



# Executive Committee Meeting Agenda

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

Present: Maureen Paz de Araujo, Alex Bergeron, Shaida Libhart, Shelia Booth

1. Opening Remarks - Maureen Paz de Araujo, President
  - a. Maureen Paz de Araujo called the meeting to order at 9:00 am.
  
2. Chapter Administrator Report - Abbey Aguirre, Executive Director
  - a. Abbey said the survey leaned heavily towards hosting the Board Retreat on March 15, 2024.
  - b. Abbey reviewed the 2024 Colorado Planning Conference timeline.
  - c. The group discussed asking for 10 or 15-minute session proposals.
    - i. Maureen said at the Transportation Symposium, they combine three 15-minute sessions with similar topics so they fit well together. A moderator is provided.
    - ii. Erin sent out a request for PDC to meet. Maureen said she would respond.
    - iii. Shaida wondered what people thought about offering shorter sessions, as she thought most people were in favor.
    - iv. Josh added that in the past, we struggled to get these shorter sessions as proposals, so we leaned more toward 30-minute sessions. It takes more work on the back end to manage these shorter sessions. We tried it 4 or 5 years ago and Shlia can speak to how that went.
    - v. Shelia said it is more work for Abbey and you get a mix of 5, 10, and 15-minute proposals and they can't always adjust the length to fit together well.
    - vi. Josh liked the 15-minute sessions. He pictures speakers coming and sharing a cool 15-minute idea or project. It also lets people come in and out of a session
    - vii. Abbey shared the draft of the call for sessions form.
    - viii. Shaida hated the timing at NPC last year. She likes keeping sessions at an hour long to keep it neat
  - d. Josh asked if there is interest in planning a volunteer event at the conference. If so, he'd like to get a small group together to brainstorm and see what this looks like.
    - i. Shelia likes this idea. We did it at Keystone for one year and received good feedback. We could see if a consulting firm could sponsor.
    - ii. Shaida added it could be almost like a planners' day of service and agreed that she likes the idea.

- iii. Josh added that he wants to do this during the conference, not after, so people attend
- iv. Sheila asked do we have a room at the venue. Abbey said yes, we do.
- v. Shelia added that we could even ask some of our clients if they have a project they want to bring if no one up there has one.
- vi. Josh agreed and said that he wants to find somewhere there is a true need to help elevate the profession. Erin, Abbey, Maureen, Josh, Shelia, and Kim will meet to discuss this further.

3. Financial Update - Josh Olhava, Treasurer

- a. Abbey presented the budget vs actual report and summarized items.
- b. Josh asked if anyone has an interest in exploring a high-yield savings account or temporary CDs for our savings account. Any red flags we need to be aware of?
  - i. Shelia asked if we need to keep the reserves of \$60k in savings and put above and beyond in a CD, or put it all in a CD.
  - ii. Alex agreed that having a diverse account is good and Josh's plan sounds good as long as we don't need it right away.
  - iii. Josh said we can use income for scholarships, programs, etc.
  - iv. Shaida likes the idea of using it for scholarships.

4. Other Business

- a. Shelia asked how are we doing on sponsorships. Abbey responded we're doing good! The Board members reaching out helped a lot!
- b. Josh added there is no interest in the treasurer position yet, but will keep asking and promoting the opportunity.
- c. Shelia asked if PIC needs to be updated or closed. Maureen said we haven't done anything with it.
- d. Josh said there is a planning commission training that is of interest to a few communities. This would build up a partnership with APA Colorado and DOLA where DOLA provides resources to provide money for a consultant to a community, reserve a space, and/or provide refreshments. Josh asked what we want to do with that opportunity as there is a growing interest from communities.
  - i. Shelia said she likes it. A lot of towns just can't afford to pay a consultant. We could create a canned PowerPoint or video, or DOLA could assign a topic to people.
  - ii. Josh added that DOLA could provide the resources, and APA Colorado could take them and assign them to Area Representatives.
  - iii. Shelia added we could do this as a YouTube series.

5. Adjourn

*Discussion: none.*

*Josh Olhava moved to adjourn the meeting.*

*Alex Bergeron seconded the motion.  
The meeting was adjourned at 9:34 am.*

**Next Meeting:**

March 15, 2024 | Board Retreat

Action Items:

- Register Alex for planner's day at the capitol
- Resend checks to Sol? Cancel the first ones.
- Josh look up some financial ideas and will send to Abbey and Maureen to decide
- Josh to reach out to Andy with DOLA