



American Planning Association
Washington Chapter

Making Great Communities Happen

Executive Committee Agenda

Draft Minutes

February 11, 2025

12 Noon-1:00 p.m.

WELCOME & CALL TO ORDER

ROLL CALL: Heather

PRESENT:

Chad Eiken, AICP, President
Anne Broache, AICP, President Elect
Heather Wright, AICP, Secretary
Nicholas Matz, AICP, Treasurer
Aaron Gunderson, Columbia Section
Amy Hilland, Inland Empire
Larry Harala, Peninsula Section
Ray Gastil, AICP, Puget Sound Section
Melissa Johnston, AICP, Southwest

1. ACTION ITEM: Approval of January 14, 25 Meeting Minutes (with edit)–

- a. Motion
 - i. Passed: Chad
 - ii. Second: Ray

Approved with the following edit: Mike Shaw, Lobbyist interested in participating for \$15,000, an increase of \$8,750 from approved \$6,250. After this session, the Exec Committee agreed to ~~come up with~~ **consider options proposed by the Legislative Committee to reduce alliance reliance** on lobbyist. The support of \$15K is one-off this year acknowledging this is a critical session.

2. ACTION ITEM: 2026 Conference Location – Chad

Hilton, Vancouver (30K same as 2022), Double Tree Hilton, SEATAC, Sheridan Grand (77K). Only the Hilton is holding a spot for us. Previous conferences: Spokane, 2023, Bellevue, 2024, Tacoma, 2025. Still considering a joint conference with Oregon, not for two or three more years. Economic uncertainty may be best to have a central location such as SEATAC. Overview of food and beverage cost (Vancouver: 90K, SEATAC 88K, Sheridan (\$150K), Westin (100K)). Room rates are much more expensive in Seattle. SEATAC is centrally located. Consideration: Peninsula would be the host committee two years in a row. SEATAC is the most affordable option, and 2027 would need to be Spokane. Next steps is to check with the hotel for rates. Quite a few hotels that either didn't respond or turned us down. Recommend selecting one of the available options. Larry suggested we factor in parking costs.

- a. Motion- Second – Westin, Seattle as first with SEATAC as second place. October 28-30 is the available date for Westin. Chad to work with Stefanie at the office.
 - i. Passed unanimously.
3. **Office Executive Updates** – Pam – Newsletter had a 42% open rate in January and 38% in February. First conference sponsorship email sent with goal of securing sponsorships early. The conference committee will have first meeting this week. Specific priority task for the committee is putting together a theme and key note speaker. The executive front will include an updated annual report and handbook. Focus on processes in place to not only increase efficiency with the staff. Work on getting handbook up to date and sharing with Chairs and Committee Chairs so they know what they have signed up for.
4. **ROUND TABLE UPDATES - ALL**
Section President Updates
 - **Columbia** | Aaron – March 5th Board meeting email sent.
 - **Inland Empire** | Amy - Retreat in January and have an ambitious work plan and budget for the year. Planning conference theme, Proactive Planning
 - **Peninsula** | Larry – Preparing for March forum, holding mini virtual strategic meeting today.
 - **Puget Sound** | Ray – Website, have panel discussion about giving participants money. Actively recruiting to fill vacancies.
 - **Southwest** | Melissa – Networking Social Feb 20th at tap union. Lunch and learn on March 20th with open round table for planners to share what they are working on.
5. **Officers Updates – All**
 - **President** | Chad – Reminder that we need to find candidates for VP, Treasurer and Secretary whose terms end at the end of the year. Names to be submitted to National. Setting up meetings with the committee chairs in the next couple of weeks to go over the work plan. First quarterly meeting with Section leaders on February 18 and after hours. Trying to get Indigenous Chair role filled.
 - **Vice President** | Judith – Absent.
 - **President-Elect** | Anne – No substantial updates and shadowing Chad monthly. Noticed that we are to coordinate with Universities and is happy to talk more about what that looks like.
 - **Treasurer** | Nicholas – Revised budget with our action to pay the lobbyist. Still have a balanced budget with a surplus. Echoed sentiment for financial assessment and policy decision on timing of reimbursements. Nicholas asked Pam if year end report and financials are posted monthly to Basecamp and Pam said they are not. Section account transfers status? Request section presidents to close accounts and send cashiers check and none have been received.
 - **Secretary** | Heather - Made some changes to basecamp.
6. **Tacoma Conference Committee Update** –Nancy – Committee formed last week and they have good representation from Pierce County with Peter Huffman as the Director of Tacoma. Meeting tomorrow and confirmed that the budget is as adopted. Nancy received some guidance that a theme may not be necessary.
7. **Revised Sponsor Prospectus| Informational - Nancy** – Recognize that a mistake was made and the end of the year deadline not made. Office has developed a Prospectus.
8. **Meeting Adjourned: 12:54**