



Memorandum

TO: APA Washington Board Members
FROM: Laura Benjamin, Secretary
DATE: March 17, 2016
RE: Minutes of December 3, 2015 APA WA Board Meeting

_____ **For the Record (No Board Action Requested)**

_____ **Discussion only**

X_____ **Board Action Requested**

**Washington Chapter, American Planning Association
Board Meeting Minutes
Port of Seattle, Seattle, WA**

December 3, 2015; 2:30 p.m. – 5:30 p.m.

2:42 p.m. Call to Order

President Paula Reeves called the meeting to order at 2:42 p.m.

Secretary Laura Benjamin confirmed that a quorum of the APA Board was present.

In attendance:

Paula Reeves, AICP CTP, President
Josh Peters, AICP, Vice President
Matt Ransom, AICP, Treasurer
Laura Benjamin, Secretary
Ivan Miller, AICP, Past President
Jill Sterrett, FAICP, Ten Big Ideas
Ferdouse Oneza, AICP, Continuing Education
Patrick Lynch, AICP, CPAT
Katy Haima, Young Planners Group
Stefanie Young, Puget Sound Section President
Branden Born, UW Faculty
Nancy Eklund, AICP, Professional Development Officer
Andrew Estep, SBI Administrative Office
Yorik Stevens- Wajda, Legislative
Hiller West, Allied Professions Liaison (telephone)
Ester Larsen, AICP, Legislative (telephone)
Jeff Wilson, Department of Commerce (telephone)



Dave Anderson, AICP, Inland Empire Section President (telephone)
Hayden Richardson, Inland Empire Section Student Rep (telephone)
Dick Winchell, FAICP, EWU Faculty (telephone)
Anthony Taylor, EWU Student Representative (telephone)
Michael Cardwell, AICP, Tribal Planning (telephone)
Steve Butler, FAICP, Youth in Planning (telephone)

2:42 p.m.: President Paula Reeves opened the meeting and asked for introductions. She explained that the focus of the meeting is to review and approve the FY 2016 budget. Quorum verified by Laura Benjamin. Agenda approved with revision by Reeves regarding update of the Board Handbook. Updates to the Board Handbook do not require Board approval. The revised Board Handbook will be posted on Basecamp in December 2015 for full Board to review and provide comments.

Action Item: Approval of Minutes

Action: Approve minutes from the APA WA Board meeting on September 2, 2015 posted on Basecamp.
Motion: Matt Ransom.
Second: Ivan Miller.
Vote: Approved by Board.
Chris Comeau needs to sign minutes and send to SBI.

Action Item: Strategic Plan

Paula Reeves provided a brief background on the development of the Strategic Plan. She stated that progress on several action items in the plan are underway, citing examples including the November GMA anniversary event, and efforts to rework the awards program to be more like APA National's "Great Places in America".
Action: Approve the one-page Vision and Goals and the list of tasks as a living document.
Motion: Hiller West.
Second: Ferdouse Oneza.
Vote: Approved by Board.

Action Item: 2016 Budget Update

Matt Ransom provided an overview of the Budget documents for review. The chapter currently has approximately \$244,000 cash at hand, increasing \$59,000 from 2014. The chapter continues to accumulate cash, primarily from sponsorship and revenue from the national conference. The chapter spent more than planned for 2015(105%). The additional expenses were related to the two conferences held in 2015. Expenditures by committees were less than projected and administrative expenses were on target.

Branden Born asked for clarification about percent deviation. Ransom clarified percent deviation means percentage spent to date. SBI contract adjusted in September with increased fee to reflect services, including membership survey and strategic plan.

Ransom explained that 2015 was the first year the chapter used SBI's categorization system. Overall, the system works well, but can be improved in 2016.



Ivan Miller clarified that conference expenses are shown in the 2015 budget while early sponsorships were shown as revenue in the 2014 budget. While 2015 shows the conference at a loss, money was made.

Matt Ransom took questions and provided clarification on funding classifications. Michael Cardwell asked where sponsorship income is shown, as he has received sponsorship donations and sent them on to SBI. Andrew Estep will look for donations sent to SBI. Estep asked that members give SBI notice when sending funds to be deposited in the chapter account.

Matt Ransom explained that overall the chapter can expect to raise less revenue in 2016 than in 2015, as the joint conference with Oregon will not generate the same sponsorship funds as the two conferences in 2015. Projected spending will be similar to 2015. Currently not building in a detailed expense budget for the joint OR WA conference. The budget shows a set aside of \$6000 as the chapter's commitment to get conference planning efforts off the ground. The Oregon chapter will do more detailed financial tracking. The chapter is set to send 15% more than revenue collected. Ransom feels confident with that number based on 3-year outlook, which shows the chapter can accommodate overage of expenditures. The chapter does not need to keep building-up cash reserve, but rather should spend funds for members' benefit.

