



APA Washington Board of Directors Meeting

Davenport Hotel – Spokane, Washington
October 13, 2008 – 8 a.m. to 10 a.m.

AGENDA *(second revised 10/7/08)*

8 a.m.	Call to Order		Joe Tovar
	Board Minutes of 6-27—08 and Chapter Secretary Remarks	Item 1	Bill Grimes
ACTION ITEM	Chapter President's Report Consent Agenda	Items 2, 2A,2B,2C	Joe Tovar
	<i>Sponsorship ideas for 2009</i>		<i>Joe Scorcio</i>
	Remarks by AICP President-Elect and Chapter PDO		Paul Inghram Nancy Eklund
	Update on Status of 2008 Conference		Joanie Pop
	Chapter Vice-President's Report	Item 3	Hiller West
	Chapter President-Elect's Report	Item 4	Scott Greenberg
	Chapter Treasurer's Report and Financial Statement	Item 5 Item 5A	Derek Chisholm
8:40 a.m.	COMMITTEE REPORTS		
ACTION ITEM	Climate Change and Sustainability Initiative	Item 7	Jill Sterrett
8:55	Legislative Committee Report	Item 7	Esther Larsen Josh Peters
	Communications Committee Report	Item 8	Bryan Fiedor
	Community Planning Assistance Team Report	Item 9	Paula Reeves Kristian Kofoed
	Continuing Education Report	Item 10	Jill Sterrett
	Membership Chair Report	Item 11	Anna Nelson
	Planning Official Development Officer Remarks		Janet Rogerson
	Scholarship Chair Report	Item 12	Aubin Phillips

	Senior Action Team Report	Item 13	Ken Dueker
	Student Representative Remarks- EWU		Brandon Betty
	Student Representative Remarks- UW		TBA
	Tribal Planning Representative Remarks		Michael Cardwell
9:30 a.m	SECTION REPORTS		
	Columbia Section Remarks	Item 13A	Fedouse Oneza
	Inland Empire Section Report	Item 14	Gideon Schreiber
	Northwest Section Remarks		Jennifer Aylor
	Peninsula Section Report	Item 15	Barry Berezowsky
	Puget Sound Section Remarks		Patricia Love
	Southwest Section Report	Item 16	Laura Hudson Chad Eiken
	TASK FORCE REPORTS		
	Kids in Planning	Item 17	Steve Butler
9:50 a.m.	REMARKS BY EX OFFICIO REPRESENTATIVES		
	Eastern Washington University Representative		Fred Hurand
	University of Washington Representative		Frank Westerlund
	Community Trade and Economic Development Representative		Leonard Bauer
	Planning Association of Washington Representative		Ken Kuhn
10:00	Adjournment		

**Washington Chapter, American Planning Association
Board Meeting Minutes
Water Resources Education Center (WREC) - 2nd Floor Conference Room
4600 SE Columbia Way, Vancouver, WA**

Friday, June 27, 2008, 11:30 – 4:30 p.m.

Call to order/Introductions

President Joe Tovar called the meeting to order at 11:40 a.m. In attendance:

Joe Tovar, FAICP, President
Steve Butler, AICP, Past-President
Scott Greenberg, AICP, Vice President
William Grimes, AICP, Secretary
Hiller West, AICP, Puget Sound Section President
Laura Hudson, AICP, Southwest Section President
Barry Berezowsky, AICP, Peninsula Section President (via phone)
Ferdouse Oneza, AICP, Columbia Section President (via phone)

Kurt Rappe, UW Student Rep
Chris Green, EWU Student Rep
Judy Fani, Co-Chair Continuing Education
Jill Sterrett, FAICP, Co-Chair Continuing Education
Esther Larsen, Legislative Committee
Josh Peters, AICP, Legislative Committee
Anna Nelson, AICP, Membership
Nancy Eklund, AICP, Professional Development (via phone)
Josh Peters, Legislative Co-Chair (via phone)
Paula Reeves, AICP, Co-Chair CPAT
Brian Fiedor, Communications Committee Co-Chair
Bill Mandeville, CTED ex officio rep for Leonard Bauer
Michael Caldwell, AICP, Tribal representative
Paul Inghram, AICP, Scholarship Committee

Non-Board member also attending:

Ann McFarlane APA office
Matt Ransom, City of Vancouver
Nick Little, Cowlitz County
Kei Zushi, City of Woodland
Dwayne Decker, Cowlitz County
Chad Aiken, City of Vancouver
Patricia Love, incoming Puget Sound Section President
Greg Winterowd, Oregon APA Chapter President
Michael Hubner

Call to Order

The President called the meeting to order at 11:40 a.m. and welcomed the group. He asked those on the phone and in the room to introduce themselves. The group will work until 1:30 and then begin work on the strategic plan.

Joe introduced Laura Hudson to welcome the group to the WREC and outlined the day's schedule. Steve Butler asked for a Certification Maintenance report.

Nancy Eklund, the Chapter PDO, reported on proposed changes in fee structure and that AICP Commission is working on revised scheme with a report likely emerging in September. Chapter may be reimbursed for Certification Maintenance credit charges if the cost for Certification Maintenance credits is reduced under the new subscription-based approach.

Board Minutes (Item 1): The Secretary introduced the minutes as prepared.

Jill Sterrett is not a co-chair of continuing education, should not be so cited.

A motion was made to approve the minutes from the March 28, 2007 Board meeting as revised. The motion was seconded and carried unanimously.

President's report (item 2): The President presented his memo and other related items. He introduced the concept of a "state of the chapter" report and asked for Board comment on the preparation of an overview of the chapter, similar to the example he passed around from Illinois. Following discussion noted that such a piece would help educate associated professionals, legislators and public officials about what our chapter does. The sentiment was generally positive, and the President will bring ideas to next Board meeting in October, hoping that the Chapter can assemble one after the 2009 budget is adopted. Greg Winterowd reported that the Oregon Chapter is considering a similar effort.

The President continued his report, inviting Board members to help themselves to lunch while the meeting proceeds:

- **Around the Horn:** The president presented his report on moving Board meetings across the state.
- **Silver Threads and Golden Needles:** The President referenced his report, making specific note to thank Steve Butler and Heather Trautman.
- **Annual Conference in Spokane:** The President referenced his written report, adding that Certification Maintenance has "raised the bar" for session quality, making this one of the strongest conferences ever. The conference will be offered jointly with the new Idaho APA Chapter. The new chapter logo will be in use. Student scholarship rate will be offered, subject to qualifications of service to the Chapter. Inland Empire Section will help underwrite student scholarship, and the President asked that Puget Sound consider similar assistance. Conference sponsorships are lower than expected, and it is possible that the conference will not make a profit this year. Preliminary programs will be available in late July.
- **Climate Change and GMA Advisory Committee:** The President referenced his written report and asked for Board members to follow up with him on recommendations for statutory change.
- **Draft Report of the Washington APA Cost of Regulation**
- **Awards:** The President referenced his written report. The President reported on the cancellation of the awards program for 2008, but announced that he would be meeting with Scott Greenberg and Hiller West to discuss how to come back with a better product in 2009. He said that it will be important to discuss options and commitments with our Awards partner, the Planning Association of Washington.
- **Sustainability series:** The President invited Jill Sterrett to report. Jill Sterrett reported on the sustainability speakers series. The Webcast is still available to other sections. Certification Maintenance credits are approved. Will continue to be available for registration with viewing through August. Sections can coordinate group attendance for discussion. Proceeds from session are used to register Certification Maintenance credits with National APA. She circulated the program flyer to the Board. Each session is approximately 90 minutes in duration. The program revenues are slightly higher than the cost to provide the series. Judi Fani added that some sections are hosting group sessions for Certification Maintenance credit. She would like to inventory the training materials in the state and will attempt to help coordinate.

