



APA Colorado Board Meeting

MINUTES

Friday May 19, 2017

City of Longmont
Development Services Center
385 Kimbark Street
Longmont, CO 80501
Twin Sister Conference Room

The meeting was called to order at 2:06 p.m.

Roll call:

Present:

Michelle Stephens, President
Stan Clauson, Past President
Leah Dawson, Secretary/Treasurer
Allison Crump, Professional Development Officer
Libby Tart Schoenfelder, Metro Representative
Scott Bressler, Metro Representative
Seth Lorson, North Central Representative
Maureen Paz de Araujo, South Central Representative
Mark Williams, Southwest Area Representative
Anna Gagne Laybourn, Central Mountain Area Rep
Carey McAndrews, Faculty Representative
Paul Rosenberg, Public Official Representative
Susan Wood, Legislative Committee Co-Chair
Eric Heil, Legislative Committee Co-Chair
Kate Lucas, Student Representative

Absent:

Tamra Allen, Northwest Area Representative
Jonathan Cappelli, EPP Co-Representative
Anthony Avery, EPP Co-Representative
Julio Iturreria, Western Planner Representative
Hillary Seminick, VP of Communications
Nick Vander Kwaak, VP External Affairs

Guests:

Staff: Shelia Booth, Chapter Administrator

1. Opening Remarks – Michelle Stephens, President

Michelle thanked Libby for hosting. Libby reminded everyone of the post meeting event and invited everyone to come. Michelle then talked about the National Planning Conference (NPC) in New York and the announcements made during the leadership meetings. Susan agreed it was a great conference and everyone was exhausted. Michelle stated that the learning management system will be a big addition to the organization.

2. Secretary Treasurer's Report – Leah Dawson, Secretary/Treasurer

a. March 2017 Minutes

b. April 2017 Minutes

Leah introduced the March and April 2017 minutes. She asked for questions or comments, and hearing none asked for a motion to approve both.

Motion by Susan to approve the March 2017 and April 2017 minutes.

Second by Libby

Discussion: None

Vote: Unanimous

c. April 2017 Financial Report

Leah summarized the April financial report stating that Chapter assets totaled \$177,180.81 with a checking account balance of \$65,003.80 and savings balance of \$88,342.19. She said April had a net income of \$8,886.09 with \$20,966.59 in monthly income and \$12,080.50 in expenses. The largest expense was the payment of UC Denver scholarship, monthly payroll and legislative liaison payments. She said April included the 1st quarter membership rebate of \$18,765.82 along with law book sales of \$156.65. She ended by noting that the Chapter is \$12,000 over 2016 income in the Administration line item but has spent \$5,800 more in Education due to payment of the scholarships. She asked for comments and hearing none, asked for a motion to approve.

Motion by Scott to approve the April 2017 financial report.

Second by Allison

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2017 Conference Planning

Shelia said that conference sessions, roundtables and workshops had been selected and the speakers notified. Those not chosen were also notified and offered to submit their sessions for the webcast series or as a regional CM event. She then said that the Keynote committee was working to contact and contract the two keynote/plenary speakers for Wednesday lunch and Thursday breakfast. She informed the Board that the Annual Board meeting would be Thursday morning during breakfast and prior to the keynote. She said the draft preliminary program would be sent to APA National the following week to begin the registration setup and that the goal for registration to open is June 19th.

b. National Reception

Shelia said the reception was successful even though they couldn't utilize the roof top area due to rain. There were 135 RSVPs for the event with only 110 attending. She will be completing the invoices for the three chapters over the next month.

c. ULI's Mountain Urbanism 101

Shelia said through a marketing partnership with ULI, the Chapter could offer a free registration to an APA Colorado member. The member was chosen by random drawing and one lucky Aspen member attended.

d. June Meeting

Shelia said there currently wasn't a designated location for the June 9th meeting. Libby stated that she would contact Centennial and Michelle said she would contact FEMA.

e. APA Website

Shelia said there was a presentation on the website during the leadership meetings and the Chapter Administrators meeting. She noted that she forgot about the demonstration Monday morning and missed it. During the Chapter Administration meeting, some of the

chapters stated they had budgeted to update their websites but will now forego that and use the free update via APA. She said there was discussion about the cost structure for job postings/sponsorships/etc. and there will be some flexibility for each Chapter.

4. Old Business

a. 2017 APA Colorado Ballot – Stan Clauson, Past President & Nominating Committee Chair

Stan stated that after the Board approved the ballot in April, one additional candidate came forward for the North Central Area Representative position. The revised ballot for consideration includes:

- Chapter President: Michelle Stephens and Anthony Avery
- VP External Affairs: Nick Vander Kwaak
- Secretary/Treasurer: Leah Dawson
- Central Mountain Area Representative: Anna Gagne Laybourn and James Shockey
- Denver Metro Area Representative: Scott Bressler, Mark Nemger and Mike Tylka
- North Central Area Representative: Melanie Sloan and Todd Vanadilok
- Northwest Area Representative: Ethan Mobley and Joe Trnka

He then discussed the addition of Todd V. He said Todd is moving to Fort Collins in June but is not currently an APA Colorado member. He did complete the ballot paperwork but Stan questioned if the Board could approve the ballot with a candidate who is not currently a Chapter member. Stan then noted that Todd's resume shows that he was very involved with the Illinois chapter and is interested jumping right into work with APA Colorado.

