



# MEMORANDUM

TO: APA Washington Board Members  
FROM: Dinah Reed, Secretary  
DATE: March 8, 2021  
RE: Minutes of January 29, 2021 APA WA Board Meeting | via ZOOM

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

## 1:00 P.M. CALL TO ORDER

President Nancy Eklund called the meeting to order at 1:00 PM.

Dinah Reed, Secretary stated that a quorum was met with 20 voting members in attendance at time of roll call.

### IN ATTENDANCE:

#### Voting Members -

Nancy Eklund, AICP - President  
Denise Lathrop, AICP – Vice President  
Dinah Reed - Secretary  
Al Torrico - Treasurer  
Shauna Harshman – Inland Empire Section President  
Nora Pederson – NW Section President  
Ben Braudrick, AICP – Peninsula Section President  
Judith Perez, AICP – SW Section President  
Karl Almgren – Puget Sound Section President  
Darby Cowles - Joint Awards  
Laura Benjamin, AICP – Communications Committee  
Andrea Harris-Long, AICP – Communications Comm  
Bob Bengford, AICP – CPAT Committee  
Patrick Lynch, AICP – CPAT Committee  
Yorik Stevens-Wajda, AICP – Legislative Committee  
Esther Larsen – Legislative Committee

Dee Caputo, FAICP – Professional Official Devlp Officer  
Kirk Rappe, AICP – Scholarship Committee  
Michael Cardwell, AICP – Tribal Committee  
Steve Butler, FAICP – Youth in Planning Committee  
Wells Williams, AICP – Scholarship Committee

#### Non-Voting Members -

Casandra Brown – Climate & Sustainability Initiative  
Hiller West – Allied Professionals Liaison  
Kerry Brooks – EWU Faculty Rep  
Branden Born – UW Faculty Rep  
Samara Ressler – UW Student Rep  
Paula Reeves – WA Public Works Board  
Stacey Williams - SBI

### Action Item: Approval of 10/13/2020 Board Meeting Minutes, as corrected

Action: Approve minutes as corrected  
Motion: Michael Cardwell  
Second: Denise Lathrop  
Vote: Approved by Board

### **President's Report –**

Nancy Eklund started discussion with the topic "Diversity & Equity" Does the Board think we should have a survey to gather information on the diversity of our membership? It was questioned if the demographic information was already being collected at the National level under membership profiles? An idea was suggested that the Chapter could do a census that is conducted annually rather than doing surveys. It was suggested that the census be strategic, that it would be a resource for Sections so they can get speakers that appeal to section members. Another suggestion was that the census should be per Section. Several Board members agreed that a census would be good information to have.

Nancy Eklund brought up "Land Acknowledgement" – How do we go about recognizing this? It was asked, has APA ever done a blanket apology to indigenous communities? It was suggested that at every meeting we recognize the diversity and equity of indigenous peoples.

### **President Elect Report –**

Yorik Stevens-Wajda reported that he had attended the first Executive Committee meeting in December. He presented an update, mostly about the Legislative Committee, to the NW Section at a Planners forum. He has been asked to present for the SW Section, and he conducted an interview with a journalist at Urbanist blog.

### **Discussion Item: Treasurer's Report and Budget**

Al Torrico reported that revenues were down by 50% but we got through the year. We did not meet the membership numbers that we projected. The virtual conference does not generate as much revenue as an in-person conference. The money in savings and checking is not as high as last year, but we retained savings and reserves, so we are fine. This year's budget is stripped down. Thank you to Stacey Williams and SBI for cutting their management fee from 3% to 1%. The conference in 2021 may be virtual again. Nancy Eklund mentioned that she was informed by APA National that no in-person conferences would take place in 2021. Shauna Harshman mentioned that their Inland Empire virtual conference was easier to put together and generated more money because it was virtual. Al Torrico stated that for the State conference, sponsorship is not as good – they are less likely to contribute for a virtual conference which is why it generated less money. Nancy stated that because there was a lot of uncertainty about the conference format and it took a while to identify the keynote speakers, we did not have as long a time to promote the conference and offer benefits to sponsors. She indicated that the 2021 conference hoped to have a more aggressive schedule to enable better fund raising. Steve Butler said thank you for sending out the budget ahead of time, that the virtual conference was great, and that with more advance notice this year we're likely to have more input. Esther Larsen asked that if the budget was adopted, and we go into the negative, do we have to go into our reserves?