Membership Committee Report (Item 3)

The Chair of the Membership Committee, Anna Nelson, reviewed her report introducing action item to clarify the boundary of the Columbia and Inland Empire sections and inclusion of non-included counties: Columbia and Walla Walla would likely go to Columbia Section. Grant and Adams counties would likely go to the Inland Empire Section.

The Board will reprint the brochure with the existing map since no resolution is yet forthcoming.

Climate and Sustainability Initiative Committee Report (Item 4)

Jill Sterrett presented her report, summarizing the draft charter and the five main goals. She requested that the Board create a standing, permanent committee as one action and allocate up to \$1,000 for specific tasks to support the committee's actions.

Esther Larsen indicated her support on the condition that the committee commit to report on the survey and other committee actions in newsletter articles. Jill Sterrett confirmed that she would do that and that this new committee would replace the previous Livable Washington committee that retired after its production of the Livable Washington brochure.

The President indicated that the Chapter is in a strong financial position despite rather pessimistic outlook for the annual conference. He stated that the expenditures will not put the Chapter at risk.

Steve Butler noted that a permanent committee would require a change in the Chapter bylaws. The President suggested that the Livable Washington committee be renamed to capture this new iteration without requiring a bylaws amendment. Anna Nelson agreed that that approach would be in sync with the Livable Washington products.

The Board supported the new direction for the Livable Washington committee to focus on climate and sustainability issues as described in the report.

There was a motion made and seconded to allocate \$1,000 funding per the request. The motion carried unanimously with one abstention.

"It's Your Thang" Youth Career Camp Proposal (Item 5)

Chris Green reported on the request from Dick Winchell for the 6-week youth camp on experiential learning in planning. Additional funding sources are committed to the project, including the Inland Empire Section's commitment of \$500. The EWU planning department has made a 10-year planning service commitment to the East Central neighborhood, with a student intern committed to service to the neighborhood.

Scott Greenberg noted that very little of the curriculum is actually dedicated to planning and does not see how it directly relates to the Chapter's mission. The President offered that the project should report back with newsletter articles. Michael Caldwell indicated his support for the project. Steve Butler echoed Scott Greenberg's concerns about the project's relationship to the Chapter's mission.

A motion was made and seconded to approve the \$1,000 as a one-time Chapter investment on with the proviso that the Inland Empire section members communicate Chapter concerns regarding the program. Motion carried unanimously.

Legislative Committee (Item 6)

Esther Larsen referenced her report and thanked those who participated in this year's legislative session activities. She presented the bills in the packet. Scott Greenberg reviewed the proposed bill information (Item 6, Attachment A) and conveyed a recommendation that the Chapter move forward with the proposed legislation.

A motion was made for the Chapter to approve the Committee's recommendation. The motion carried unanimously. There was one abstention (CTED Ex Officio).

Esther Larsen indicated that the Chapter should consider nominations for Legislator of the Year. She, Josh and Scott Greenberg will receive e-mails from the membership on possible nominees.

APA White Paper (Item 7)

The President introduced Michael Hubner to present the Chapter's draft white paper on the impacts of regulation on housing cost. Michael Hubner describe the committee members' backgrounds and length of time working on the existing draft in response to the Eicher research study on housing cost increases due to land use regulation. He asked the Board to consider the draft and its appropriateness, to provide direction to the committee on next steps and to think about a possible conference session on this topic.

Steve Butler suggested that the report be modified to include a key findings summary to make the report more accessible and to reorder the flaws to position the more interesting ones up front.

The President noted that this article is to serve as a resource for those of us who engage in conversations on the topic.

Michael Hubner, in response to a comment from Laura Hudson, confirmed that there was no economist included in the committee and agreed that it would have been a stronger team if one were available to participate. Jill Sterrett asked that the committee seek out an economist now to review the draft and provide critique and academic citations. Bill Mandeville described CTED's response to questions related to the Eicher study. The final draft should be available later this summer. Michael invited Board members to comment directly to him.

Vice President's Report (Item 8)

Scott Greenberg distributed a mock-up of the new web site design. The site will go live later this summer. The President thanked Brian and Bill for working to implement the site design and get the communications committee into gear.

Community Planning Assistance Team Report (Item 11)

Paula Reeves provided a brief summary of the Morton project.

The President concluded the meeting to begin the strategic planning session.

Meeting adjourned at 1:38 p.m.

Respectfully submitted,

William Grimes, AICP
Chapter Secretary

Approved by Board on _____



MEMORANDUM

TO: APA Washington Board Members

FROM: Joe Tovar, President

DATE: October 3, 2008

RE: REPORT FOR MONDAY, OCTOBER 13, 2008 BOARD MEETING

NO BOARD ACTION REQUESTED

or

BOARD ACTION REQUESTED ON CONSENT CALENDAR

Thank you to all who submitted reports for the Board. A written report is a great way to let all the Board members know what is going on with your activities on behalf of the Chapter. It also lets our membership know what its volunteers are doing, and perhaps inspire them to join us in improving and expanding the services we provide. I have asked Andrew to post all our Board packet materials on our website. If you haven't submitted a report yet, it's not too late. We'll do a final emailout next week.

The State of the Chapter

As described in the collective reports you have submitted, our Chapter has never been more active and effective in providing services and products to our membership and providing an effective and respected voice for planning in our state. If I'm reading Anna's Membership report correctly, we are within THREE new members of reaching the 1700 member plateau. Size is not the only metric of excellence and value, but it is a good indicator that people think highly enough of our Chapter to join. Congratulations and thanks are due to Anna Nelson, but also to all of you who have helped energize our Chapter activities and our membership.

I am very pleased with the work of all our committees and the results achieved so far. I want to give special kudos to our new Communications Committee and its co-chairs Bryan Fiedor and Bill Mandeville. The content of both the website and newsletter have rocketed to new heights of quality, relevance and consistency. I have heard many appreciative comments from Chapter members about how useful and great looking both are. The newsletter and the website frankly have been one of our weaknesses in years past – thanks to Bryan, Bill and ther other members of their committee, this has been flipped to one of our most visible and prevalent strengths.

I am also glad that the conference gives us an opportunity to showcase our work to our peers. Both the Legislative Committee and the Climate Sustainability Initiative (CSI) Committee will be sharing their work and engaging members for future efforts. Likewise, our ad hoc committee on the Cost of Regulation has not only produced a position Paper, but has presented it to the

legislature and other public information and policy-making venues. Finally, my participation on the Land Use/Climate Change committee has helped keep the Chapter's profile prominent in the eyes of many stakeholder groups. The pre-conference workshop will be one opportunity to share the results of the LUCC work and provide a spring-board for the rest of the conference, and the work in the year ahead.

Please take a close look at Derek Chisholm's Treasurer's report (Item 5) and our Financial Statement (Item 5A). All these products and services the Chapter provides have great value, but they also certainly create costs. As Derek points out, a big variable on our revenue side is how well we do with the Conference. We won't know the final proceeds from Spokane nor how much reimbursement we can expect from National for our "branding-related" expenses until closer to our December Board meeting. Note that Derek also asks you to be thinking about your 2009 budget requests now, because that will be a major part of our agenda at the December Board meeting.

2008 Conference

I have the final pre-conference phone call this afternoon with Joanie Pop and the other Chapter members working on the conference. We are almost at a complete sell-out which is great news. Joanie Pop will be visiting us at the beginning of the Board meeting with the latest update regarding the 2008 conference.

I believe that this year's program is the highest quality ever for a state chapter conference, due partly to the excellent work of our program committee, and in part to the higher bar created by the AICP certification maintenance requirement. Even non-AICP members will benefit from this content improvement, although the Chapter conference will be one of the main ways to acquire CM credits for those who need them. Speaking of CM, our own Paul Inghram, President-elect of AICP, will be joining us for a few remarks at the beginning of our Board meeting. Paul will also be hosting a breakfast meeting on Tuesday to talk all things AICP with interested Chapter members.

