



MEMORANDUM

TO: APA Washington Board Members
FROM: Dinah Reed, Secretary
DATE: February 22, 2022
RE: Minutes of December 17, 2021, APA WA Board Meeting | via ZOOM

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

2:00 P.M. CALL TO ORDER

President Yorik Stevens-Wajda, AICP, called the meeting to order at 2:00 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
- Nancy Eklund, AICP – Past President
- Dinah Reed - Secretary
- Al Torrico - Treasurer
- Kell Rowan – Peninsula Section President
- Sam Rubin, AICP – Southwest Section President
- Maren Murphy, AICP – EDI Committee
- Gwen Rousseau, AICP – EDI Committee
- Paula Reeves, AICP – Legislative Committee
- Wayne Carlson, FAICP – Prof. Development Officer

Michael Cardwell, AICP – Tribal Committee

Non-Voting Members -

- Branden Born – UW Faculty Rep
- Paul Stangl – WWU Faculty Rep
- Dr. Matt Anderson – EWU Faculty Rep
- Samara Ressler – UW Student Rep

Guests -

Esther Larsen - Member

Action Item: Approval of October 2021 Board Meeting Minutes

Action: Approve minutes as corrected
Motion: Nancy Eklund
Second: Wayne Carlson
Vote: Approved by Board

Action Item: Approval of December 2021 Agenda

Action: Approve Agenda
Motion: Michael Cardwell
Second: Nancy Eklund
Vote: Approved by Board

President's Report -

Yorik Stevens-Wajda, AICP, reported:

- We have updated to Basecamp 3, which will be a vast improvement in communication.
- The Biennial report is due soon, and Nancy Eklund is taking the lead to recap the last two years of Chapter activities.
- The Board has the opportunity to update the bylaws to consider making the Equity, Diversity, and Inclusion Committee (or whatever it is ultimately named) a Standing Committee, as was done for the Youth in Planning Committee.

Past President Report –

Nancy Eklund, AICP reported:

- Biennial report is in process.
- SBI accepted the proposal to do the Chapter Conference in 2022. They proposed the Chapter pursue using a sponsorship prospectus to raise funds in a more concentrated manner – an efficient way to raise funds.
- A Land Acknowledgement is in process.
- The 2022 Chapter Conference committee is underway, and more members are needed - If anyone would like to volunteer, let Nancy know.

Discussion ensued regarding the idea to have the conference at a Native property. Michael Cardwell mentioned that the Tulalip Tribes has had many meetings and that the Kalispell Tribe may be an option. Wayne Carlson mentioned that WDFW and DOE have had meetings at the Kalispell Conference Center.

VP Report –

Judith Perez, AICP reported:

- She is conducting a meeting on January 7, 2022, with the Section Presidents. The plan is to have a regular meeting, either monthly or quarterly to make it a cohesive group.

Secretary Report –

Dinah Reed reported:

- The Nominations Committee needs at least one more person on it. We are looking for candidates from across the State.
- Yorik Stevens-Wajda stated that he would like people in the Sections on the Nominations Committee.
- If Sections are considering hosting the 2023 conference, they should be sure to offer up a member who could serve on the 2022 committee to become more familiar with the process.

Treasurer's Report -

Al Torrico reported:

- November financials are doing well, we're in the positive.
- Did not receive any questions after posting the draft budget.

Discussion – Budget

- Al Torrico stated that the management fee typically goes up 3% per year.
- There was a question about insurance, and Stacey Williams stated that there is already liability insurance, but SBI recommends "volunteer" insurance.
- Yorik suggested we talk more about insurance at the Executive Board meeting.
- Al Torrico mentioned that there is not an exact science how to propose a dollar amount for particular line items for running the office. Mostly, you average it out and increase it somewhat.

- Yorik Stevens-Wajda mentioned it is a good principle to eliminate line items titled “miscellaneous” For example, shift miscellaneous (\$1,500) under Board and Government to Telecommunications for the purpose of any Board member needing proper equipment for virtual Board meetings.
- Yorik Stevens-Wajda made notes next to line items and will ask for approval of the budget as amended and will provide those notes to Al Torrico.
- Paula Reeves mentioned there has been a problem for Section Presidents and that she strongly supports the coverage of the Section Presidents budgets by the Chapter accounting process. This will reduce liability for the Section Presidents and the Chapter.
- The Scholarship Committee asked if travel support for students to attend the conference can be added. Steve Butler mentioned since most conferences can be attended virtually, possibly the monies be used for students in other ways versus just for conferences.
- Nancy Eklund suggested the Scholarship Committee should meet to discuss what specific line items they want, and amounts, for the Scholarship Committee. There should also be a discussion with students to find out what their needs are.
- Steve Butler suggested the faculty reps talk to their students to get ideas and bring it back to the Board.
- Esther Larsen stated that it is reasonable to give Mike Shaw, Chapter Lobbyist, an increase in salary. The Executive Board was supportive of this.
- Steve Butler wants to print copies of the *Washington By and By* graphic novel for distribution. For \$5000, 400 books can be printed, but \$6600 buys 1000 copies. If the Board agrees to \$6600 for 1000 copies it would be appreciated. Yorik Stevens-Wajda supported we print 1000 copies. It would be good to get more schools involved in Planning, idea that schools can provide civic credits to students who take Planning-related courses, and the book supports that idea.
- Al Torrico believed that the budget can support \$6600.
- Nancy Eklund asked if there have been any test cases with schools where the book has already been used.
- Steve Butler stated the Youth in Planning task force has been working with schools over the years. The committee would like everyone involved to help them know which schools would be interested and would like to provide 25 books to school libraries statewide for students to check out.
- Steve Butler also asked for monies to update the Youth in Planning portion of the website. The committee feels this update would above and beyond the efforts of SBI and asks for \$1000 of extra funds allocated to this update.
- Nancy Eklund asked why the Section budget is going up, and Al Torrico responded by saying it is going up from 3% to 4% and that is a nominal amount.
- Steve Butler suggested we bring back the silent auction at conferences to help fund student scholarships. Nancy Eklund and Gwen Rousseau concurred. Yorik Stevens-Wajda stated we will be looking to reinstate the silent auction at the 2022 Conference. Nancy Eklund and Steve Butler suggested we might need to have a separate committee to head up the silent auction (beyond the Scholarship Committee). Steve Butler also recommended we work with the conference committee as early as possible to find out the best schedule in the program for the silent auction. Nancy Eklund mentioned that the committee had been informed of the prospect of an auction and had considered options for when it could occur.

