



MEMORANDUM

TO: APA Washington Board Members
FROM: Dinah Reed, Secretary
DATE: November 2, 2023
RE: Minutes of October 10, 2023, APA WA Board Meeting
In person at State Conference in Spokane, WA, on ZOOM

For the Record (no Board action requested)
Discussion Only
 X Board Action Requested

4:00 P.M. CALL TO ORDER

President Yorik Stevens-Wajda, AICP, called the meeting to order at 4:00 PM
Dinah Reed, Secretary stated that a quorum was met with 12 voting members in attendance at time of roll call.

IN ATTENDANCE:

Voting Members

Yorik Stevens-Wajda, AICP – President
Judith Perez, AICP – Vice President
Chad Eiken, AICP – President Elect
Al Torrico - Treasurer
Dinah Reed – Secretary
Nicholas Matz, AICP – incoming Treasurer
Manuel Soto, AICP – Puget Sound Section
Sam Rubin – Southwest Section President
Melissa Johnston – incoming Southwest Section
President
Erin Braich – Columbia Section President
Amy Hilland – Inland Empire Section President
Ben Braudrick, AICP - Communications Committee
Patrick Lynch, AICP – Community Planning Assistance
Team
Nancy Eklund, AICP – Conference Committee / Co-Chair
Professional Development Officer

Wells Williams, AICP – Scholarship Committee
Steve Butler, FAICP – Youth in Planning Committee
Michael Cardwell, FAICP – Tribal Committee
Robin Proebsting, AICP – Legislative Committee
Wayne Carlson, FAICP – Professional Development
Committee
Steve Butler, FAICP – Youth in Planning Committee
Dinah Reed – Nominations Committee

Non-Voting Members

Chris Comeau, FAICP – Allied Professionals Liaison
Branden Born – UW Faculty Representative
Dalton Huey – University of WA Student Representative

Guests

EWU Scholarship Recipients Doug and Crystal

LAND ACKNOWLEDGMENT

Nancy Eklund, AICP reported that the task force of about 20 people led by herself and Michael Cardwell, FAICP, with assistance from Bridget Ray, Commerce Tribal Liaison Consultant, and several other committee members, met to create the Land Acknowledgment (LA), as well as a program the Chapter could carry out to expand collaboration between APA and tribal planners. She noted that there were two different geographies that were to be addressed, likely by at least two different Land Acknowledgments - one for localized specific meetings/conferences (e.g., at the Section level), and one for general meetings (e.g., Board meetings). Annual Conference Committees would work with local tribes to recognize that culture of the conference site (and include, if possible, a welcome from the tribes). Bridget had volunteered to write a LA, and Yorik Stevens-Wajda, AICP, read that version for the Board. (The Committee had asked to review the LA). Yorik suggested the LA could be read at Board meetings and tweaked as necessary until we get it perfect. Ben Braudrick, AICP commented that it sounded succinct. Yorik Stevens-Wajda, AICP said that there was an optional lead-in that shows how planning interacts with tribes.

APA-WA OFFICE REPORT

Darion Lespier, SBI Associate Executive Director reported on the following:

- She expressed gratitude for being able to attend the conference.
- Stacey Williams retired last year and she is now in her position and looking forward to working with everyone.
- SBI has a running contract with APA-WA Chapter and has had the contract to complete the Conference planning duties as of last year.
- She noted that they also oversee the website.
 - Nancy Eklund, AICP asked how SBI supports the Board, relative to the website.
 - Ben Braudrick, AICP asked if there could be an audit of the website (for accuracy, out of date information, etc.).
 - Yorik Stevens-Wajda, AICP said that the office looks at broken links on the website, but they do not update content.
 - Nancy Eklund, AICP said that it would be good if the Section pages were consistent and had a standard format.
 - Robin Proebsting, AICP asked if the office can provide an update of the membership of the committees?
 - Steve Butler, FAICP asked if we can get analytics on how many hits we get on certain sites on the website?
 - Darion Lespier said, yes, we can do that.
 - Yorik Stevens-Wajda, AICP said that the Strategic Plan for the Chapter is out-of-date and Chad Eiken (incoming President) is willing to take that on in the next couple years, and that updating the website may be a part of that process.

CHAPTER OFFICER REPORTS

PRESIDENT, Yorik Stevens, Wajda, AICP

- Presented the slide show for the annual meeting at the conference, order of slides: Governor Inslee to speak, presentation of awards, then annual meeting slideshow.
- Discussion of the Young Professionals Committee – suggestion by Nancy Eklund, AICP that it would be ideal if a group was formed out of each Section, to work from the bottom up - then establish a statewide committee.

VICE PRESIDENT, Judith Perez, AICP

- Plans to continue working with Sections.
- Possibly helping them with bylaws.
- Working with Chad Eiken, AICP to see where he needs help.

SECRETARY, Dinah Reed

- Expressed her gratitude for working with the Chapter over the past six years, and stated she will work with Heather Wright, incoming Secretary, to help her get established.