The APA Idaho President, Anna Canning, will also stop by during our meeting to say hello. I hope we all take the opportunity to welcome all our colleagues from Idaho and establish some Northwest networking links.

New Chapter pins bearing our new logo will be distributed at the Board meeting. You'll also see the new logo in our new banner as well as the canvas conference totes. These all implement the new APA National branding requirements, which has not been without some costs. With Andrew's capable help, we've sent a letter to National asking for reimbursement for these costs, which are in the thousands of dollars. In addition, Michael Cardwell has put together a scholarship fundraiser for Evergreen College and will have sweatshirts/t-shirts for sale in two flavors: APA Washington logo and APA Idaho logo. See item 2A following.

Conference 2009

I have had Joanie Pop check out several sites for our conference next year, and we ran a membership survey on the website to gauge interest in four possibilities. As of today, with about 100 people responding, the results are: **Vancouver, WA 35%**; Lynnwood 26%; Wenatchee

21%; and Tri-Cities 18%. While I would hope that we will be able to move the conference around the state and eventually use all of these as venues, I would like to recommend that we hold our 2009 Conference in Vancouver at the new Hilton Hotel/Conference center in downtown Vancouver. I have seen the facility when our June Board meeting was hosted by the Southwest Section, and it would be a great fit for us. There's a lot happening in Vancouver and Clark County, so mobile workshops would offer great learning opportunities as well. I have also communicated with Chad Eiken, the President-elect of the SW Section, and they are very excited about the opportunity to serve as host committee.

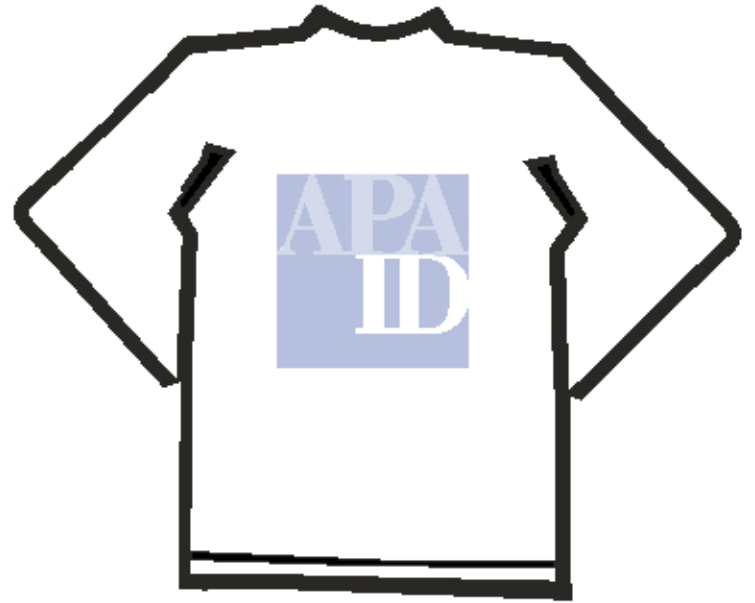
CONSENT CALENDAR

- I would like to offer for the Consent Calendar the designation of Vancouver for the Chapter's 2009 annual conference.
- I would also like to recommend that we confirm our continuing relationship with Event Dynamics Inc. as our conference planning firm.
- A few weeks ago I sent to Board members a draft of proposed "Branding Guidelines" to set forth format standards for all official board materials and communications. I am attaching it again here as Item 2B following. I would also like approval of these guidelines as part of our Consent Calendar.

Chapter Office Activities

We continue to have excellent support from our Chapter office support folks Andrew Estep and Ann MacFarlane. The most recent Office report detailing their activities for the past quarter is Item 2C. The list there doesn't begin to describe how much I as the President depend upon their professionalism, competence, institutional memory, and patience. In addition, their work on the Chapter's Strategic Plan has been invaluable. On that subject, I expect that we'll hear a status report at our Board meeting in Spokane, with final review and adoption of the Strategic Plan scheduled for the December Board meeting in Seattle. Thanks again, Andrew and Ann for all you do for APA Washington.

See you all in a little over a week!





APA Washington Branding

Like all other chapters, the Washington Chapter of the American Planning Association is obligated to conform to the American Planning Association's branding guidelines developed and adopted in 2008. As such, the chapter board of directors has adopted this policy to ensure compliance.

Policy

Naming Convention

The chapter shall be identified as:

- Washington Chapter of the American Planning Association
- American Planning Association Washington Chapter
- APA Washington

No other abbreviation or name shall be used to identify the chapter.

Logo

The chapter logo may only be used in conformance with the branding guidelines.

Publications

All documents, internal or external, electronic or print, published by or on behalf of the organization shall conform to the branding guidelines. Templates are available for creating simple reports. Printed letterhead and envelopes are available for board member use.

Forms and important documents will be prepared by the chapter's professional graphic designer. Drafts of such documents should be submitted to the chapter administrator for preparation prior to publication.



MEMORANDUM

TO: APA Washington Board of Directors
FROM: Andrew Estep, Office Administrator
DATE: September 29, 2008
RE: Office Activity Report, June through August 2008

ACTION: None

June 2008

Office Services

- Managed emails and listserves. Processed 715 general incoming and outgoing emails (not including deleted spam).
- Completed W-9 for vendors upon request.
- Forwarded mail.
- Answered 35 phone calls.

AICP CM

- Entered training sessions into AICP CM system.
- Conferred with PDO on AICP CM system.

Board of Directors

- Conferred with board members and committee chairs.
- Participated in board meeting.
- Prepared for and facilitated strategic planning at board meeting.
- Maintained board lists.
- Prepared and summarized member survey for strategic planning.

Bookkeeping

- Recorded accounts payable.
- Prepared checks for treasurer.
- Paid accounts payable.
- Invoiced for accounts receivable.
- Sent second notices as needed.
- Deposited payments to accounts receivable.
- Reconciled accounts to bank statements.
- Prepared monthly financial statements and sent to treasurer.

Conference

- Updated conference webpages as directed by conference contractor.

Kids in Planning

- Prepared certificates for students and teacher.

Planning Northwest Newsletter

- Processed 35 incoming and outgoing emails.
- Managed production and distribution of July 2008 issue.



Website

- Processed 100 incoming and outgoing emails.
- Updated weekly as needed, including posting job announcements.
- Facilitated review of new website design options.

July 2008

Office Services

- Managed emails and listserves. Processed 578 general incoming and outgoing emails (not including deleted spam).
- Completed W-9 for vendors upon request.
- Forwarded mail.
- Answered 56 phone calls.
- Reviewed draft membership survey.

AICP CM

- Entered training sessions into AICP CM system.
- Conferred with PDO on AICP CM system.
- Discussed CM with WSU representative.

Board of Directors

- Drafted strategic plan based on board meeting in June.

Bookkeeping

- Recorded accounts payable.
- Prepared checks for treasurer.
- Paid accounts payable.
- Invoiced for accounts receivable.
- Sent second notices as needed.
- Deposited payments to accounts receivable.
- Reconciled accounts to bank statements.
- Prepared monthly financial statements and sent to treasurer.

Conference

- Updated conference webpages as directed by conference contractor.

Planning Northwest Newsletter

- Processed 29 incoming and outgoing emails.
- Managed production and distribution of August 2008 issue.

Website

- Processed 98 incoming and outgoing emails.
- Updated weekly as needed, including posting job announcements.

August 2008

Office Services

- Managed emails and listserves. Processed 758 general incoming and outgoing emails (not including deleted spam).



- Completed W-9 for vendors upon request.
- Forwarded mail.
- Answered 39 phone calls.
- Assisted in developing member survey. Prepared survey in SurveyMonkey and distributed to membership.
- Participated in national chapter administrators conference call meeting.
- Built branded report template for MS Word.

AICP CM

- Entered training sessions into AICP CM system.
- Conferred with PDO on AICP CM system.