Action Item: Approval of the Budget

Action: Approve the budget as amended.
 Motion: Nancy Eklund
 Second: Wayne Carlson
 Vote: Approved by Board

Decision – SBI Core Contract

- Yorik Stevens-Wajda asked for approval from the Board to sign the SBI contract.
- Esther Larsen provided changes to the contract as an “individual” not as an attorney.
- There was a suggestion - the conference is being added to the budget as a \$30K annual fee, but the conference work is less a “project” and more of an “annual body of work” and asks that the conference payments be made in monthly payments versus two payments per year.

Action Item: Approval of the SBI Core Contract

Action: Approve the contract with non-substantive changes
Motion: Nancy Eklund
Second: Judith Perez
Vote: Approved by Board

Discussion – Basecamp 3

- Not everyone will have access to all folders.
- Nancy Eklund asked if there could be a folder for each Section. Yorik Stevens-Wajda said there could be, but it is not a good idea to set up a bunch of folders that may not be used. If a Section or a Committee wants a specific folder, they can make a request to Stacey Williams/SBI and designate who can access that folder.
- To be added to Basecamp 3, send an email to Stacey Williams and she will add you.
- The question was asked if members could have access to Basecamp 3 to keep them updated. Stacey Williams mentioned that ultimately the WA APA website should be the place/tool where members should go for information about the Chapter, and not Basecamp.

SECTION PRESIDENT REPORTS

Southwest Section – Sam Rubin reported:

- The Section had its 3rd forum this year, “Tools for Current Planners”.
- The Section is putting together the agenda for 2022.
- There are a couple urban activism events scheduled, on MLK day in 2022, with the City of Vancouver.

Peninsula Section – Kell Rowan reported:

- The Section is looking forward to meeting regularly in 2022, in-person.

STANDING COMMITTEES REPORTS

Professional Development Office Committee - Wayne Carlson reported:

- On December 16, 2021, Jennifer Rolla with APA National provided three new posts. One of the posts revealed that we now have 14 additional Washington Chapter members who have passed the AICP exam – 4 were traditional test takers and 10 were candidate exam takers. There were 34 WA Chapter members that signed up the test, however it is not clear how many took the test. On November 18, 2021, Wayne attended an online webinar that APA National presented on “One Path to AICP”. The training was a preview for chapter presidents and PDOs. APA National also published its website along with updates to the AICP Certification Guide.

Faculty Representatives -

Dr. Matthew Anderson, EWU Faculty Representative introduced himself as the new Director of MURP program at EWU, that Kerry Brooks is retiring. The students are doing great work. The school is not allowing a new hire, and with only one faculty member with a PhD, means that only one of the curriculums (undergraduate or masters program) will remain accredited. There is a drop of enrollment – Planning is not a priority at EWU. They are considering a new undergraduate degree called Policy and Planning. The school is hoping to retain the Master’s program.

Yorik Stevens-Wajda asked what specifically the WA APA Chapter can do to influence the Dean at EWU. Dr. Anderson stated that EWU has a Tribal Planning component, internships, WSDOT program with north/south corridor which include community participation – these are all reasons to keep the program. Nancy Eklund asked that Dr. Anderson provide the contact information for the Chapter to send a letter, with salient points to address. Yorik Stevens-Wajda stated that it would be beneficial for the Chapter’s work to have a partnership with academia. Maren Murphy suggested the Inland Empire Section would send a letter on behalf of supporting the EWU Planning program.

Branden Born, UW Faculty Representative provided updates – that the UDP is in the middle of two hires, one for public health/planning/data science, and the other for an open position but definitely cross-disciplinary in the college, both at the assistant professor level. The UDP also completed its self-study, which will be for the upcoming Planning Advisory Board review, and Chris Campbell will be in touch with the Chapter for its participation in that process. The program ended the quarter with no major COVID issues in the college, and the hybrid classes worked well, though it was nice to see people in person. APA thesis projects this year range from the bread and butter of planning to boundary pushing topics of degrowth, equity, etc. Brandon stated that he will be on sabbatical for the next two terms, some of which may be in Mexico.

Equity / Diversity / Inclusion (EDI) Committee-

Maren Murphy reported that the committee has had a couple of very good meetings and they are wanting to connect more with other Board committees to see how equity can connect across the committees. The EDI is also interested in having an “Equity Corner” of the newsletter.

Adjourned at 4:52 P.M.

3/17/2022

Recorded Date



Approved by Board March 11, 2022 – Signed by Dinah Reed, APA Washington Secretary