LEGISLATIVE PRIORITIES

- Robin Proebsting, AICP, Co-Chair reported on the Legislative priorities for 2024, that the priorities are based on the results of the survey because the Committee feels it is important to represent what the members of the Chapter are prioritizing. Some of the priorities include:
 - Climate Change
 - Homelessness
 - Affordable Housing
 - Financial Planning Support to Planners
 - Transportation
 - Long Term – Define necessary Capital Facilities / 10-year cycle
- Would like to get approval of priorities and start distributing them to the Legislative Committee.
- Yorik Stevens-Wajda, AICP, said that these legislative priorities will be what the committee uses over the next several meetings and the next Legislative Session. Robin is part of a session on Thursday re: Ethics of Efficacy.
- A newsletter article will be published that tells everyone that the Board has approved the Legislative Committee priorities, and Board members were asked to please provide input.
- Steve Butler, FAICP, stated that the committee has done an amazing job this past year and kudos to how much work and quality of work that was done.

Action

Yorik Stevens-Wajda asked for a motion that the Board approve the Legislative Priorities for 2024.

Moved: Michael Cardwell, FAICP

Seconded: Judith Perez, AICP

Discussion

- It was asked if the priorities were made known to the members, and it was said that the document was not provided to the entire membership, but an invitation to participate has been provided to the membership. The Legislative Committee has been putting the message out to join and participate with the committee.
- Yorik Stevens-Wajda, AICP, said that participation is key – presenting and advocating for the state.

All in favor, None opposed, Motion passed.

Chad Eiken, AICP mentioned that there should be a discussion in advance of next year's conference to have an APA table with printed hand-outs, swag, etc., to encourage people to join committees.

SPONSORSHIP PROGRAM

- Nancy Eklund, AICP talked about how the Conference Committee has been assessing this program since the beginning of the year, looking at a different model for sponsorship that goes for the whole year, versus just the conference. The purpose of the Prospectus approach was to develop a sustainable, ongoing funding model that supports the website (through advertising, articles), newsletter (through advertising, articles), and conference, including advertising. There is also the goal of trying to get the conference to make money for the Chapter. The question that needs more consideration is how do we identify the best way to reinvest profits from the conference – should we expand the Chapter budget, or reinvest more in the conference to elevate its quality (e.g., better meals, events, speakers at the conference). Ryan Givens has been very diligent in being our contact with our sponsors and has continued to raise funds for the Chapter using the Prospectus.
- Yorik Stevens-Wajda, AICP asked, since is our 2nd year doing the sponsorship program, how is it going?

- Nancy Eklund, AICP, reported that we have made \$13.5K which pays for things like AICP training, printing more copies of *Washington By and By*, etc. and we have raised \$17.4K in funds that are specifically dedicated to conference activities.
- She stated that, to be successful over time, it is key that we ensure we are providing our sponsors with what they expect when they sign up to contribute.
- Michael Cardwell, FAICP suggested that there be another channel for sponsors that is private (some sponsors may not want to have digital presence on the website), but they may want to host a session, or break, etc., at the conference.
- Yorik Stevens-Wajda, AICP asked who is responsible for the Sponsorship Program? It used to be the Conference Committee but now that it is a year-round program and not conference specific, who is working on it?
 - Nancy Eklund, AICP, said that the Conference Committee would like to keep doing it for now. In the future, it could transition to being part of another committee/group, such as the Advertising Committee or working with Treasurer, but still be coordinated with the Conference Committee. We are getting support from the SBI office.
 - Darion Lespier, SBI Office, said it come could together using a couple different committees.

2024 BUDGET PROCESS

- Al Torrico reported that he is getting things set up so he can pass the responsibilities to Nicholas Matz.
- He will need budget numbers from everyone by October 25th – and if I don't get numbers from Committees and Sections, he will pull the same numbers from last year's budget.
- We get our 2023 actuals the 1st quarter of 2024, therefore, we do a budget amendment in March. It's more of a spending plan versus a budget.
- Yorik Stevens-Wajda, AICP, asked Al if he would work with Nicholas to help get the budget approved in December this year for 2024.
- Yorik Stevens-Wajda, AICP, thanked Al for his six dedicated years of service as Treasurer to the Chapter.

FINANCE AND INSURANCE AUDIT

- Yorik Stevens-Wajda, AICP, said that the Chapter has discussed doing an audit in past meetings this year, and that we have not done one before. Asked if this is something that SBI can possibly help out with?
- Alope Pardee (alope.pardee@sbims.com), SBI Office, said that a full blown **financial** audit costs about \$10-20K. Instead of that, a "financial review" would be very effective and we someone on staff that can look into that. The SBI office would facilitate the review but would not perform it. An **insurance** audit is standard and something they do each year. SBI can look to see that APA WA has Directors' and Office Insurance. (D&O)
 - Nancy Eklund, AICP, said that is why she is so diligent that the Sections have leadership that has been actually elected, per their bylaws – so they can legally spend their money.
- Alope looked up the Chapter's insurance and said the Chapter has D&O Insurance and general liability, but no crime/no errors/omissions insurance.
 - Steve Butler, FAICP, said that it would be helpful if we had access to the insurance policies provided in Basecamp. Also, what would be covered by an audit?
- Darion Lespier, SBI Office, said that the office can put together a report for the next Board meeting of the insurance policies and options.
 - Yorik Stevens-Wajda, AICP said that, for the record, a problem isn't suspected, but it would be a good idea to have a review.

