



Executive Committee Minutes – DRAFT

TO: APA Washington Executive Committee
FROM: Heather Wright, Secretary
DATE: April 9, 2024 (Minutes Drafted)
RE: Minutes of April 9, 2024 Meeting | via ZOOM

WELCOME & CALL TO ORDER

President Chad Eiken, AICP called the meeting to order at 12:02PM.

IN ATTENDANCE

Board of Directors:

Chad Eiken, AICP, President
Yorik Stevens-Wajda, Past President Elect
Judith Perez Keniston, AICP, Vice President
Heather Wright, Secretary

Sections:

Brad Medrud, South Sound Section President
Manuel Soto, Puget Sound President
Amy Hilland, Inland Empire President
Brad Johnson, Northwest Section President
Erin Branch, Columbia Section President
Larry Harala, Peninsula Section President
Melissa Johnston, Southwest Section President

Special Guests:

Pam Sefrino, SBI Association Executive
Nancy Eklund, Conference Committee

1. March 12, 2024 Meeting Minutes – Judith Perez

- a. Motion: Chad/Judith
 - i. Passed unanimously

2. Office Executive Updates – Pam Sefrino

Discussed Role. Focus on conference and budget, governance document, Board Handbook (needs refresh and update), attend monthly APA meetings, focus on renewals and membership. Have only received renewal reports not drop report. Marketing on website. Deadline for submissions is the first of every month. Annual report will be worked on soon. Labor hours, over contract monthly and expected based on the financial situation.

3. Conference Updates – Nancy Eklund

Call for sessions went out, close 31st of May. Want costs ahead of time so they can adjust. Starting to plan for 2025 conference focus on draw, active local section, ability to accommodate volume. Wenatchee, Yakima, Richland, Spokane, Bellevue, Everett, Tacoma, Lynwood, Renton Everett and SeaTac. Get a sense of the best location to pursue. Chad mentioned we also consider a west to east side and if we wanted to consider that rhythm. Nancy said we should suspend that and rotate to 4 or 5 places. Yorik wondered if an ala cart option would be available. Nancy believes this could cause an imbalance. Yorik submitted into basecamp slides on previous year considerations of various cities. Chad asked Eric to speak to tri cities. Erin provided there's about twelve members with a core group of 4 and may know if they could host the 2025 conference after their meeting tomorrow. He believes there is a venue to accommodate the conference, but it won't be consolidated. Nancy would like information from those who research different locations and cost could be a factor. Would want proposals submitted from the sections offering to host. Chad suggested a special meeting to focus on this issue. Chad prefers east of the mountains and ruled out Spokane. Nancy mentioned that Tacoma expressed an interest. Pam stated that Stephanie will look at the venues we narrow it down to and will then put out RFP's. Nancy asked about the RFP's and Pam was not sure. Pam affirmed other clients are looking out to 2026. Micheal has been adamant about considering tribal properties. Yorik suggested Tri Cities, Wenatchee, Tacoma. Yakima was suggested by Manuel. Yorik suggested all eastern options except Spokane. Nancy suggested adding Vancouver, BC to the list and possibly Cour Delane. Joint conference beyond 2025. Chad let the Oregon past president know that we may be in position for a joint conference in 2026. Nancy will put options in the newsletter for the next conference. Chad stated that Judith will be adding a survey for the strategic plan and that the conference location could be added. Pam added that the Conference Committee has solicited RFP's from Kennewick, Pasco, Yakima Greater Seattle, Leavenworth, Conference Committee. Chad will schedule a meeting a few weeks out to focus on the Conference Location.

4. Section Officer Elections Update – Judith Perez

Article in newsletter requesting names and bios of those running by the end of this month. A lot of sections have positions that need to be filled. Judith out of the country in May. Presidents are tasked to find people to fill the positions. SBI produced a survey in the article. Larry, Manuel, Erin, Amy spoke to their efforts to fill vacancies. In the past, everyone had to populate their own information or is that something that Judith has to do? Nancy responded that individuals should put their information into the website. Melissa believes all terms ending in October 2024 and asked how to make them stagger in the future. Melissa to amend bylaws and update the website to show terms ending in 2025. Amy asked what to collect from candidates. Judith responded that a short bio should be collected. The deadline list from Nationals is May, and Judith needs by end of April to send before she leaves. Amy wants to know the process to amend bylaws to have staggered terms. Nancy stated that by laws need to be tweaked and spoke to resolving immediate issue of 2025 vacancies.

5. Budget Situation Update – Chad covering for Nicholas (on vacation)

On vacation and provided a budget memo. Transfers to the section have been suspended. If a section needs funding, requests to come to Chad and Nicholas. Pam and Nicholas hold off on transfer of board allocated restricted from the scholarship fund. No questions.

6. Discussion: Review of Draft Work Plan - Chad/All

Chad went over the draft workplan. Wants to finalize the land acknowledgement for the next Board meeting and use at the conference. Chad asked for a vote. Unanimous approval of draft work plan and forward to the Board. Motion passed.

7. Officer and Section President Updates – All –

Amy – June conference in Priest Lake just opened. Nancy meeting with continuing education. Melissa announced a SW Washington forum on 18th.

8. Next Executive Committee Meeting – May 14, 2024

Meeting Adjourned: 1:02PM