### **Action Item: Approve Budget**

Action: Michael Cardwell motioned to approve the budget.  
Second: Shauna Harshman  
Discussion: Yorik Stevens-Wajda agreed that we should have a goal to not spend more than we budget so we do not have to go into the reserves. Stated that the Legislative Committee would agree to amend the budget to be \$1,500 less for their travel budget, so the travel budget would change from \$2,500 to \$1,000. Yorik Stevens-Wajda added that he would like to have the travel budget reinstated to \$2,500 for 2022 budget, back to pre-Covid expenditures, if the budget allowed in 2022.  
Motion: Michael Cardwell motioned to approve the amended budget  
Second: Steve Butler  
Vote: Approved by the Board

### **Discussion Item: Website**

Nancy Eklund commented that the Section pages of the website do have a standard look. It would be good if the pages look uniform. Ben Braudrick asked if he could get a site map of the webpage and wanted to know if we have a YouTube account. Yorik Stevens-Wajda requested that we keep the archived presentations because they are a good resource and he still uses them, for example, the presentation on Development Agreements.

### **Discussion Item: Communications Committee**

Laura Benjamin and Andrea Harris-Long reported that the Communications Committee is seeking Board direction on the committee for the next calendar year. Overarching Communications Goals & Objectives:

- Redesign the newsletter to increase reader engagement
- Improve website accessibility and functionality
- Evaluate the role of social media in chapter communications
- Increase collaboration between Committee and chapter sections
- Recruit additional volunteers to help carry out specific Committee responsibilities

(See full report uploaded to Basecamp.)

Yorik Stevens-Wajda stated the Legislative Committee information is very time-sensitive, which is the reason why it is difficult to sometimes coordinate the Legislative Committee report with the deadlines for the newsletter. E-blast is also a good way to get feedback from members. Nancy Eklund stated that the CommComm has to do a lot more prodding than they should have to get content to for the newsletter, which is not good.

### **Discussion Item: Scholarship Committee**

Kirk Rappe reported they are working on recognizing scholarship recipients for three schools: EWU, WA, and UW. They are looking at forming a committee of 3-4 people. Wells Williams commented that Covid has made many changes for universities. (See full report uploaded to Basecamp.)

### **Discussion Item: Nominations Committee**

Dinah Reed reported that all open positions for the next election cycle need to be provided to her in time to be submitted to APA National by February 26. There are 3 positions open for the WA APA Chapter: Vice-President, Treasurer, and Secretary. Sections need to form their own nominations committees for their open positions. A committee to find nominations for the WA APA Chapter positions will be put together. The Sections will be responsible for finding their own nominations. The new positions start November 1, 2021.

## **SECTION PRESIDENT REPORTS**

**Inland Empire Section** – Shauna Harshman reported:

- Awarded two student scholarships
- Solicited speakers from across the county for Fall virtual conference 2021
- Putting together a quarterly education series
- Put together a committee to generate membership engagement

**Northwest Section** – Nora Pederson reported:

- In the last quarter we have started a new internship program with WWU to bridge a gap
- Awarded two student scholarships to WWU students
- Hosted a Winter Planners Forum on updates to GMA
- Putting together Spring Planners Forum – topic “Equity and Inclusion”

**Peninsula Section** – Ben Braudrick reported:

- Spring Planners Forum - topic is “Housing” with presentation Planning for Homelessness

**Puget Sound Section** – Karl Almgren reported:

- Annual Board Retreat is January 30 to finalize monthly webinar series. We had a webinar this week with 60 attendees.
- Discussion about dues, “What are we getting out of our dues?”

## STANDING COMMITTEES REPORTS

### Legislative Committee Report

Yorik Stevens-Wajda reported on the “Priorities for the 2021 Session” which include:

- Housing & Homelessness
- Climate Change
- Support for Planning
- Inclusive Planning
- Transportation
- Road Map and Updating Washington’s Growth Planning Framework
- Infrastructure
- Annexation reform
- Planning for Schools
- Periodic Updates

(See full report uploaded to Basecamp.)

