



## **Executive Committee Minutes – FINAL**

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

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### **NOON – WELCOME & CALL TO ORDER**

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

### **IN ATTENDANCE**

- Board of Directors:

Chad Eiken, AICP – President Elect  
Yorik Stevens-Wajda, Past President Elect  
Judith Perez, AICP – Vice President  
Heather Wright - Secretary  
Nicholas Matz, AICP – Treasurer

- Sections:

Brad Medrud, South Section President  
Manuel Soto, President, Puget Sound  
Amy Hilland, President, Inland Empire

- Special Guests:

Pam Sefrino, SBI Association Executive

### **APPROVAL OF 12/1/23 EXECUTIVE COMMITTEE MINUTES:**

Judith made a motion to approve, Nick 2nd. Minutes unanimously approved.

### **UPDATE ON EWU PLANNING PROGRAM (CHAD):**

- Chad - At our December Full Board meeting we heard concerns about program cuts at EWU from Brandon at UW. Chad talked to Dr Matt Anderson, Chair of program (rotating out in June). Confirmed full position cut, half position added back, Commerce funding added back a position - overall - up a half position. Enrollment has rebounded. 48 students in undergrad and grad program. Our intervention is not necessary at this time; a letter from us could have an opposite effect and he will let us know if we need to send a letter.
- Yorik - Leg committee may passively seek ways to support all schools through planning education and future workforce budget.

## **2024 LEGISLATIVE SESSION UNDERWAY – BILL REVIEW PROCESS (CHAD)**

- Chad had convo with cochairs of leg. Committee on the mechanics of the committee. Short 60 day session has started. Our lobbyist has identified bills coming forward moving out of committee and has performed pre-work on bills. Consultants highlight bills going to hearing, committee meets weekly and identifies bills most relevant to APA and assign one or two to lead reviewing and drafting comment. Goes back to committee and results in a letter. Tend to support bills and show ways to improve. Leave AWC and WASAC to clarify bills that don't work for them.
- Yorik spoke about the process. Avalanche first couple of weeks. Not sure what has legs and what doesn't. Lots of differing voices in the committee. Alignment on core issues. Some healthy debate. Consistent voice helpful. They use leg. priorities adopted by board and policy guide at national level as lens to review bills.
- Chad – over 60 people on the committee. Chad reviews letters that come out of the committee. Last point of review before comment goes out.
- Yorik – letters previously sent are available on leg. committee page as reference.

## **FALL CONFERENCE – IMPORTANCE OF SPONSORSHIPS TO CHAPTER BUDGET (NICHOLAS):**

- Chad - Conversations with Pam and Nicholas discussing cash flow. Seeing signs of concern to tackle. Conference lost \$'s. Generally, the revenue is a buffer in the budget that we don't have this year. Meeting in the next few weeks to come up with recommendations to return to the Committee in February to underscore importance of sponsorships. Will look at budget more closely this year and will likely cut back on food; particularly breakfasts and snacks.
- Nicholas - looking closely at first quarter spending. Conf. reg. and dues are primary forms of revenue and will look closely at how that is spent. Look at sponsorship and exhibitors for the conference. Be more proactive and involved, tracking. Understanding dues with SBI.
- Pam- Digging into new role. Continuing in learning process. Immediately struck by income v/s expenses in current account. Role includes providing ideas on how to generate revenue for operation and reserves. Meal cost was the biggest expense. 56K budget and 162K spent. Strategizing non due revenues and opportunities to have year-round revenue coming in. Discussed Board orientation for new people.
- Chad - Ad-hoc position on Board for Sponsorships – Vacant. Nancy has a contact (Ryan Givens) and wonders if he might want to assume that position. Chad will follow up with Nancy offline.
- Yorik - Sought clarification on immediate financial situation and location of budget documents.
- Nicholas - New year invoices have required transfer \$ from savings to support checking. Working with Pam to get approved budget updated in basecamp. Roughly 50K deficit. Bringing up today because we are experiencing the consequences of 2023 overspending.
- Chad - We do have reserves that we are dipping into. Best to address now.
- Manuel offered to give unused money in PS Section back to the chapter; 5 to 10K.
- Nicholas responded that it may be more important to spend on value proposition for members.
- Manuel is looking at scholarships.
- Brad was treasurer during the last big recession. Asked if our income sources are just dues and conference?
- Nicholas clarified other sources, and those just the two big ones.
- Chad will return in February with recommendations.
- Yorik - June 2023 financial report, last one seen, had 180K in bank. Believes we will be ok from a cashflow perspective.
- Nicholas confirmed that November is the latest and will be added to Basecamp.
- Chad: Pam recommends that nonprofits have a healthy fund balance reserve. Annual Conference funds chapter operations. Chad asked Yorik asked to join future budget conversations and he agreed.

## **SECTION LEADERSHIP VACANCIES/SPECIAL ELECTIONS (JUDITH)**

Judith is contemplating the need for a special election. Shared spreadsheet section leadership position holes. Amy responded to Inland Empire terms and positions. Pam is waiting to hear back from Dinah Reed and she is working with Nancy Eklund.

- Brad, South Sound Section confirmed vacancies and member terms and special election needed.
- Manuel, Puget Sound Section confirmed filled and vacant position and term and that a special election needed.
- Judith - Peninsula section holes to be filled in a special election. Chad will help reach out. Judith will keep Pam in the loop.

#### **PUGET SOUND SECTION HOLIDAY PARTY RECAP (MANUEL)**

- **Manuel** - Good turnout. Nice combo of students, consultants, planners. Next year will promote wider and earlier, balancing a target and wide message.
- **Yorik** – Historically held after the December Board meeting, maybe we can do that again. Nov – Jan all has pluses and minuses. Nice to have one last Jan party. Pictures good to include in advertising. Make it public and charge a higher rate for non-members. Did we make \$? How many slots?
- **Manuel:** Recouping 20 – 25%. Room capacity was 70, 35 – 40 attended. Will secure location in advance.

#### **OTHER OFFICER UPDATES (ALL):**

- **Heather** - All Exec committee meetings with zoom link in basecamp and will send in outlook.
- **Pam** - Working on financials buttoning up 2023. Rest of team working on the conference. Stephanie is bringing a draft prospectus to the conf comm on Friday. Sponsorship and exhibitor forms in process. Marketing team working on newsletter for the month. Enjoying working with this organization and here to help in any way she can.

#### **SBI ACCOUNT EXECUTIVE UPDATES (PAM)**

#### **FUTURE AGENDA TOPICS (ALL)**

- **Heather** - Requested Board Orientation added to future agenda. Pam can share what has been done in the past. Chad requested it gets posted in basecamp at the Exec level.

**Meeting Adjourned: 12:50**