Bookkeeping

- Recorded accounts payable.
- Prepared checks for treasurer.
- Paid accounts payable.
- Invoiced for accounts receivable.
- Sent second notices as needed.
- Deposited payments to accounts receivable.
- Reconciled accounts to bank statements.
- Prepared monthly financial statements and sent to treasurer.

Conference

- Updated conference webpages as directed by conference contractor.
- Ordered new logo pins for conference.

Education

- Fielded inquiries on UW Lecture Series webcasts.

Joint Awards

- Participated in planning meetings for the 2009 APA/PAW Joint Awards program.

The Washington Planner Newsletter

- Processed 30 incoming and outgoing emails.
- Assisted webmaster with design of new newsletter format.
- Managed production and distribution of September 2008 issue.

Sections

- Distributed *PSS News*.

Website

- Processed 98 incoming and outgoing emails.
- Managed transfer of website into new format.
- Updated weekly as needed, including posting job announcements.



MEMORANDUM

TO: APA Washington Board Members
FROM: Hiller West, Vice-President
DATE: September 16, 2008
RE: REPORT FOR MONDAY, OCTOBER 13, 2008 BOARD MEETING
 NO BOARD ACTION REQUESTED
or
 BOARD ACTION QUESTED

During this last quarter as Chapter VP, I have been involved in the following activities:

APA / PAW Joint Awards Committee: in July, President Joe Tovar appointed me to a committee that is tasked with evaluating the APA /PAW Joint Awards Program and providing recommendations for improving it on behalf of participants and chapter members. The committee has since met in person once at the Chapter offices in Seattle and once by phone conference. The Committee reviewed some of the issues that have affected the project submittal and judging process in the past. A number of ideas for process improvement are under discussion, including having submittals made electronically so they can be more easily shared among the review board, and standardizing the format in various ways, all with the objective of streamlining submittals and facilitating the judging process. Another meeting of the Committee is anticipated in October. The Committee's recommendations will be presented at the Chapter board meeting in December.

Communications Committee: this committee was created in early 2008 to manage all the chapter's communications efforts. At the time, Chapter VP Scott Greenberg was the designated "link" from that Committee to the Chapter Executive Board. With Scott having assumed the position of President-Elect, the responsibility fell to me as appointed Chapter VP. This summer, the Communications Committee has focused on the chapter newsletter. The committee has scheduled a regular phone conference call on the first Wednesday of each month to confirm that month's newsletter articles, prepare a list of articles for the following month, and discuss ideas for future newsletters. Two new regular newsletter features have been added: a "Millennial Planners" section, featuring ideas and issues by and for emerging planners that are new to their careers, and a "Section Update" piece that will feature an article updating happenings and news by a different section each month. Regarding the latter feature, I have volunteered to coordinate submittal of articles by the chapter's various sections.

Please let me know if you have questions regarding any of the above.

Agenda Item No. _____



MEMORANDUM

TO: APA Washington Board Members
FROM: Scott Greenberg, AICP President-Elect
DATE: September 21, 2008
RE: REPORT FOR MONDAY, OCTOBER 13, 2008 BOARD MEETING
 NO BOARD ACTION REQUESTED
or
 BOARD ACTION QUESTED

For the past 3 months, I've been transitioning from Vice-President to President-Elect. My main focus has been on handing off the Communications Committee to Hiller West and our two co-chairs, Bryan Fiedor and Bill Mandeville. Our new website and newsletter are looking great. Thanks to the Communications Committee and Andrew Estep for launching a very professional and readable website and nicely styled and informative newsletter.

I've also been involved in trying to get the State Smart Growth Bill off the ground. The Chapter Board authorized moving ahead with this bill at the June meeting. After several discussions with interested members, Joe Tovar and I decided to promote the State Smart Growth ideas derived from the 2005 Livable Washington Update in ways other than a stand-alone bill.

The many State-sponsored committees and task forces looking at climate change, transportation, infrastructure, etc. are all addressing smart growth. Our proposed update to Livable Washington called "Sustainable Washington" will promote a number of smart growth ideas that will be consistent with similar ideas coming out of these other committee and task forces. The best role we as planners can have next legislative session is to be facilitators in the legislative process as well as lend our support, ideas or opposition to specific bills. Our Chapter is being heard in Olympia. Legislators are beginning to ask "what do the planners think" as they listen to ideas relating to growth, sustainability and the environment. Our opinions are valued and respected. We are in a stronger position in that role than if we propose a new bill next session.



MEMORANDUM

TO: APA Washington Board Members
FROM: Derek T. Chisholm, AICP
DATE: October 1, 2008
RE: TREASURER'S REPORT FOR OCTOBER 13, 2008 BOARD MEETING
NO BOARD ACTION REQUESTED

Attached hereto are the most recent financial statements for the Chapter. As you well know, the conference is the largest single determinant of our financial health in any given year. Final financials on the conference are not yet available.

I would also like to share with you the following three updates

National Audit

The national office of APA is in the midst of a comprehensive financial audit. As part of this audit, they asked all chapters and sections to provide financial information going back to 9/30/2007. Andrew requested numerous account balances from each section (checking and savings). This information was then compiled and submitted to the National office.

Resolution of Section funding

During last year's budget development process, there were two requests for increased section funding and some Section Presidents called for a review of the funding methodologies. We initiated a consideration of the funding allocations and methodologies. Andrew and I have worked with leadership from each of the Sections as well as members of the Executive Committee. Alternate methodologies were developed and shared as were some draft guiding principles.

Most importantly, the group concluded that we should not significantly revise the funding allocation and that we should not develop an alternative formula. We had a good conversation about using a base for each Section and allowing competitive requests for the remaining funds. This option was not, at least at this time, favored by the group. Instead the funding will remain very similar to the "Existing" alternative in the table below. However, the group decided that there should be a more thorough review of each Sections' work plans and financial need. This review could result in different allocations, and will be incorporated into the next budget cycle.

Steve Butler, Scott Greenberg, and others were very interested in the allocation process being better documented, and more closely based on planned expenditures within each Section. There was also an interest in having a pre-allocation assessment of each Section's financial health. The

group agreed that this approach was a prudent, efficient way of spending funds and provides a level of accountability to our members.

To award funding based on a section's work plan and budget will require annual reports summarizing section activities and expenditures/revenues from the previous 12 months, as well as proposed work plan and budget for the next 12 months. This report could be posted on the website, summarized in the newsletter, and used for membership activities. The group did not identify a need for a rigorous decision making process for the annual allocations. Obviously, a process will be needed to evaluate the proposals from the different Sections and make funding decisions based on such.

Based on the outcome of the conference call, I recommend that we:

1. Require annual reports from each Section including:
 - a. A request for funds, (How much do they want?)
 - b. A work plan detailing the intended use of the funds, (How will they spend it?)
 - c. A description of the Section's approach to funding and cost-recovery for educational, training, and fun events, (Do their events generate revenue? How much are they subsidized? Etc.)
 - d. Documentation of their previous use of allocated funds with a summary of the outcomes from those allocations. (How did they spend previous allocations?)
 - e. A summary financial statement. (How much money do they have?)
2. That we require these reports in October.
3. That we alert Sections to this requirement as soon as possible, so that they can start their work plan and budget development.

I think that the first year's (09) requests will mirror the 2008 requests. That seemed to be what each Section representative was expressing. However, it is possible that each Section (when meeting as a whole) may decide differently. Eventually, a Section is going to request a different allocation. At that time, I will assist the Executive Committee in making a decision based on the submitted reports.

Alternative Formulas		Existing	Base +	Tiers	Per Cap	Other
Section	membership	funds	funds	funds	funds	?
Columbia	76	\$1,000	\$1,500	\$1,000	\$456	?
Inland Empire	218	\$2,500	\$1,500	\$2,000	\$1,308	?
Northwest	103	\$1,000	\$1,500	\$2,000	\$618	?
Peninsula	95	\$1,000	\$1,500	\$1,000	\$570	?
Puget Sound	985	\$3,200	\$1,985	\$3,000	\$5,910	?
Southwest	109	\$1,000	\$1,500	\$2,000	\$654	?
Total	1586	\$9,700	\$9,485	\$11,000	\$9,516	?

