



Board Meeting Agenda

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

Role Call: Alex Bergeron, Amanda Kannard, Britt Palmberg, Carrie Makarewicz, Ethan Greene, James Dickhoff, Jonathan Malpica, Josh Olhava, Kate Morgenstern, Kris Valdez, Morgan Hester, Scott Bressler, Shaida Libhart, Zach Noyes, Abbey Aguirre

Excused: Erin Fosdick, Mark Truckey, Lesli Ellis

1. Opening Remarks - Josh Olhava, President-Elect
 - a. Josh Olhava called the meeting to order at 9:03 am.
2. Consent Agenda
 - a. Abbey Aguirre presented the minutes from the December 8, 2023 Executive Committee Meeting.
 - b. Alex pointed out a few typos to correct.

Discussion: none.

Shaida Libhart moved to approve the minutes with the typos corrected.

Alex Bergeron seconded the motion.

Vote: unanimous all in favor.

3. Chapter Administrator Report - Abbey Aguirre, Executive Director
 - a. Abbey Aguirre informed the Board that 2024 Sponsorships are available. She reviewed the spreadsheet for Board members to reach out to contacts and add notes to the spreadsheet.
 - b. Abbey Aguirre showed that the Board Members' webpage has been updated. Further updates can be sent to Abbey to be made.
 - c. Abbey Aguirre reviewed the 2023 Annual Report pending items and what has been received.
 - d. Q1 Membership Dues received were reviewed and are in line with previous years' membership dues collected.
 - e. Abbey Aguirre informed the groups that the 2024 Colorado Planning Conference Local Host Committee has met twice already. Abbey presented a proposed timeline and registration rates for the conference.
 - i. Morgan Hester said that the extended time to review sessions is great and appreciated
 - ii. Josh Olhava mentioned that from what we're seeing from other conferences and what we're hearing from members, there is interest in shorter sessions, too, while balancing with CM credits. A potential idea is to include 20-minute quick burst sessions with key

takeaways/lessons learned. Further, Josh is glad we stepped away from 90 and 180-minute sessions because they can drag on for certain topics. Josh asked if we could create some different structure for the call for sessions. For example, when you put in an hour or longer session proposal, you have to justify why that length of time is needed. Additionally, we could inform proposals that 20-minute sessions will be blocked in 1-hour sessions for CM credit. This creates opportunities for more sessions and more speakers. Additionally, we can encourage presenters to partner with other people/towns. This also creates breaks and opportunities for people to walk around. Additionally, Josh suggested we add round-table discussions and opportunities to discuss in groups. This encourages planners to work together across the state.

- iii. Shaida added that we typically put “here are the topics”, but how can we get more variety in topics submitted? She would like to see us get more creative in how we ask for sessions.
- iv. Nikki Galehouse added that she did a session in grad school that was a pre-planned series. The 45-60 minute session had slides auto-advancing to force you to stay fast-paced. The audience liked it because they got a lot of information in a short amount of time.
- v. Morgan Hester added that a couple of years ago, we updated the form for session submittals. She continued to ask if we could further refine it to ask presenters to include “this is what I’m going to talk about, this is how long I’m going to talk”.
- vi. Josh added that he kind of likes having morning sessions be a “Storytelling” format, such as lessons learned, things you’re struggling with, etc.
- vii. Morgan agreed that this helps with networking, making connections, and providing something extra at the conference.
- viii. Shaida volunteered for a workshop to brainstorm further and update the form.
- ix. Shaida also mentioned that NPC 2025 is coming up quickly, and we should start thinking about our table at the 2024 NPC and what we want to do in Denver for the 2024 NPC.
- x. Josh added that he, Maureen, and Abbey are working together to figure out what our expectations are and to make sure we’re investing the right time in this
- xi. Alex added that for NPC 2025, his City of Boulder colleagues are trying to see if/how they can be involved and to please keep him in the loop.
- xii. Josh said that we’ll see more attendees from the front range/western slope with the location for CPC 2024. Can we consider a scholarship for areas that need it and wouldn’t otherwise be able to attend? The scholarship would be limited and specific to provide for communities who don’t have the resources to send people.

- xiii. Levi mentioned that the increase in student rates is a concern since the university covers the cost. Abbey agreed and will bring it back to \$100.
- xiv. Alex said that the full APA member cost increase could be a sticker shock. He asked if we could consider a \$50 increase this year and \$50 next year.
- xv. Maureen agreed and suggested we lower APA members back to \$375.
- xvi. Morgan also agreed and asked if we do \$350 this year, and \$400 next year.
- xvii. Josh reminded the group that next year, we won't have a state conference because of NPC in Denver. He suggested we look at the cost per CM credit.

