



APA Colorado Board Meeting

MINUTES

Friday June 6, 2014

Elevation Hotel & Spa
Crested Butte, CO
Capital Room

The meeting was called to order by President, Susan Wood at 2:15 p.m.

Roll call:

Present:

Susan Wood, President
Stan Clauson, President Elect
T.J. Dlubac, VP of Communications
Jessica Ibanez, VP External Affairs
Joni Marsh, Secretary/Treasurer
Tamra Allen, Central Mountain Representative
Rebecca Levy, Northwest Representative
Tareq Wafaie, Professional Development Officer
James Cramer, Student Representative
Julio Iturreria, Western Planner Representative
Erica Heller, Metro Representative
Eric Heil, Legislative Committee Co-Chair
Seth Lorson, North Central Representative
Carrie Makarewicz, Faculty Representative
Lor Pelligrino, South Central Representative

Staff: Shelia Booth, Chapter Administrator

Absent:

Chris Hawkins, Southwest Representative
Dan Bush, Legislative Committee Co-Chair
Jessica Osborne, Metro Representative
Paul Rosenberg, Public Official Representative

Guests:

Russ Forest, Local Host Committee
Neal Starkebaum, Local Host Committee
Cathie Pagano, Local Host Committee
Michael Yerman, Local Host Committee

1. Opening Remarks – Susan Wood, President

Susan summarized the earlier Strategic Planning Workshop and thanked Stan for facilitating it. She said the conference in Crested Butte will be different from others due to the location, noting it's a beautiful location. She reminded the Board that the Local Host Committee (LHC) would join them at 3:00. She then went on to explain that this was her last Board meeting as APA Colorado President. She said she was happy to have another year as Past-President and that she has enjoyed her time.

2. Secretary/Treasurer's Report – Joni Marsh, Secretary/Treasurer

a. March 7, 2014 Minutes

Joni introduced the minutes. She asked for comments and no comments were offered.

Motion by Eric to approve the March minutes.

Second by Jessica I.

Discussion: None
Vote: Unanimous

b. May 9, 2014 Minutes

Joni introduced the May minutes. She asked for comments. No comments were offered.

Motion by Eric to approve the May minutes.
Second by Stan
Discussion: None
Vote: Unanimous

c. May 2014 Financial Report

Joni summarized the May financial report. She noted there was a net loss of \$1,074.82 with a monthly income of \$14,601.85 and monthly expenses of \$13,527.03. Expenses included payment of some national conference travel, the scholarship to UC Denver and the purchase of Adobe software and marketing banners. Shelia noted that the reimbursement from the Transportation Symposium has not yet been received and Susan said she would follow up on that.

Motion by Erica to approve the May financial report.
Second by Tareq
Discussion: None
Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

Shelia summarized the report and said she would discuss the Crested Butte conference when the Local Host Committee arrived at 3:00 p.m. She then reviewed the profit / loss report for the 2014 National Reception noting the event came in under budget at \$733.90 after APA Utah and APA New Mexico paid their portions. She then discussed the 2014 election status and the election schedule.

4. Old Business

a. 2014 APA Colorado Ballot Update – Seth Lorson, Nominating Committee Chair

Seth summarized the latest changes to the ballot, stating that there are at least two candidates for each open seat.

Motion by Eric to approve the revised ballot.
Second by Erica
Discussion: None
Vote: Unanimous

5. New Business - None

6. Committee Updates:

a. APAS Student Committee – James Cramer, Student Representative

James said that the first implementation of the job shadowing was complete and that surveys were sent out to the hosts and students. He summarized some of the mixed reviews and glitches that need to be fixed. Erica asked him to put the results in bullet form for the Board. Susan said it was a huge effort for one person to spear head and James did a great job. Stan said he had one student for three days and it would be interesting for the hosts to find out how it worked for the students. James

then noted that the new representative, Kailey Hill, will be introduced at the July meeting.

b. **Awards Committee - Anna Gagne, Committee Chair**

Susan reminded the Board of the Committee Chair's summary email, noting there were four honor and six merit winners. Seven submissions did not receive an award. The Committee spent a lot of time considering each one and Shelia noted that the group sought outside expertise input on one nomination.