Budget Requests

It is that time of year again. For those of you leading committees or other special activities, please prepare and submit budget requests to me and to Joe Tovar by the end of October.

Other

- The Website Job Listings income is drying up. We will unlikely meet our budget for this year.
- Our Continuing Education efforts brought in considerable funds for the chapter (from the UW Lecture Series webcasts).
- Despite market conditions, the Charles Schwab accounts have remained relatively stable.

American Planning Association Washington Chapter
Statement of Financial Position
As of September 30, 2008

	<u>Sep 30, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
Conference Checking Account (Conference Checking -EDI)	39,817.67
Wells Fargo Checking	24,265.71
Wells Fargo Savings (Business Premium Savings)	12,827.48
Total Checking/Savings	<u>76,910.86</u>
Other Current Assets	
1400 · Bulk Mail Account (Permit Number 04855)	505.00
Total Other Current Assets	<u>505.00</u>
Total Current Assets	77,415.86
Other Assets	
Investment - Charles Schwab	41,164.71
Money Market/Cash - Schwab	20,114.11
Total Other Assets	<u>61,278.82</u>
TOTAL ASSETS	<u>138,694.68</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	27.76
Total Accounts Payable	<u>27.76</u>
Other Current Liabilities	
2500 · APA/PAW Joint Awards	-285.76
Total Other Current Liabilities	<u>-285.76</u>
Total Current Liabilities	<u>-258.00</u>
Total Liabilities	-258.00
Equity	
3900 · Retained Earnings	166,941.84
Net Income	-27,989.16
Total Equity	<u>138,952.68</u>
TOTAL LIABILITIES & EQUITY	<u>138,694.68</u>

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American Planning Association Washington Chapter
Statement of Activities
September 2008

	<u>Sep 08</u>
Ordinary Income/Expense	
Income	
001 - Advertisements	
0016 - Website Job Listing	350.00
Total 001 - Advertisements	<u>350.00</u>
012 - Continuing Education	20.00
Total Income	<u>370.00</u>
Expense	
Administration	
054 - Bank Charges	2.80
055 - Board Meetings	56.35
060 - Office	1,988.20
090 - President/National Links	384.42
Total Administration	<u>2,431.77</u>
Committees/Programs	
202 - Kids in Planning	83.87
210 - Nominations	100.86
220 - Continuing Education	126.00
245 - Membership	52.62
250 - Newsletter	32.77
Total Committees/Programs	<u>396.12</u>
Conferences	
305 - Management Expenses	434.19
310 - Management Fee	4,200.00
Total Conferences	<u>4,634.19</u>
Total Expense	<u>7,462.08</u>
Net Ordinary Income	<u>-7,092.08</u>
Net Income	<u><u>-7,092.08</u></u>

American Planning Association Washington Chapter Activities Budget vs. Actual January through September 2008

	Jan - Sep 08	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
001 - Advertisements				
0012 - Newsletter Sponsorship	3,104.16	4,100.00	-995.84	75.7%
0014 - Website Sponsorship	0.00	100.00	-100.00	0.0%
0016 - Website Job Listing	7,200.00	9,800.00	-2,600.00	73.5%
Total 001 - Advertisements	10,304.16	14,000.00	-3,695.84	73.6%
003 - AICP Training	1,437.00	1,500.00	-63.00	95.8%
005 - Chapter Dues Rebate	40,850.39	50,000.00	-9,149.61	81.7%
006 - Interest Income	45.03	300.00	-254.97	15.0%
007 - Miscellaneous	0.00	50.00	-50.00	0.0%
008 - State Conference	38,515.20	140,000.00	-101,484.80	27.5%
011 - Chapter Only Dues	450.00	150.00	300.00	300.0%
012 - Continuing Education	7,440.00	3,000.00	4,440.00	248.0%
035 - Scholarship Donations	64.00			
Total Income	99,105.78	209,000.00	-109,894.22	47.4%
Expense				
Administration				
050 - Accountant (Tax and Accountant)	0.00	1,000.00	-1,000.00	0.0%
054 - Bank Charges	685.16	250.00	435.16	274.1%
055 - Board Meetings	2,606.53	5,000.00	-2,393.47	52.1%
060 - Office	16,931.95	23,000.00	-6,068.05	73.6%
061 - Executive Committee Meetings	36.80			
070 - Insurance	0.00	1,200.00	-1,200.00	0.0%
080 - Postage	175.00	175.00	0.00	100.0%
085 - President Awards	0.00	400.00	-400.00	0.0%
090 - President/National Links	2,897.74	5,000.00	-2,102.26	58.0%
110 - Discretionary/Miscellaneous	0.00	500.00	-500.00	0.0%
130 - Marketing (web, logo, brand)	4,971.13	2,250.00	2,721.13	220.9%
Total Administration	28,304.31	38,775.00	-10,470.69	73.0%
Committees/Programs				
200 - AICP Professional Development	572.83	3,400.00	-2,827.17	16.8%
202 - Kids in Planning	354.95	600.00	-245.05	59.2%
208 - CPAT - Pro Bono	87.76	1,000.00	-912.24	8.8%
210 - Nominations	661.03	850.00	-188.97	77.8%
220 - Continuing Education	1,540.08	5,000.00	-3,459.92	30.8%
235 - Website	137.43	1,000.00	-862.57	13.7%
240 - Legislative	20,771.36	27,500.00	-6,728.64	75.5%
245 - Membership	210.41	3,700.00	-3,489.59	5.7%
250 - Newsletter	3,765.09	3,700.00	65.09	101.8%
260 - FAICP Nominations	80.95			
265 - Senior Action	0.00	300.00	-300.00	0.0%
270 - Livable Washington	42.88			
275 - Student Activities	0.00	300.00	-300.00	0.0%
295 - Regional Forums	0.00	1,200.00	-1,200.00	0.0%
Total Committees/Programs	28,224.77	48,550.00	-20,325.23	58.1%
Conferences				
300 - Conference Expenses	22,642.96	80,000.00	-57,357.04	28.3%
305 - Management Expenses	2,522.90	4,000.00	-1,477.10	63.1%
310 - Management Fee	29,700.00	35,500.00	-5,800.00	83.7%
Total Conferences	54,865.86	119,500.00	-64,634.14	45.9%
Scholarship				
400 - Annual Scholarship	6,000.00	6,000.00	0.00	100.0%
Total Scholarship	6,000.00	6,000.00	0.00	100.0%
Sections				
500 - Inland Empire	2,500.00	2,500.00	0.00	100.0%
510 - Peninsula	1,000.00	1,000.00	0.00	100.0%
515 - Puget Sound	3,200.00	3,200.00	0.00	100.0%
520 - Northwest	1,000.00	1,000.00	0.00	100.0%
525 - Southwest	1,000.00	1,000.00	0.00	100.0%
530 - Columbia	1,000.00	1,000.00	0.00	100.0%

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American Planning Association Washington Chapter
Activities Budget vs. Actual
January through September 2008

	<u>Jan - Sep 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Sections	9,700.00	9,700.00	0.00	100.0%
Total Expense	127,094.94	222,525.00	-95,430.06	57.1%
Net Ordinary Income	-27,989.16	-13,525.00	-14,464.16	206.9%
Net Income	<u>-27,989.16</u>	<u>-13,525.00</u>	<u>-14,464.16</u>	<u>206.9%</u>

American Planning Association Washington Chapter
Activities Previous Year Comparison
January through September 2008