Nancy Eklund asked how committees track detailed finances. Matt Ransom explained that there is less resolution with new financial tracking system. While the data is available, it takes a bit more effort to parse out by specific category. Andrew Estep added that SBI can provide more detailed categories and drill down to more detail if needed. The current categories give a better idea of where money is going at the chapter level, which is what the IRS wants to see.

Josh Peters arrived 3:35 p.m.

Ferdouse Oneza asked for clarification on the "Board and Governance – Chapter/Section Integration" finance category. Paula Reeves explained that these funds will be used for outreach and programming for areas identified for new sections or for more members, such as the South Sound Section outreach which starts in 2016. Section integration started by Laura Hudson and Josh Peters will continue integration efforts.

Nancy Eklund asked to strike the FAICP nominations expenses as the ad hoc committee convenes every other year and 2016 is an off year.

Paula Reeves asked to strike the awards expense of \$3500. The joint awards expenses fall to PAW in 2016. Reeves asked Hiller West to confirm with PAW.

Paula Reeves explained the increase in sponsorship for the Department of Commerce Short Course from \$2000 to \$3000 was planned. The chapter's current sponsorship level requires a \$3000 donation but the chapter was allowed to pay \$2000 in 2015 after some miscommunication.

Jeff Wilson reviewed the short course sponsorship options of bronze, silver, and gold. The chapter currently is at the bronze level. Ivan Miller inquired about who are other partners and at what sponsorship levels. Wilson explained that PAW is a bronze sponsor and WCIA is a silver sponsor at \$5000. Miller proposed increasing short course sponsorship to \$5000 to become silver sponsor.



Nancy Eklund asked how the university liaison funding is used. Jill Sterrett explained that funding is used to put on programs to highlight planning and APA. Students attend state and national conferences, and help put on events. Sterrett recommended combining the scholarship and liaison positions and have both functions served by one person for UW and one for EWU.

Nancy Eklund asked for clarification on the Planners Forum and how \$750 is used. Jeff Wilson explained that the Planners Forums are different from the Short Course. Funding for Planners Forum currently covers expenses for speakers, and sometimes includes travel and lodging. 16 forums are held annually, 4 per quarter. Jill Sterrett added that this item has been in past budgets.

Ivan Miller stressed the importance of the Short Course. The program provides public records training, and is a great way to get the word out to elected officials. State programs have difficulty finding funding and the chapter should continue to support the Short Course. Miller believes increasing to the Silver sponsorship will require more detailed tracking. Paula Reeves supports continuing the sponsorship and would like to get the APA WA logo on new materials. Jill Sterrett also expressed support and would like the Department of Commerce to make the Big Ideas materials available to attendees. Nancy Eklund also expressed support as long as the chapter is given due credit for its sponsorship. Ferdouse Oneza request that chapter membership materials be available to attendees.

Action: Increase sponsorship of Department of Commerce Short Course to silver level at \$5000.

Motion: Ivan Miller

Second: Michael Cardwell

Vote: Approved by Board

Matt Ransom confirmed that there are no other administrative corrections such as typos or overlooked senses.

Action: Approve the 2016 budget with the following revisions: Revise Short Course sponsorship to \$5000 to reflect increased cost for silver sponsorship; Remove \$300 for FAICP nominations. 2016 off year; Remove \$3500 from joint awards.

Motion: Matt Ransom

Second: Michael Cardwell

Vote: Approved by Board

Michael Cardwell left the meeting 4:12 p.m.

Brief recess 4:12 p.m.

Reconvene 4:23 p.m.

Discussion Item: 2016 Legislative Agenda/Chapter Lobbyist Contract

Reeves clarified that no action is needed to approve the cost for chapter lobbyist as it is included in the budget update. Item will be for discussion only.



Esther Larsen provided an update on the 2016 Legislative Agenda. A draft of the agenda was available at the October GMA event. She posed questions regarding next steps including length of the document and printing costs. Larsen explained that in past years a one page agenda overview was printed and available for distribution, and the agenda did not get into specifics unless there was specific legislation the chapter was supporting or opposing. Reeves asked for recommendation from the Legislative Committee regarding length, specificity, and printing.

A two-page draft agenda is available on Basecamp. The Legislative Committee – Esther Larsen and Yorik Stevens-Wajda – need comments by 12/18/16. Stevens-Wajda added that the Legislative Committee plans to do more in 2017 when education is not in the spotlight.