4. Financial Update - Josh Olhava, Treasurer

a. 2023 Budget:

- i. Josh provided a recap of 2023 and how everything ended at the end of the year. There are a few items we are waiting on, but overall still tracking in the positive. This year, we will provide more of a local guide and less food/beverage at the CPC. Vendors will also provide snacks/food.
- ii. Alex added that one thought on snacks and things at CPC, is to increase the quality and value of snacks.
- iii. Maureen said thank you to the local host committee and asked to be included in future meetings. For breaks/snacks, Maureen suggested we can get sponsors. For example, firms that don't want to man a booth but could provide a snack/food instead.

Discussion: none.

Shaída Libhart moves to approve the financial report.

Britt Palmberg seconded the motion.

Vote: unanimous all in favor.

b. 2024 Budget

- i. Josh informed the Board that adjustments were made after the last meeting. The budget shows the reflected changes.
- ii. Abbey let the group know we switched to online QuickBooks for 2024, so that is reflected in the budget, as well.
- iii. Josh suggested we switch savings to a high yield savings or CDs.

5. Legislative Priorities - Shaída Libhart, Legislative Affairs Representative

- a. Shaída let the Board know that the survey received a few hundred responses leading to top issues for the year. These allow us to focus our efforts. We redid the survey this year and focused on the top five areas, but identified other top issues to highlight to legislators.

- b. Josh said this looks really good and asked if it makes sense to bold the words and phrases on page one if people just glance through it. This way, that information would be highlighted.
- c. Shaída said she did that but the formatting went away when moved to a PDF.
- d. Alex asked if as it relates to housing, there's a volume increase and we should be aggressively advocating for it. For the zoning reform section, he suggested it be separate from affordable housing. He clarified that we need lots of units, not just attainable and affordable, providing more housing at all price points.
- e. Shaída asked if Alex could email her his thoughts. Alex said he doesn't have anything additional to add. Maureen asked Alex to email Shaída what he suggested so she can review with the Legislative Committee.

Discussion: none.

Josh Olhava moves to approve the legislative priorities for 2024.

Maureen Paz de Araujo seconded the motion.

Vote: unanimous all in favor.

6. Treasurer position:
 - a. Josh asked the group if they knew of someone, or if you are interested, to send that information our way! We are still going to blast out the request to the membership.
7. FAICP Candidates
 - a. Maureen let the group know that the information on if candidates were awarded or not will come to Abbey in February.
8. Board Retreat
 - a. Abbey let the group know this meeting will be in person, but a virtual option is available.
 - b. Josh asked that committees come to the event with a plan for the year, events, etc. to be more transparent and planned out

9. Adjourn

Discussion: none.

Josh Olhava moved to adjourn the meeting.

Shaída Libhart seconded the motion.

The meeting was adjourned at 9:55 am.

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:

- **Abbey to share current form along with invite to board to brainstorm/workshop a new session submittal form**

- **For 2024 cpc: create more**
- **Abbey to send verbiage re: treasurer positon to josh to review/approve**

Katelynn Morgenstern

9:15 AM

LOVE that idea josh!!! NPC does that and it's a great opportunity to get more speakers!

Alex Bergeron

9:18 AM

In the social media era it's true that 'shorts' are most easily digested.

Jonathan Malpica

9:23 AM

We're Tiktok-ifying the sessions.

You

9:23 AM

Yes Johnny! haha

Morgan Hester

9:23 AM

YES, SHAIDA!!!! - with that exact language

Jonathan Malpica

9:24 AM

For the record, I am also not on Tiktok.

Shaida Libhart

9:31 AM

From what I've seen in some other states, \$400 is in line. I also think our conference is significantly better than some others.

Carrie Makarewicz

9:31 AM

Thanks for noting that, Levi. He's right, the department increased our sponsorship of APAS from \$5,000 to \$7,000 this year to cover the increased conference cost. We have a tighter budget this year so I don't anticipate we could go above \$7,000 this year, or even stay at \$7,000. Hopefully the closer venue for CU Denver (Loveland) will lower the overall cost for students who might not need hotels, or as much gas.

Jonathan Malpica

9:32 AM

\$399.99

Shaida Libhart

9:38 AM

is there a local farmer's market that we can get fresh fruit from?

Shaida Libhart

9:39 AM

looked great!

Morgan Hester

9:47 AM

This is SUCH impressive work, Shaida!!

James Dickhoff

9:47 AM

Great Work Shaida