	Jan - Sep 08	Jan - Sep 07	\$ Change	% Change
Ordinary Income/Expense				
Income				
001 - Advertisements				
0012 - Newsletter Sponsorship	3,104.16	0.00	3,104.16	100.0%
0016 - Website Job Listing	7,200.00	0.00	7,200.00	100.0%
001 - Advertisements - Other	0.00	8,025.00	-8,025.00	-100.0%
Total 001 - Advertisements	10,304.16	8,025.00	2,279.16	28.4%
003 - AICP Training	1,437.00	1,549.00	-112.00	-7.2%
005 - Chapter Dues Rebate	40,850.39	39,897.03	953.36	2.4%
006 - Interest Income	45.03	316.04	-271.01	-85.8%
008 - State Conference	38,515.20	55,300.00	-16,784.80	-30.4%
011 - Chapter Only Dues	450.00	150.00	300.00	200.0%
012 - Continuing Education	7,440.00	0.00	7,440.00	100.0%
035 - Scholarship Donations	64.00	80.00	-16.00	-20.0%
Total Income	99,105.78	105,317.07	-6,211.29	-5.9%
Expense				
Administration				
050 - Accountant (Tax and Accountant)	0.00	911.25	-911.25	-100.0%
054 - Bank Charges	685.16	153.80	531.36	345.5%
055 - Board Meetings	2,606.53	3,343.37	-736.84	-22.0%
060 - Office	16,931.95	15,392.00	1,539.95	10.0%
061 - Executive Committee Meetings	36.80	0.00	36.80	100.0%
070 - Insurance	0.00	306.00	-306.00	-100.0%
080 - Postage	175.00	160.00	15.00	9.4%
085 - President Awards	0.00	149.03	-149.03	-100.0%
090 - President/National Links	2,897.74	3,347.39	-449.65	-13.4%
110 - Discretionary/Miscellaneous	0.00	1,346.58	-1,346.58	-100.0%
130 - Marketing (web, logo, brand)	4,971.13	0.00	4,971.13	100.0%
Total Administration	28,304.31	25,109.42	3,194.89	12.7%
Committees/Programs				
200 - AICP Professional Development	572.83	1,051.14	-478.31	-45.5%
202 - Kids in Planning	354.95	0.00	354.95	100.0%
208 - CPAT - Pro Bono	87.76	622.43	-534.67	-85.9%
210 - Nominations	661.03	758.66	-97.63	-12.9%
220 - Continuing Education	1,540.08	10.96	1,529.12	13,951.8%
235 - Website	137.43	292.58	-155.15	-53.0%
240 - Legislative	20,771.36	15,107.08	5,664.28	37.5%
245 - Membership	210.41	566.54	-356.13	-62.9%
250 - Newsletter	3,765.09	306.11	3,458.98	1,130.0%
260 - FAICP Nominations	80.95	0.00	80.95	100.0%
270 - Livable Washington	42.88	40.25	2.63	6.5%
Total Committees/Programs	28,224.77	18,755.75	9,469.02	50.5%
Conferences				
300 - Conference Expenses	22,642.96	25,674.83	-3,031.87	-11.8%
305 - Management Expenses	2,522.90	3,292.50	-769.60	-23.4%
310 - Management Fee	29,700.00	32,550.00	-2,850.00	-8.8%
Total Conferences	54,865.86	61,517.33	-6,651.47	-10.8%
Scholarship				
400 - Annual Scholarship	6,000.00	6,000.00	0.00	0.0%
Total Scholarship	6,000.00	6,000.00	0.00	0.0%
Sections				
500 - Inland Empire	2,500.00	2,500.00	0.00	0.0%
510 - Peninsula	1,000.00	1,000.00	0.00	0.0%
515 - Puget Sound	3,200.00	3,200.00	0.00	0.0%
520 - Northwest	1,000.00	1,000.00	0.00	0.0%
525 - Southwest	1,000.00	1,000.00	0.00	0.0%
530 - Columbia	1,000.00	0.00	1,000.00	100.0%
Total Sections	9,700.00	8,700.00	1,000.00	11.5%
Total Expense	127,094.94	120,082.50	7,012.44	5.8%

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**American Planning Association Washington Chapter
Activities Previous Year Comparison
January through September 2008**

	<u>Jan - Sep 08</u>	<u>Jan - Sep 07</u>	<u>\$ Change</u>	<u>% Change</u>
Net Ordinary Income	<u>-27,989.16</u>	<u>-14,765.43</u>	<u>-13,223.73</u>	<u>-89.6%</u>
Net Income	<u>-27,989.16</u>	<u>-14,765.43</u>	<u>-13,223.73</u>	<u>-89.6%</u>

MEMORANDUM

TO: WA-APA Chapter Board Members
FROM: Legislative Committee, Esther Larsen and Josh Peters, Co-Chairs
DATE: September 29, 2008
RE: REPORT FOR OCTOBER 13, 2008 CHAPTER BOARD MEETING
NO BOARD ACTION REQUESTED

Legislative Committee Activity Report June 27 – October 27, 2008:

During the last three months, the Legislative Committee has continued its work in preparation for the 2008 Annual Conference and the 2009 Legislative Session. Highlights are outlined below.

1. Legislative Committee presentation at Southwest Section Meeting June 27, 2008. The Legislative Committee presented on June 27, 2008 to members of the Southwest Section in Vancouver, Washington prior to the chapter's Board meeting. Mike McCormick, Scott Greenberg and Esther Larsen gave the audience information on the background of the legislative work program, an update on the 2008 Session, and information regarding accessing the chapter's webpage and link to legislative items, and then asked the members to share their suggestions for programs the chapter should work on as well as to invite members to participate on the committee's work for the upcoming year.

2. Subcommittee Work. Three subcommittees have continued work programs with details included on the Chapter web page.

a. The **Bill Review and Tracking Subcommittee** continues to make progress to create a process that will provide a new Chapter Bill Review and Tracking System using the prior bill review process, the Legislature's Bill Tracking System, a database using Access and the addition of a format for inclusion of questions or check-boxes relating directly to the goals of APA Washington. Yorik Stevens-Wajda is currently the contact person, and members are asked to assist him in the next two months in fine-tuning the process, including exploring mechanisms to share comments during bill reviews. The plan is to have a combined system available for presentation to Board at its December meeting and to be able to use the system during the 2009 Session, which will be a long session with a heavy workload anticipated.

b. The **Coalition Subcommittee** members in combination with the Chapter lobbyist, Mike Shaw, continue to be available to attend meetings, meet with legislators, and sit on task forces and/or advisory groups. Kristian Kofoed, other Chapter members, and Mike Shaw have continued to work with Representative Judy Clibborn regarding the community planning assistance work of the chapter and infrastructure costs as they relate to legislation Rep. Clibborn is proposing. Joe Tovar continues to attend meetings of the GMA Climate Change Task Force as the representative of APA Washington.

Mike Shaw arranged for the voice of APA Washington to be heard at the meeting of the House Local Government Committee in Olympia on September 11, 2008 relating to the costs of land use regulations and growth management. Mike Hubner, Rose Curran, Esther Larsen, and Mike Shaw attended the meeting. Mike Hubner and Rose Curran, Co-Chairs of the chapter's Committee on the Cost of Land Use Regulations testified and presented highlights of the chapter's white paper titled "Observations on the Costs of Land Use Regulations and Growth Management: Critical Perspective on a Controversial New UW Study." Their testimony was requested by the Representative Geoff Simpson, Chair of the House Local Government Committee, to provide a response to the testimony of University of Washington economics professor Theo Eicher, whose 2008 research study explored the effect of land use regulations on the cost of housing. The study had received considerable media attention as well as several rounds of emails on the chapter's list serve earlier in the year. In response the chapter appointed a committee consisting of Rose Curran AICP, Ken Dueker AICP, Mark Hinshaw FAICP, Michael Hubner AICP, Gary Lawrence, Mike Stanger, Dan Stroh, Tim Trohimovich AICP, and Ron Turner AICP to prepare a white paper. Information regarding this issue as well as the white paper is available on the chapter website.

