



MEMORANDUM

TO: APA Washington Board Members
FROM: Dinah Reed, Secretary
DATE: April 22, 2022
RE: Minutes of March 11, 2022, APA WA Board Meeting | via ZOOM

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

3:05 P.M. CALL TO ORDER

President Yorik Stevens-Wajda, AICP, called the meeting to order at 3:05 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
Sam Rubin, AICP – Southwest Section President
Karl Almgren, AICP – Puget Sound Section President
Ben Braudrick, AICP – Communications Committee
Chad Eiken, AICP – Conference Committee
Nikole Coleman, AICP – Continuing EDU Committee
Gwen Rousseau, AICP – EDI Committee
Paula Reeves, AICP – Legislative Committee
Kirk Rappe, AICP – Scholarship Committee

Steve Butler, FAICP – Youth in Planning Committee
Michael Cardwell, AICP – Tribal Committee
Wayne Carlson, AICP – Professional Development Officer

Non-Voting Members -

Tanner Machala – UW Student Representative

Guests -

Esther Larsen - Member

Action Item: Approval of December 17, 2021, Board Meeting Minutes

Action: Approve minutes with minor corrections
Motion: Nancy Eklund, AICP
Second: Judith Perez, AICP
Vote: Approved by Board

Action Item: Approval of March 2022 Agenda

Action: Approve Agenda
Vote: Approved by Board

President's Report -

Yorik Stevens-Wajda, AICP, reported:

- Continuing Education Committee needs a Chair. One of the most important aspects of the work that the Chapter does is developing relationships with WA State Department of Commerce, the Chapter Sections, and thinking of topics for webinars. This committee has some overlap with the functions of the PDO and PODO Committees.
- Membership Committee – the Chair slot has been vacant for a while.
- Allied Professions – Hiller West was in this position; however, he has been unable to attend or participate in meetings; we need to identify a new person for this role.
- Banking integration – We are working with the Chapter office on this. The goal is to get all the banking of all the Sections under the same structure.
- Future schedule of Board Meetings – Rather than doing a doodle poll, how does the Board feel about doing a set schedule for the rest of the year? Also, to propose five (5) shorter meetings, rather than once per quarter. Next meeting is scheduled for June 17th. Exact dates for future meetings to be either on Thursdays or Fridays (TBD), in the afternoon.
- The Chapter office provided a membership list to the Sections which should help the Sections.

Past President Report –

Nancy Eklund, AICP reported:

- Working on sponsorship prospectus for the Conference. Trying to identify what the value-added items are that we can offer to sponsors.
- Working with National APA on the voting process for new nominations, as well as with the Secretary to ensure the sections and chapter have identified candidates for the next election.

VP Report –

Judith Perez, AICP reported:

- Coordinating with all the Sections and talking with them to discuss how forums with CM credits can be offered.

Secretary Report –

Dinah Reed reported:

- A “Call for Nominations” article was submitted to the newsletter.

Treasurer's Report -

Yorik Stevens-Wajda, AICP reported on behalf of Al Torrico:

- The Chapter spent \$50K less than last year, which is good for the bottom line but it's also good to spend money if its value-added for the Board.

Discussion - 2023 Conference

- Yorik Stevens-Wajda stated that he had posted a question on Basecamp regarding location of the 2023 conference. The location needs to have hotel and conference amenities to host 600+ people. It should have amenities in an urban area, providing after conference activities and for mobile workshops.
- Michael Cardwell added that he would like the Chapter to have its next conference at a tribal location such as Northern Quest Casino in Spokane or suggested a joint meeting with Idaho and have the conference in Coeur d'Alene.
- Yorik Stevens-Wajda noted that conferences are an opportunity to visit a new place, as well as networking. It's a chance to walk around a city and get to know it. Supporting the tribal entities is very important however, having a state conference at a resort would not provide the easy opportunity of exploring the urban landscape that is provided by having the conference in a downtown setting. Having a special session, or track that emphasizes the tribes would be a better representation for the tribes.

- Spokane was recommended as the location for the 2023 conference. The Inland Empire Section is a strong Section that can help with the conference.
- Nancy Eklund suggested that Sections consider holding meetings at some of tribal sites in their areas.

Action Item: Location for 2023 State Conference

Action: Move that we select downtown Spokane for the 2023 Conference location.
 Motion: Yorik Stevens-Wajda
 Second: Nancy Eklund
 Vote: Approved by Board
 Abstention: Michael Cardwell

STANDING COMMITTEES REPORTS

Legislative Committee – Paula Reeves, AICP reported:

- We had a great session. We had meetings every Friday with 20-30 people steadily attending. We had subcommittees, and we held closely to our legislative agenda.
- We tracked 25 Bills and had more amendments than ever before.
- Mike Shaw was excellent.
- Reported that the committee wrote letters on many bills that passed, however the climate bill (1099) died on the Senate floor.
- We are picking up with Friday noon meetings again on April 8th for anyone who wants to attend.
- Yorik Stevens-Wajda mentioned that the work was excellent, the committee managed to go deep and broad.
- Paula Reeves thanked Yorik Stevens-Wajda and Esther Larsen for all the help.
- Esther Larsen stated that she was very grateful that Paula Reeves wanted to take over being Chair of the committee. She recruited many new participants, and the committee was very energized.
- Nikole Coleman stated she was impressed with how much work the Legislative Committee did, and the new funding sounds great, but she is concerned that there are not enough planners to do all the work.
- Paul Reeves stated the Legislative Committee had a conversation about capacity building – how do we get more people to apply for planning jobs in Washington?
- Yorik Stevens-Wajda mentioned that the next couple years are going to be taxing on consultants. Plus, EWU might be losing its Planning Department program.
- Kirk Rappe mentioned we need to get the word out at job fairs that planning is a field to go in to.
- It was noted by Yorik Stevens-Wajda that this is a good discussion and would be interested in hearing from students and their story. The Scholarship Committee should be involved with this.
- Steve Butler mentioned that we should be marketing ourselves to people/students that are out of state as well. Washington has a competitive edge because planning jobs pay more here, and it's beautiful here. Maybe we should develop an ad hoc committee to market Washington State.