Shelia read Todd's credentials from his candidate statement. Susan asked if he was a member of APA and Shelia said he was, clarifying that he wasn't yet a member of APA Colorado. Shelia said he hasn't move his membership yet but will. Seth said we could request that he become an APA Colorado member prior to the election itself. Stan said we should ask him to move his membership or take a Chapter only membership. Stan noted that the Bylaws don't address Chapter membership specifically but the requirement makes sense. Susan agreed that we should leave it up to him but that he should to be a member before the election goes live. Eric asked when the ballot needs to be finalized, and Shelia said May 26th. He said he'd like to have him be a Chapter member by that deadline and that we should only have members of APA Colorado on the ballot.

Motion by Eric to accept the revised 2017 ballot with provision that Todd becomes a Chapter member prior to May 26th.

Second by Paul

Discussion: none

Vote: Unanimous

b. 2017 2017 FAICP Chapter Nominations – Stan Clauson, Past President

Stan stated that last month the FAICP Advisory Committee made recommendations for chapter sponsored FAICP candidates which the Board accepted. He noted that the Chapter can make additional nominations. After reviewing the list further, he would like to add Susan Wood to the list of chapter sponsored candidates. He offered reasons why he decided to make the recommendation, noting her impressive list of accomplishments in transportation planning and substantial service to the APA Colorado Chapter and APA organization. He said she has really qualified herself and he hopes the Board will consider adding her name.

Motion by Maureen to support Susan Wood as a Chapter supported FAICP candidate.

Second by Libby

Discussion: none

Vote: Unanimous

5. New Business

a. 2017 APA Colorado Chapter Awards – Anna Gagne, Awards Committee Chair & Central Mountain Area Representative

Anna said we received 27 award nominations this year, where in the past we received 20. She said that eight committee members participated in the review conference call and a few others provided written comments. She noted that the Awards Committee is diverse with public and private sector planners from various parts of the state and with various backgrounds and expertise. Some committee members have been on it for long times and others were new. She said there were more award recipients this year with nine merit awards and six honor awards. She noted that there wasn't much deliberation by the Committee as to who should receive the awards which speaks to the quality of the submittals.

First, she went over the list of recipients. Then she moved on to seek recommendations from the Board on two of the submissions. One submission won a National award but the Committee felt it had been submitted under the wrong category. The option was to have the nominee change category, or resubmit next year with additional information. Libby said she knew the nominee had been confused about which category would be best and any suggested the Committee provide feedback on which option they felt would be better. Anna said she felt the two options were to bring the nomination back as a merit winner for sustainability, or have them resubmit next year and possibly receive the sustainability honor award. Libby suggested contacting the nominee to see which they would prefer. Michelle asked why the Committee felt the nomination would warrant a merit award this year vs an honor award next year. Anna responded it had to do with the way they submitted it this year since they highlighted community engagement instead of sustainability.

The next question regarded a nomination for an individual. The committee felt it was an outstanding submission and that the person should be recognized; however, they weren't sure why it was submitted under Chapter Leadership and not something on a national scale such as FAICP. Stan said the individual would have to put himself forward for FAICP and the Chapter could sponsor him, but it's something he would have to be interested in doing. He noted that the Presidential Award is discretionary and the Chapter President could choose to acknowledge him with that. There were questions if the nominee was a member of APA and Shelia said he was not. Susan asked if there were criteria that you had to be a member to receive the Leadership award, and Anna responded that the Awards criteria do not require that. Anna concluded that based on the Board's discussion, the nomination should be reviewed and awarded as submitted.

She then asked if there were any other questions about the awards. Hearing none, Michelle asked for a motion to approve.

Motion by Scott to accept the recommendation from the Awards Committee and approve the 2017 APA Colorado Award recipients.

Second by Libby

Discussion: None

Vote: unanimous (abstain by Eric and Seth as they are tied to award submissions)

