



AMERICAN PLANNING ASSOCIATION WASHINGTON CHAPTER

Full Board Meeting — Summary Minutes

Friday, March 13, 2026 | 2:00 PM – 4:20 PM | Virtual (Zoom)

Executive Committee	Anne Broache, President Chad Eiken, Past-President Robby Eckroth, Vice President Jason Greenspan, Secretary Evan Maxim, Treasurer Brad Medrud, South Sound Section President Ray Gastil, Puget Sound Section President Ryan Nelson, Columbia Section President Ariel Ann Medeiros, Inland Empire Section President Claire Lust, Southwest Section President
Members Present	<i>Standing Committee Chairs</i> Nancy Eklund, Annual Conference Committee chair and Professional Development Officer Riya Debnath, Communications Committee co-chair Bridget Ray, Indigenous Planning Committee chair Robin Proebsting, Legislative Committee chair Kirk Rappe, Membership Committee Chair Steve Butler, Scholarship and Youth in Planning Committee chair Kristen Holdsworth, Scholarship Committee co-chair <i>Ad Hoc Committee Chairs</i> Abigail Newbold, Emerging Professionals Paul Inghram, FAICP Nominations <i>Ex-Officio</i> Chris Comeau, Allied Professionals Liaison Jason Scully, Eastern Washington University faculty rep Mandi Roberts, UW Professional Council rep

Call to Order

President Broache called the meeting to order at 2:00 p.m. Secretary Greenspan conducted roll call; a quorum was confirmed. The meeting was noted to be transcribed using Zoom AI functions. Chapter Land Acknowledgement and Code of Conduct statements were read into the record.

Board Actions

Approval of Previous Minutes

The Board approved the minutes of the December 5, 2025 Board Retreat. The motion was approved without opposition.

Adoption of the 2026 Chapter Work Program

The Board adopted the 2026 Chapter Work Program, recognizing it as the Chapter's strategic roadmap for the coming year. The work program identifies priority initiatives across governance, membership, communications, conferences, and organizational development, including a website refresh, member survey, bylaws review, merchandise strategy, elections, and expanded collaboration with partner organizations and Indigenous communities. The Board acknowledged that the work program is intended to remain a living document that may be updated throughout the year as priorities evolve. The motion was approved without opposition.

Approval of Ad Hoc Committee Appointments

The Board approved the creation of several ad hoc committees to advance key priorities identified in the 2026 Work Program, including committees focused on the website refresh, member survey, merchandise strategy, bylaws review, and nominations. The Board also approved the appointment of Abigail Newbold as Chair of the Emerging Professionals Committee. Members discussed the temporary nature of the ad hoc committees and confirmed that they are intended to support specific work program initiatives without altering the Board's governance structure. The motion was approved without opposition.

Approval of Legislative Delegation of Authority Policy

The Board adopted a Legislative Delegation of Authority Policy that formally authorizes the Chapter President, or designee, to issue legislative position letters on behalf of the Chapter when those positions are consistent with Board-approved legislative priorities. The policy formalizes a long-standing practice and strengthens the Chapter's governance framework. The Board also reaffirmed the Chapter's previously adopted 2026 legislative priorities.

Information & Discussion Items

Board Handbook Update

Past President Chad Eiken provided an update on the comprehensive revision of the Board Handbook, including updates to officer responsibilities, committee descriptions, and recently adopted Chapter policies. Members discussed several potential future bylaws amendments that may be considered later in the year to better align the bylaws with current governance practices.

2026 Annual Conference

Annual Conference Committee Chair Nancy Eklund provided an update on planning for the 2026 APA Washington Annual Conference, scheduled for October in Vancouver. Planning activities are underway, including development of the program, sponsorship outreach, and formation of the local host committee. Members were encouraged to support conference planning and promote participation within their sections.

Draft Public Statement Policy

President Broache facilitated an initial discussion regarding development of a policy to guide when and how the Chapter issues public statements on matters outside of its legislative program. Members generally agreed that establishing a clear decision-making framework would provide greater consistency and transparency while ensuring the Chapter remains aligned with its mission and nonprofit responsibilities. President Broache invited interested Board members to assist in further developing the policy for future Board consideration.

Committee and Officer Reports

The Board received reports from standing committees, officers, section presidents, and ex-officio representatives, including updates regarding:

- communications and member engagement;

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- membership recruitment and retention;
 - legislative activities and future priority-setting;
 - professional development and continuing education;
 - scholarship fundraising and program administration;
 - Indigenous Planning Committee activities;
 - youth in planning outreach initiatives;
 - election planning;
 - financial administration;
 - FAICP recipients; and
 - section activities across the state.

Highlights included continued planning for the 2026 Annual Conference, successful scholarship fundraising efforts, ongoing member outreach and opportunities for volunteer involvement, and expanding partnerships with universities, tribal governments, and allied organizations.

Other Business

The Board received an update regarding Eastern Washington University's planning program and discussed opportunities for continued Chapter support as the university evaluates future program structure.

Adjournment

There being no further business, the meeting adjourned at approximately 4:20 p.m.

Minutes prepared from meeting transcript. Submitted for Board review and approval at the next scheduled meeting.

Jason Greenspan, Secretary — APA Washington Chapter