CHAPTER SECTION REPORTS

COLUMBIA

- Eric Braich, Section President, said that the first efforts as re-establishing the Chapter drew 10-14 members, but it has dropped off to about 4, and they are working on updating our bylaws. There is good enthusiasm with the members who do show up.

INLAND EMPIRE

- Amy Hilland, Section President, said the Section is excited to have a Full Board. They still need Members-At-Large positions filled. They need to work on their membership – they have 110 members but only 10 people voted in the last election. There is a Priest Lake Conference each year, and the EWU student body is bigger – so they're hoping to have a student representative in January. There will be a retreat soon to work on things.

SOUTHWEST

- Melissa Johnston, incoming Section President reported that they have an active Section and the officers meet monthly. They had four Planner seminars with the Department of Commerce, quarterly urban activism events with local nonprofits volunteering to do environmental-related things. They had a social event of kayaking and axe-throwing. They have a full board.

PUGET SOUND

- Report was posted to Basecamp.

NORTHWEST, PENINSULA, SOUTH SOUND

- No reports

CHAPTER COMMITTEE REPORTS

COMMUNICATIONS COMMITTEE

- Ben Braudrick, AICP, reported that the committee would like to get follow-up from conference representatives. And that content is always due the 1st of the month.

COMMUNITY PLANNING ASSISTANCE TEAM (CPAT)

- Patrick Lynch, AICP, reported that the last project of the committee was working with the City of Bingen on updating their Comprehensive Plan. They are soliciting applications for new projects. Typically, they do one or two per year depending on how complicated they are. Oregon CPAT did a community response for FEMA, and the WA CPAT is looking into doing something like that here in WA. The committee is always looking for volunteers with different areas of expertise to help on a CPAT project.

CONFERENCE COMMITTEE

- Nancy Eklund, AICP, reported that the committee had fabulous leadership in Bill Grimes, Chad Eiken, and the SBI office. The committee has met weekly, and it was great. The conference is going to be well-attended, got the Governor to speak for free, and next year the conference will be in Bellevue.
- By winter or spring, the committee will want a proposal from a Section who wants to host the 2025 conference.
- Chris Comeau, FAICP, asked if the criteria for having a conference is established yet?
- Nancy Eklund, AICP said that the committee still needs to flesh out the criteria: 500 attendees need to be accommodated, and there are a range of conditions that need to be met.
- Yorik Stevens-Wajda, AICP, asked if there was anything else the committee needed, and Nancy Eklund, AICP, said that the only thing missing, that people enjoy, is a student scholarship auction.
- Steve Butler, FAICP, said that if we do an auction again, that the auction committee should be a sub-committee of the Conference Committee.

LEGISLATIVE COMMITTEE

- Robin Proebsting, AICP reported that the committee is having a busy off-season, they are getting invited to talk to legislators. They have formed a task force on permit review timelines. They are having partner organizations come to talk to the committee.

YOUTH IN PLANNING

- Steve Butler, FAICP, thanked the Board for the generosity that the graphic novel *Washington By and By* will be translated into Spanish, and the Spanish version will be on the website. A group of committee members did a presentation at the Directors Conference in Chelan. The UW Planning District/4th grade classes will have a Youth in Planning model they will be taught. The committee is talking to the Everett School District to do the same. Steve Butler, FAICP, and Gwen Rousseau, AICP, will be giving a one-day workshop to social studies teachers.
- Yorik Stevens-Wajda, AICP, reported that Steve, Gwen Rousseau, AICP, and Stephanie Velasco will be the recipients of the Bob Burke Award at the luncheon. Working with youth is very important.

TRIBAL COMMITTEE

- Michael Cardwell, FAICP, submitted a written report to Basecamp. He is recruiting someone to take his place as Tribal Committee Chair. Gaming dollars in 1999 changed everything for reservations – new house, etc. Would like to change the name of the committee to Indigenous Committee.
- Yorik Stevens-Wajda, AICP, said the name change can happen at the December Board meeting.

SCHOLARSHIP COMMITTEE

- Nancy Eklund, AICP, reported on behalf of Wayne Carlson, FAICP, that the committee would like to revive the training for AICP certification – Late Winter or Spring of 2024.

ALLIED PROFESSIONALS COMMITTEE

- Chris Comeau, FAICP, reported that the committee put together a session for this conference. The committee is reaching out to many people in different professions to do transportation efficient development.

Nancy Eklund, AICP thanked Yorik Stevens-Wajda, AICP for his service as President Elect (1 year) and President (2 years), and noted that he will enjoy being a Past President for the next year..

Chad Eiken, AICP, said that he has big shoes to fill, and will calling all of us!

Adjourned at 7:15 P.M.

January 3, 2024

Recorded Date



Approved by Board December 20, 2023 – Signed by Dinah Reed, APA Washington Secretary