### Community Planning Assistance Team (CPAT) Committee Report

Patrick Lynch reported that the committee is actively engaged with Grays Harbor County. Bob Bengford provided information in an email stating that, “– we’re still working with folks on an event associated with an Ocean Shores/Westport foot ferry project, we have a background report drafted – so we’re closer to planning for a pandemic safe event, but there’s still some balls up in the air. Great Places Program – given pandemic issues – my current thought is to delay it another year – by early 2022 – hopefully things are closer to normal and folks coming together in public spaces will be more important than ever. But getting communities to submit applications on places during a pandemic seems like too much of a long shot.”

### Transportation Planning Committee Report

Trying to get more activity and engagement from the TPD leaders (Nationally). We did forums in different parts of the state about impacts from COVID regarding resiliency and how ROW is used. Post COVID we’ll do another forum to see what types of activities will remain.

### Joint Awards Committee Report

Darby Cowles reported that they had a successful awards program last year. Since the awards meeting was online, the awardees were able to provide more input on the details of their projects. Looking to present at Fall Conference. This year they have a more robust solicitation process to get more people to apply.

### Diversity Committee Report

Equity credits have been added to CM credits. EDI (Equity, Diversity & Inclusion) want to connect with Tribal Committee. Ask Sections how they’re incorporating equity into their work.

### Planning Official Development Officer Report

Dee Caputo reported that the committee has had seven meetings. The work plan is as follows:

- 1.) Select a well-informed and productive team of dedicated committee members. SUMMER 2020.
- 2.) Hold monthly meetings to establish the direction and perform the work of the committee. AUGUST-NOVEMBER 2020 & ONWARD.
- 3.) Investigate and compile existing information developed and provided by other subject matter experts and sources to assemble necessary information for the target audience. FALL 2020.
- 4.) Develop a series of organized and tested links for public access via webpage display. OCTOBER-DECEMBER 2020.
- 5.) Cooperate with the APA Office to upload links and related information to the webpage. NOVEMBER-DECEMBER 2020 .

- 6.) Develop and circulate a survey to enlist local government planning officials in helping the committee to identify gaps in needed information. (Marketing, distribution, tabulation and results sharing followed by related webpage modifications are still under discussion.) FALL-JANUARY/FEBRUARY 2020-2021.
- 7.) Anticipate ongoing communication may be likely from the target audience via questions submitted by email to an address included on the webpage. Assign responder(s). DECEMBER 2020 & ONWARD.
- 8.) The evolution of ongoing duties is expected to encompass management of webpage accuracy over time. Several monitoring cycles are being considered to achieve quality assurance. SEMI-ANNUAL - AS NEEDED 2021 & ONWARD.
- 9.) While the committee completed enrolling its initial membership, we are still considering other invited candidates. BY YEAR'S END 2020 (See full report uploaded to Basecamp.)

**Professional Development Officer Report**

Wayne Carlson reported that the committee is planning to put together a training class regarding AICP certification.

**Tribal Committee Report**

Michael Cardwell reported that he is supportive and has been participating in Substitute House Bill 1241. The Tribal Committee wrote a letter to encourage support on the basis of inclusion, service to the community, etc. Michael has been a part of fundraising of student scholarships since before the APA National Conference in Seattle in 1999. We expanded our support to include WWU, whose program go certified. Please note that EWU has two certified programs – undergrad and graduate. UW is the other institution we support. I am a proud EWU alum and enrolled member of the Quinault Indian Nation. I am now a Tribal Elder.

**EX-OFFICIO COMMITTEE REPORTS**

**Eastern Washington University**

Kerry Brooks reported that the department is moving into a brand-new building on campus known as the Catalyst Building. The department has a new faculty member.

**University of Washington**

Branden Born reported that the department is down 2 ½ faculty members over the past year, but class size is the largest ever with 45 students – largest applicant pool in a decade and more diverse than in the past. The younger generation of students are great in Equity, Diversity & Inclusion (EDI) work. The new Dean is awesome and well organized with the EDI tool. UW now has five departments, including a real estate department that addresses housing. The UW student rep Samara Ressler introduced herself and invites suggestions from WA APA Board about her position and is interested in being more involved.

**Next meeting will be in April (date TBD). Adjourned at 5:01 P.M.**

June 4, 2021  
Recorded DATE



Approved by Board May 13, 2021 – Signed by Dinah Reed, APA Washington Secretary