Conference Committee – Chad Eiken, AICP reported:

- 2022 Conference is in Vancouver at the Hilton, in-person.
- Conference theme is “Keep Calm and Plan On”, hoping to have some fun with that!
- Issuing call for sessions in the next couple weeks, determining the number of tracks, and identifying keynote speakers. Please provide ideas.
- Social events will be highlighted, pub crawl the first night – there will be an alternative crawl of a wine tasting tour.
- Opening reception on Wednesday night, and the goal is to have it off-site.
- Lastly, working on sponsorship opportunities for promoting themselves.
- Karl Almgren offered that the Puget Sound Section has a board member willing to solicit sponsors.
- Steve Butler said that he will provide speaker opportunities. Also mentioned that there will be a silent auction to raise funds for scholarships. If we're going to offer scholarships to students, we need to get word out ASAP.

- Gwen Rousseau asked that all committees/Sections be inclusive when suggesting people for scholarships.
- Esther Larsen asked if there would be a Legislator-of-the-Year award at the conference.
- Chad Eiken stated there will be an awards opportunity at the conference.
- Karl Almgren mentioned that the Puget Sound Section has an additional \$1,200 for scholarships, the money can be moved to student scholarships.
- Chad Eiken challenged each Section to come up with a large gift basket for auctioning off at the silent auction.

Continuing Education Committee -

- The task of this committee is to develop an educational curriculum for planners in the state – to offer webinars, planner forums, and to work with WA State Department of Commerce and Sections.
- The Professional Development Officer’s task is more about marketing AICP.
- Many Sections have professional development/continuing education chairs.
- The Chapter office will be taking on the task of inputting AICP CM credits.
- What is the real difference between the Continuing Education Committee and the Professional Development Committee?
- Nikole Coleman stated that in the past, she thought that there has not been a defined role between the two. Education opportunities are being provided by the Sections. The committee talked about finding an educational niche that isn’t being taught by teachers at the Universities, such as how to read/apply zoning regulations.
- Wayne Carlson concurred with Nikole stating that most people are only interested in continuing education as it related to maintenance of their AICP and getting CM credits. It might be better to blend the two committees.
- Nancy Eklund stated that it is not a good idea to blend the two committees, just that they should coordinate. PDO concentrates on AICP credits, whereas Continuing Education is more about teaching aspects of planning and offer both CM and non-CM training (as appropriate). She said that the function of the Continuing Ed Committee was to coordinate the with Continuing Ed reps from the Sections to ensure that educational needs are being met, and promotion coordinated.
- Karl Almgren agreed with combining the two committees.
- Yorik Stevens-Wajda believes it would be good to have two separate committees, but that are fully operational, but also that they coordinate. It makes sense that the Section education members should be on the State Continuing Education Committee.
- Nikole Coleman stated that she tried to get a working committee together, but the biggest effort is planning the events – everyone has good ideas, but nobody wants or has time to do the work.
- Yorik Stevens-Wajda stated that this is a valuable conversation, and we need to keep thinking about it. We have a budget for volunteers. Instead of having volunteers doing rote tasks, give them more important tasks.

Equity Diversity Inclusion Committee -Gwen Rousseau reported:

- The committee is meeting with other committees to help provide an equity lens to the work we do. The committee looks forward to checking in with other committees in the future.

Communications Committee -Ben Braudrick reported:

- Moving toward a monthly newsletter
- Leaning into Basecamp to communicate
- Continuing to develop standing information
- We love to have Section content – send a photo with a short description
- Need short abstracts
- Go to Team page in Basecamp
- Articles due 1st of month
- Issue comes out on 15th

Scholarships Committee -Kirk Rappe reported:

- Applications have been sent out to three schools for students to apply.
- Sustainable scholarship committee is working on long-range funding. We need to put together a proposal to give to the Board to show it will work. We have been meeting for close to a year – an outline needs to be drafted to show where we think the funding can go for the scholarships.
- Silent auction at conference

Tribal Committee -Michael Cardwell reported:

- Dr. Zaferatos at WWU and Margo Hill at EWU did a tribal law session at the NW Section.
- Secretary of the Interior has promised money.

SECTION PRESIDENT REPORTS

Puget Sound Section – Karl Almgren reported:

- We have two Board vacancies.
- Hosting monthly webinars – 60-120 people attending
- We may have a summer picnic for members.

Southwest Section – Sam Rubin reported:

- Forum on the 17th – topic “Climate Change” with a couple of speakers
- In April, the Section is doing an Eco-challenge
- Section is working with Chad Eiken on social events for the October conference in Vancouver.

AD HOC COMMITTEES

UW Student Representatives -Tanner Machala reported:

- I’m a 1st year planning student at UW – it’s a pleasure to be here.
- This is Friday of dead week/finals week.
- I’m interested in reaching out to students and talking with WA APA to fill some gaps for new jobs.
- Interested in accredited forums.
- Interested in part-time internships and jobs for UW students
- Looking forward to working with the Board – tmachala@uw.edu

Adjourned at 5:03 P.M.

June 17, 2022
Recorded Date


Approved by Board June 17, 2022 – Signed by Dinah Reed, APA Washington Secretary