A number of chapter members have worked on the updates to the Washington Administrative Code sections relating growth management as well as other ongoing updates to state-wide regulations and plans that impact planning. The chapter continues to work with the committee to provide information on these items via the chapter list serve and the website.

Last, Mike Shaw will be planning a meeting prior to the end of the year to include other stakeholders with whom the Chapter has worked with the purpose of sharing common strategies for the 2009 Legislative Session.

c. The ***Proactive Subcommittee (Bill Proposal)*** consisting of Ivan Miller, Yorik Stevens-Wajda, Michelle Zeidman, Anna Nelson, Mike McCormick, Nicole Faghin, Scott Greenberg, Josh Peters, Michael Shaw, Joe Tovar and Esther Larsen developed the bill proposal process, which was adopted by the Board in March. Administrative items were added to implement the process, which includes a schedule, a set of steps and criteria for the Chapter to use in deciding whether to propose legislation. The Executive Committee reviewed 3 proposals from the membership and discussed them during a conference call on June 9, 2008. The recommendations of the group as set forth in the report by Scott Greenberg available on the chapter website were adopted by the Board action at its June 27, 2008, meeting.

The one proposal for a bill on "Smart Growth" was assigned to a subcommittee to develop. Scott Greenberg has headed up the subcommittee consisting of Kristian Kofoed, Keith Maw, Ivan Miller, Anindita Mitra, Josh Peters, Paula Reeves, Jill Sterrett, Joe Tovar, and perhaps others who have participated. The subcommittee has developed an outline of the bill and will be sharing that as the work continues in the fall.

3. Annual Chapter Conference and Pre-Board Meeting Presentations. Committee members have worked to provide speakers for two sessions and finalized the award for Legislator of the Year. Senator Chris Marr (D-Spokane), who will be given the award for Legislator of the Year, will be presenting at the morning session on Monday, October

13, 2008, along with other panel members to provide a dialogue with the audience relating to a variety of “breaking news” items from Olympia. A panel of Committee members along with Chapter Lobbyist Mike Shaw will provide an update on legislative issues from 2008 and planned for 2009, as well as discussion of the 2009 Agenda for the Chapter and a call to action for members state-wide to participate in legislative issues. Short presentations are being planned for all future Board meetings dates, as initiated at the Southwest Section meeting on June 27, 2008, to allow local Section members to meet with Legislative Committee members to exchange information on legislative issues and obtain input from around the state.

4. Chapter Survey. Josh Peters and other committee members worked with Jill Sterrett on the chapter’s survey of the membership with specific questions addressing legislative work programs and the membership’s preference in regard to advocacy. Results of the survey will be available on the chapter’s webpage and will be used to further direct the work programs of the committee.

5. “Livable Washington”. A committee of chapter members has been invited by Chapter President Joe Tovar to participate in a workshop following the annual conference in Spokane to set the stage for a new publication of “Livable Washington” with a focus on climate change and sustainability. The goal is to produce an updated document discussing these major issues and developing the chapter’s positions on these issues. As with previous documents, the intent is to distribute the product to our membership, allied professional organizations, and the legislators. The upcoming legislative session is expected to be very critical for planning issues; thus, the chapter’s “Livable Washington Update 2009” has the potential to provide guidance and expertise in the legislative process.

6. Chapter Newsletter/Webpage. The Legislative Committee and Mike Shaw continue to provide articles for the Chapter newsletter and will work with Andrew Estep and the Communications Committee to meet the Chapter’s needs with updated information on legislative issues for the newsletter and the webpage.

End of Report.

MEMORANDUM

TO: WA-APA Chapter Board Members
 FROM: Jill Sterrett, CSI Co-chair
 DATE: September 29, 2008
 RE: REPORT FOR October, 2008 CHAPTER BOARD MEETING

NO BOARD ACTION REQUESTED
 or
 BOARD ACTION REQUESTED

Our committee has been supporting Joe Tovar as he participated in the LUCC committee for the CTED review of climate change options. Also, we have initiated monthly phone calls among our members and we have prepared and distributed a web-based survey of the membership. We have received over 500 responses to the survey and are in the process of analyzing the results.

As Joe expects this next session of the legislature to be an active one and as APA may be promoting our own Smart Growth legislation, he has asked us to consider producing a new Livable Washington Update 2009, to be released in January. The following materials summarize the status of this action and requests Board approval of the review process for the proposed document and acknowledgement of future funding.

Content Focus of Brochure

1. Develop APA's own "10 things we need to do" to address climate change and sustainability and to achieve the Governor's carbon emission reduction goal
2. Update to Livable Washington emphasizing those items identified previously that are most related to climate change and sustainability, particularly the Smart Growth plan, particularly if that is still part of our legislative agenda

General Timeline

Sept 16	Phone call with CSI members, enlist their aid in identifying issues
Oct 15	Panel of Experts & CSI members to review issues & recommend actions
Late Oct	CSI co-chairs & some CSI members draft statement
Nov 1	Panel members & CSI members & executive board reviews draft
Nov 15	Draft released for all member review
Dec 1	Comments due from members
Early Dec	CSI co-chairs or members revise draft
Mid Dec	APA board approves text or requests further revisions
Late Dec	Final revisions, document design & printing
Early Jan	Document distribution

Panel of Experts

1. Panel members - For the previous versions of Livable Washington, we had workshops with APA member experts from around the state. These were identified & invited in advance, selected to represent both public and private sector, east-west, and urban-rural, etc. To streamline this selection process, we have invited the APA Board members, CSI members, and FAICP members.
2. We currently have 25 to 30 members who have accepted the invitation and will participate. They provide a good cross section of the state's geography and member experience.
3. Workshop - The previous workshops were 4 to 6 hours in length with lunch provided and a paid facilitator. If we want to streamline this (for both time and budget reasons), we are planning a 3.5 hour session (1:30 to 5:00) on Wednesday afternoon at the end of the conference.

Reviews & Approvals

1. We should really decide on this in advance, since it has the biggest potential to disrupt the schedule AND to create controversy if the Board is promoting something the members don't agree with.
2. The timeline shown above allows for review by the panel of experts and approval by the Board (or executive committee). A review by the general membership has also been included in the process, but is limited to November 15 to December 1st. The Board needs to decide if this is sufficient time – or wants to delay the release of the document to allow more time.

Budget

1. No funds were requested for this effort in the 2008 budget. Our funds were intended for monthly phone calls and the survey, which are underway. Some funds (limited) will be needed for members attending the workshop who need to stay over in Spokane.
2. Funds will be needed for formatting the document and printing. I don't have estimates of these at this time. They will be submitted at the December Board meeting for the 2009 budget.

BOARD ACTION REQUESTED

1. General approval of process and recognition of future funding request.
2. Review process and timing for general membership review of the draft document



MEMORANDUM

TO: APA Washington Board Members
FROM: Bryan Fiedor, Communication Committee co-chair
DATE: September 29, 2008
RE: REPORT FOR MONDAY, OCTOBER 13, 2008 BOARD MEETING
X NO BOARD ACTION REQUESTED
or
__ BOARD ACTION QUESTED

During the past quarter, the Communication Committee (Comm Comm) has:

- Provided feedback to Andrew Estep for redesigning the Chapter website layout and style.
- Assisted Andrew Estep in transitioning the newsletter from Planning Northwest to the Washington Planner.
- Established standing monthly Comm Comm teleconference meetings that focus on collecting/editing articles for the upcoming newsletter issue and discussing content and layout of future issues.
- Worked on establishing regular features, reoccurring features (such as members' survey Q/A), and thematic issues (November will likely have a sustainable communities/climate change focus, December will be a holiday edition, etc.)
- Coordinated with Scott Greenberg and Hiller West, as Hiller assumes the Chapter VP role of chief liaison between the Comm Comm and the Board.
- Reviewed and analyzed the website and newsletter style and content and continued to seek ideas and methods to improve both.