c. **Bylaws Committee – Stan Clauson, Committee Chair**

Stan said the Bylaws are at the final step. He said there have been comments from the Committee, especially EPP, and the Bylaws will have flexibility to meet their needs. He said the final draft will be emailed to the Committee in the next few weeks, with Board action needed in July. Shelia noted the Board still needs to decide how it plans to move forward with the area representative redistricting map. The Board talked about the history of the revised map and Tamra asked if the history and thought process behind the changes could be summarized on the next agenda. Susan suggested sending it for review prior to the meeting. Seth said part of the conversation was about the size of the regions and do they facilitate the ability to reach out to your constituents. He stated that if we're talking about changing the boundaries, then there should be a holistic conversation about it. Erica noted that it needs to be done in a timely manner so we don't have a change in Board members before action is completed. Shelia said she would work with Stan on how to address it at the next Board meeting. Stan said the area boundaries are based on Counties instead of issues and there may be a need to have a discussion on alternatives.

d. **Emerging Professional Planners –Deryn Wagner, Committee Chair**

TJ summarized the joint EPP and North Central Area event in Fort Collins and said it was successful. Seth said they worked together for trivia night and 13 people attended. Becky asked if there was a list of questions and TJ responded that it was originally held in Denver and designed as an "event in a box."

Susan then noted that there was a request from Seth to approve the event's expenditures. Seth summarized that an expense over \$100 has to be approved by the board and this event was slightly over that amount.

Motion by Stan to approve expenditure.

Second by Tamra

Discussion: TJ asked where the money would come from and Shelia confirmed it is from the Regional events section.

Vote: Unanimous.

Lor asked if there were any EPP members in the south central area. TJ said he wasn't sure but he knows most are from the Denver Metro area.

e. **Legislative Committee - Eric Heil and Dan Bush, Co-chair**

Eric said the session is over and a debriefing has been planned for the following Friday in Lodo at 5:00. The three topics are TIFF studies, regional planning and water. He said there was the water roundtable in Frisco and that adding water planning as a mandatory part of the comprehensive planning was important to those attending, so this might continue to progress over the summer. A water roundtable is scheduled for the Crested Butte conference and may culminate with a legislative component in the Legislative session. He ended by noting that if the Governor doesn't veto the TIFF bill today, then it will go into law.

NOTE: A text was received later in the afternoon confirming that the Governor had vetoed the bill.

f. **Outreach & Communications Committee - TJ Dlubac and Jessica Ibanez, Committee Co-Chairs**

Jessica I. showed off the new table top banners, noting they can be displayed at regional events, allied conferences, etc. She said the Committee is working on membership brochures and a table cloth. The next meeting is scheduled for the following Thursday.

g. **PIC Review Committee, Eric Heil**

Eric said the Committee has not done nothing since the last meeting but the plan is to set a meeting or conference calls before the next Board meeting. Joni said she had gone through the previous committee notes and Shelia will share the documents.

h. **Professional Development Committee – Tareq Wafaie, Committee Chair**

Tareq said it was a slow month. He has received emails from five of six test takers stating they passed. He also received feedback on how to improve the AICP exam training and will focus on a couple of resources and make them longer. Susan recalled there being a series of three prep sessions when she was took the exam. Tareq said he hadn't received the pass list yet, noting there were 60 signed up to take it. He then discussed the AICP "drop list" noting that some who dropped were due to career changes but some were really close with 31 credits.

i. **Sponsorship Committee - Erica Heller, Committee Chair**

Erica said the Committee is not active right now and it doesn't need to be a standing committee on the agenda any more.

j. **Sustainability Committee - Erica Heller, Board Liaison**

Erica said they are rethinking what they are doing and how they are focusing their activities. They are looking more at partnering.

7. Board Member Updates:

James thanked the Board for having him over the past year. Stan thanked everyone for their participation in the strategic plan workshop/retreat. Becky said it was her last meeting, thanked the Board and said she's gotten a lot out of it. Tamra said she has been working with Joni and Shelia on the financial policy piece and hopes to have a draft for the July meeting.

8. Other Business – None

9. Local Host committee Joint Meeting

The Board and Local Host Committee introduced themselves. Shelia reviewed the schedule. Neal reviewed the opening reception, closing reception and mobile tours. Shelia then went over the current sponsorship commitments which are over \$14,000. Seth stated some sponsors said they won't sponsor if they aren't speaking and Erica responded that the Sponsorship Committee has discussed this on numerous occasions and agreed that speaking opportunities would not be "sold".

Tareq suggested follow up with sponsors, reminding them to submit a session. Erica reminded everyone we have about a dozen regular sponsors and that we need to follow up with the chosen speakers to sponsor the conference. Erica said she would do that.

Tareq recommended the Ride Share program for trips to Crested Butte in the fall and suggested putting links to the program and routes on the website. Someone asked about "schwag" for the conference and discussion ensued on offering thumb drives with advertisements, PowerPoints, etc. Erica thanked the LHC for their work.

Meeting ended at 4:05 p.m.

APPROVED JULY 11, 2014