00	
Denver Metro Expenses		300.00	-300.00	
North Central Expenses		300.00	-300.00	
Northwest Expenses		300.00	-300.00	
South Central Expenses		300.00	-300.00	
Southwest Expenses		300.00	-300.00	
<b>Total Area Representative Expenses</b>		<b>1,800.00</b>	<b>-1,800.00</b>	
Chapter Event Expenses				
NPC Reception		3,500.00	-3,500.00	
Statewide Chapter Event Expenses		1,000.00	-1,000.00	
<b>Total Chapter Event Expenses</b>		<b>4,500.00</b>	<b>-4,500.00</b>	
Colorado Planning Conference				
AV   WiFi   App		40,000.00	-40,000.00	
Food and Beverage		85,000.00	-85,000.00	
Future Conference Expenses		1,500.00	-1,500.00	
Marketing & Printing		1,000.00	-1,000.00	
Mobile Tours		1,000.00	-1,000.00	
Receptions		25,000.00	-25,000.00	
Speakers   Keynote		5,000.00	-5,000.00	
Supplies		700.00	-700.00	
<b>Total Colorado Planning Conference</b>		<b>159,200.00</b>	<b>-159,200.00</b>	
Committee Event Expenses				
APAS Expenses		250.00	-250.00	
Awards Expenses		250.00	-250.00	
EDI Expenses		250.00	-250.00	
EPP Expenses		250.00	-250.00	
FAICP Advisory Expenses		250.00	-250.00	
Great Places Expenses		250.00	-250.00	
Healthy Communities Expenses		250.00	-250.00	
Legislative Expenses		250.00	-250.00	
Membership Expenses		250.00	-250.00	

# Colorado Chapter American Planning Association

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
OCC Expenses		250.00	-250.00	
PDC Expenses		250.00	-250.00	
Sustainability Expenses		250.00	-250.00	
Youth in Planning Expenses		250.00	-250.00	
<b>Total Committee Event Expenses</b>		<b>3,250.00</b>	<b>-3,250.00</b>	
<b>Total Event Expenses</b>		<b>168,750.00</b>	<b>-168,750.00</b>	
Legislative Expenses				
Lobbying		7,200.00	-7,200.00	
Planners Day at the Capitol		500.00	-500.00	
Research Expenses		21,500.00	-21,500.00	
<b>Total Legislative Expenses</b>		<b>29,200.00</b>	<b>-29,200.00</b>	
Member Services				
Alliance Groups		2,500.00	-2,500.00	
Awards		1,000.00	-1,000.00	
<b>Total Member Services</b>		<b>3,500.00</b>	<b>-3,500.00</b>	
Payroll Expenses	4,214.96		4,214.96	
Admin Salary		48,000.00	-48,000.00	
Payroll Taxes		4,500.00	-4,500.00	
Retirement		2,000.00	-2,000.00	
Workers Comp		250.00	-250.00	
<b>Total Payroll Expenses</b>	<b>4,214.96</b>	<b>54,750.00</b>	<b>-50,535.04</b>	<b>7.70 %</b>
<b>Total Expenses</b>	<b>\$4,344.85</b>	<b>\$287,561.00</b>	<b>\$ -283,216.15</b>	<b>1.51 %</b>
NET OPERATING INCOME	<b>\$28,688.78</b>	<b>\$15,609.00</b>	<b>\$13,079.78</b>	<b>183.80 %</b>
NET INCOME	<b>\$28,688.78</b>	<b>\$15,609.00</b>	<b>\$13,079.78</b>	<b>183.80 %</b>