Section Updates

Puget Sound Section: Stefanie Young reminded attendees that the PSS holiday party is tonight, 12/3/15, at El Gaucho in Seattle. The section will continue PLACES events in 2016, and plans to host a half-day EPIC conference in spring/summer. PSS continues to support the Young Planners Group. Young is happy to help with section/chapter integration efforts.

Inland Empire: Dave Andersen posted the section's work plan and budget to Basecamp, which is very similar to 2015. The spring CE event has changed to be part of liaison program and will focus on faculty research sharing. The Idaho chapter will host a law and ethics workshop in the fall. The IE section holiday party will be held 12/11/15. The section awards banquet will be a fundraiser in spring 2016. Members are invited to help with the awards selection process.

Northwest: Chris Comeau posted the section's work plan on Basecamp. Comeau is focused on getting a fully staffed board. The NW section will hold its first board meeting next week. The section plans to continue Planners Forum events, to update and improve their website, and to get more information out to section members.

Officer Updates

President: Paula Reeves introduced Katy Haima, who will serve as the statewide chair of the Young Planners Group (YPG). Per the Strategic Plan the group will change its name to the New Planners Group.

The GMA anniversary event went well and received positive feedback. There will be a kickoff event for the potential South Sound section on January 6. The founder of Strong Towns will be speaking. The event has support from the Thurston Regional Council. Reeves reminded the Board that the 2016 state conference will be a joint conference with the Oregon chapter and will be held in Portland, OR. The chapter now offers a "5 for 5" membership to five APA divisions free for five years after graduation. There are currently vacancies for the Membership Committee co-chair and PODO.

Andrew Estep announced changes in management with SBI administration. APA WA to be managed by different team starting in first quarter 2016, no exact date or name available yet. Paula Reeves presented a gift to Estep and thanked him for his work with the chapter.

Past President: Ivan Miller is glad the Biennial Report is completed.



Vice President: Josh Peters will continue his work to support the President, kick off LEAD program development beyond the e-bulletins, and coordinate the Sections.

Treasurer: Matt Ransom had no additional updates after the 2016 budget update discussion.

Secretary: Laura Benjamin provided an update on the Plan4Health grant, a CDC and APA National planning and health grant awarded to the Puyallup Watershed Active Transportation Community of Interest (AT-COI). The chapter will help to oversee grant administration and promote the AT-COI's work. The AT-COI will provide a presentation at the next full Board meeting.

Committee Updates

Community Planning Assistance Team (CPAT): Patrick Lynch trying to line up projects for 2016, looking for communities

Continuing Education: Ferdouse Oneza discussed the committee's work to reinstate a planning website consortium. Oneza will coordinate with Nancy Eklund and Hiller West to review CM and CE processes to be better coordinated.

Legislative: Esther Larsen updated the group that there is a vacancy for Bill Proposal Ad Hoc Committee chair.

Professional Development: Nancy Eklund explained that APA National has changed the system for submitting credits. The new system is supposed to be more streamlined. There is also an AICP exam reduced fee available to help increase diversity.

Youth in Planning: Steve Butler explained that the committee is partnering with the APA Ambassador program to focus on cultural and ethnic diversity. There will be new materials up on chapter website by end of December. The Committee hopes to work with 8-10 classrooms during the 2015-16 school year. Butler will contact CPAT and Section presidents for recommendations on teachers and/or schools to contact. The majority of past programs have been in the Puget Sound region and the committee wants to expand the programs statewide and have broad geographic diversity. Two UW planning students are now part of the task force.

Big Ideas: Jill Sterrett provided an updated that all seven Big Idea videos are completed and available to view on the website. As was suggested during a discussion at the September 2015 full Board meeting, the videos include a variety of speakers from across the state. Sterrett will be working to promote the videos through PAW, Department of Commerce, and possible the January 6 South Sound event.

UW Faculty: Branden Born explained that the UW planning program has received accreditation for next 5 years, and thanks the chapter for their support. UW did not meet accreditation standards for diversity in students and faculty. The accreditation board is currently updating language on diversity and social justice to make the requirements less stringent. Several groups have submitted letters opposing these potential changes. The UW plans to submit an opposition letter and is accepting comments through 12/15/15. Ivan Miller suggested including UW updates and events in the chapter newsletter.



American Planning Association
Washington Chapter

Making Great Communities Happen

Ivan Miller suggested the chapter research the proposed carbon tax initiatives and take a position.

Adjourn 5:31 p.m.

Next meeting time and location TBD. Doodle Poll will be posted on Basecamp in January 2016 to begin the scheduling process.

Recorded 12-3-15 by Secretary Laura Benjamin

A handwritten signature in blue ink, appearing to read 'Laura Benjamin', written over a horizontal line.

Approved by Board March 31, 2016 – Signed by Laura Benjamin, APA Washington Secretary