6. Committee Updates:

- a. **APAS Student Committee – Roxanne Borzo Bertrand, Student Representative**
Kate said this was her first meeting and she looked forward to working with the Board.
- b. **Emerging Planning Professional – Anthony Avery & Jonathan Cappelli, Committee Co-Chairs**
Libby reported that the Meet the Dark Side event had over 400 attendees this year. The R-Line tour had 18 attendees. Next month EPP will host the Pecha Kucha event, sponsored by Fox Tuttle Hernandez. The event is tentatively scheduled for June 23rd and anyone interested in doing a presentation should contact Anthony.
- c. **FAICP Committee**
Shelia said the applicants had been notified but Advisors had not yet been assigned.
- d. **Legislative Committee – Eric Heil & Susan Wood, Committee Co-Chairs**
Susan said the session closed May 11th. She said the APA Colorado bill on water conservation went to Ag House committee where it died. She noted that although the bill wasn't successful we did have good representation. The Chapter's speakers all had different perspectives and answered the questions and they utilized Eric's fact sheet from last year with updated information for this bill. She said the vote split along party lines which was frustrating.
- e. **Outreach & Communications Committee –Jessica Ibanez, and Hillary Seminick, Committee Co-Chairs**
No report.
- f. **PIC Review Committee, Eric Heil**
Eric noted there was nothing new to share. He hoped to have a report at the June 9th board meeting.
- g. **Planners4Health – Libby Tart**
Libby said she attended the workshop at the NPC on behalf of the Chapter. She shared materials with the task force and got to meet the other 28 grant recipients and learn about their projects. She noted we aren't behind as some Chapters haven't even started yet and are just now forging contacts where we are working on our project. She then stated that the task force had met the previous week and will be reworking the budget at the next meeting. Money that will be freed due to decreased travel expenses will be used for marketing materials or for a student to go to DC for the fall leadership meetings. Susan said Rocky and Cate went to Brush to evaluate things and that there is a summary report from Durango. They are awaiting reports from Adams County.
- h. **Professional Development Committee – Sarah Davis, Committee Chair**
Allison said she met up with some PDOs during the NPC and get a sense of what they are doing in light of the new exam. She noted that May exam candidates are taking the new test and they won't get official results for 6-8 weeks because APA needs to evaluate the results and curve. Michelle then asked Shelia to order badge ribbons that state "NEW AICP" for the conference.
- i. **Sustainability Committee – Libby Tart Schoenfelder, Board Liaison**
Libby said the Committee and Metro Area Representative will be hosting a joint happy hour in June. They committee is working on the sustainability champions report, a benchmark study

looking at the Front Range comprehensive plans to determine the level of sustainability in the area. They hope the report will demonstrate what others are doing and what you could do or add to existing plans or updates. The committee is working on a training collaboration with Full Smart and are promoting the wildfire webinar on June 19th. She said they requested information on the newsletter schedule, themes and deadlines.

j. **Youth in Planning – Michelle Stephens, Board Liaison**

Michelle said they didn't meet last month but will be meeting soon. The committee is working to balance a desire to do youth oriented activities versus creation of classroom toolkits that for lessons that meet the state curriculum.

7. Board Member Updates:

Libby said they were approached at the Planners4Health task force meeting to see if APA Colorado would be interested in providing \$1000 to two students to do research over the summer. Susan said it would be \$500 for each student. Libby said we have given scholarships and she wasn't sure what realm this request would fall under. Susan and Libby clarified that this would be in addition to the Planners4Health grant and a completely different project. They noted that the proposal is within our organization's mission. Susan read the proposal.

Michelle said if there is a project that puts APA Colorado at the forefront of a topic that we think is important, then we should consider it. Susan said she assumed it would produce a toolkit and talked about the next budget cycle. Michelle said she would like to see a formal request so the Board can have an informed conversation about the funding.

Scott reminded the Board of the happy hour in June noting they have not yet sent out invitations or announcements. They are also looking at a June 29th event with FEMA. The Board then discussed the use of the email addresses and listservs regarding bounced emails and requests to be removed from a list. They inquired if additional logins for Constant Contact could be acquired and Shelia said she would research the cost and report back.

Maureen discussed a potential South Central event with a UD Denver presentation on historic schools. She also talked about potential event with WTS in Colorado Springs.

Stan said we had put in an APA Great Places application for Red Rocks Amphitheater. He said the application was submitted in 2016 but didn't get selected. Susan asked if we could do an email of support for the application.

Michelle discussed the following.

a. **Ideas to Highlight/Elevate Previous APA's Great Places Designees – Michell Stephens, President**

Michelle summarized the email she had received regarding 2017 Colorado suggestions for APA Great Places designation. She asked if there were events that could be hosted by the Chapter to highlight the existing Colorado Great Places. The Board reviewed the list of Colorado designations and Libby noted that we haven't really done any activities to highlight any. Susan noted that in the past Chapter's weren't even made aware of the winners and therefore weren't involved in the celebration or marketing. Susan suggested recognizing the designated places at the state conference. Shelia suggested having Area Representative hold an event at a local designated place in October.

Carey said she wasn't sure she had an update but that it was the end of the semester and student presentations were last week.

Mark said that the conference planning committee is working on the PC workshop agenda and speakers. The first half of the workshop will be on how to run a meeting, rules of order, etc. The second half will focus on water planning as it relates to comprehensive planning. He requested

suggestions of speakers who are knowledgeable on water issues. Susan suggested Julio and Shelia suggested a conference speaker who was doing a session on water law. Susan suggested Western Resource Advocates.

Libby asked if there was consideration regarding the recent oil and gas explosion and notification of proximity to oil wells. Susan said she hadn't heard anything but since the session has ended it would be next year if anything came of it.

8. Other Business

None

Meeting ended at 3:30 p.m.

Motion by Scott to adjourn.

Second by Libby

Discussion: None

Vote: Unanimous

APPROVED JUNE 9, 2017