MEMORANDUM

TO: WA-APA Chapter Board Members
FROM: Paula Reeves and Kristian Kofoed
Co-Chairs – Community Planning Assistance Program Committee
DATE: September 29, 2008
RE: REPORT FOR October 13, 2008 CHAPTER BOARD MEETING

NO BOARD ACTION REQUESTED

or

BOARD ACTION REQUESTED

National APA Grant – Urban Design Committee

CPAT received a grant from the APA National (Urban Design Division) and a match from the Washington State Planning Directors Association for funds to create a CPAT portfolio (similar to the AIA's RUDAT Handbook.). We have started working with a freelance designer on contracting to produce the deliverables. We discussed the concept with the CPAT Steering Committee at our meeting on September 22nd, 2008 and hope to have more to share soon.

CPAT Events: 2008

At this time, two events are being planned for 2009 in Sekiu and Goldendale. We will also be providing ongoing support to Morton through our work with the University of Washington's Storefront Studio architecture charrettes. We will present an overview of the CPAT program to officials in Goldendale on October 18th and Sekiu on October 27th.

Marketing the Program

We will have a session on the CPAT Program at the APA Conference in Spokane. The panel will discuss the program at the session titled, "Sustainable Planning Assistance for Washington's Small Towns and Rural Communities" on the afternoon of October 14th. We also hope to participate in the 2009 National APA Conference Sessions.

With Andrew's assistance, CPAT's website has been updated. Please give us your feedback. You can view the new website at:

<http://www.washington-apa.org/events/workshops.shtml>

MEMORANDUM

TO: WA-APA Chapter Board Members
 FROM: Jill Sterrett, member of the Education Committee
 DATE: September 28, 2008
 RE: REPORT FOR OCTOBER 3, 2007 CHAPTER BOARD MEETING

NO BOARD ACTION REQUESTED
 or
 BOARD ACTION QUESTED

I appreciate the Board's responsiveness in allocating \$2,000 to support a speakers' series in Planning for Sustainable Communities. The funds were allocated at the December 2007 Board meeting and were used to support a speakers' series organized in conjunction with a class that I taught at UW during Spring Quarter (April – June, 2008). The class included 59 students who registered through UW and received course credit. The speakers' series was open to professional planners who registered through APA.

The Speakers Series included 8 sessions of 1.5 hours each, covering the following topics:

April 10	Understanding the Science of Climate Change & Local Impacts
April 17	How Cities Can Make a Difference
April 24	Land Use and Urban Form as Tools for Sustainable Communities
May 1	Transportation Solutions for Sustainable Communities
May 8	Urban Ecology Solutions for Sustainable Communities
May 15	Green Buildings and Green Communities
May 29	Local Solutions to Climate Change -- What Acting Locally Really Means
June 5	Leadership in Planning for Sustainable Communities

CM credits: We received approval for 1.5 CM credits per session for the live speakers' series (12 credits total), a second approval for the webcast, and a third approval to extend the posting for an additional 3 month period. These approvals cost \$600 each, for a total of \$1,800.

Attendance: Approximately 15-25 local planners attended each session with a total of 142 local planners across the 8 sessions. Using facilities available at UW, we were able to post a webcast of the series and to keep the webcast available through mid September. An additional 247 Washington planners viewed the 8 webcast sessions.

Through the Chapter President's Council, Joe advertised the webcast to other sections, with the result that we had over 400 attendees across the 8 sessions from other chapters across the country. These included

planners from Canada and at least 10 states all across the country (New York, New Jersey, North Carolina, South Carolina, Florida, Indiana, Missouri, Colorado, Utah, California, and Hawaii).

Attendance at 2007 Speakers Series on Planning for Sustainable Communities

Topic	a Live	b Webcast WA	a+b Total WA	c Webcast non- WA	b+c Total Webcast	a+b+c Total
Urban Ecology	15	29	34	45	74	89
Green Buildings	16	31	47	46	77	83
How Cities Make a Difference	23	31		53	84	106
Land use	23	34	57	62	96	119
Leadership	15	28	43	45	73	88
Local Solutions	14	28	42	42	70	84
Transportation	20	35	55	56	91	111
Science of Climate Change	16	31	47	64	95	111
	142	247	389	413	660	802

Budget: Because there was a charge for the use of the on-line registration service, we decided to charge a nominal fee for the class, \$10 per session, and \$70 for the set of 8 sessions. With the additional revenue from out-of-state attendees, we were able to cover costs, repay our original \$2,000 allotment, and make a profit of \$2,500 to \$3,500. Exact figures are still forthcoming, but the following is approximately correct.

Costs for the Speakers Series on Planning for Sustainable Communities.

Item	Income	Expenses	Profit
Registration charge (\$10/session or \$70/series)	\$7,000 to \$8,000		
Costs for registration service (approx. \$1.50 per session)		\$1,200	
CM credit from National (\$600 original + 2 rounds of webcast)		\$1,800	
Student Assistant		\$300	
Room/webcasting cost by UW		\$660	
Parking for speakers		\$100	
Thank you reception for speakers		\$300	
Purchase of DVD set of webcasts		\$130	
TOTAL		\$4,490*	\$2,500 to \$3,500**
*Note that the expenses include items covered by the original \$2,000 allocation. **The profit shown is after repayment of the original allocation.			

Future: We are purchasing a DVD set of the webcasts and these can be made available for loan or duplication to Washington APA sections or to planning jurisdictions.



MEMORANDUM

TO: APA Washington Board Members

FROM: Anna Nelson, AICP

DATE: September

RE: REPORT FOR MONDAY, OCTOBER 13, 2008 BOARD MEETING

NO BOARD ACTION REQUESTED
or
 BOARD ACTION QUESTED

Outlined below is an update on Membership Committee action items since the last Board meeting.

1. **Updated Chapter Membership Brochure** - Brochures are printed! Notice has been sent to Board Members regarding availability.
2. **Membership Retention**
 - Tracking Membership Numbers/Primary Groups
 - We have 1,697 members (June 08 – 1,616; Mar 08 – 1652; Dec 07 – 1644; Oct. 07 – 1578; June 07 – 1523; Mar 07 – 1449; Dec 06 – 1514; Sept 06 – 1514; June 06 – 1453).
 - 76% professional planners/regular members (previously 75%); 15% citizen/planning board members (previously 11%); 8% student members (previously 10%); 1% other (previously 4%).
 - In December 2007, National advised “Life” members that an annual membership fee would be initiated to cover essential costs. This decision by National initially affected retention of these life long members, but now appears to have stabilized (42 in March, 27 in June, 29 in September).
 - Welcome Letter (snail mail & email to New members)
 - The Summer Quarter mailing has been done.
3. **Membership Recruitment**
 - Chapter Website (Membership pages) - Provided updated content.
 - Exhibit materials – Display was set-up at Sept 2008 Housing WA conference.
 - Chapter-Only Group membership – We have 3 group members (Planning Commissions from Cheney, Tumwater, Liberty Lake).
4. **Strategic Plan – Update on Work Program**
 - 2009 possible initiatives – Recruitment initiatives for Planning Board/Citizens (including Chapter Group-Only), Student, and affiliated organizations; Add citizen representation to Board.



MEMORANDUM

TO: APA Washington Board Members
FROM: Aubin Phillips, AICP, Scholarship Chair
DATE: September
RE: REPORT FOR MONDAY, OCTOBER 13, 2008 BOARD MEETING
 NO BOARD ACTION REQUESTED
or
 BOARD ACTION QUESTED

New MUP Orientation at UW

I attended the new MUP orientation day at the UW on September 16. Kirk Rappe had previously spoken about joining APA and upcoming conference. I reiterated that their first year as MUP students is free and there is a student rate after that. A show of hands indicated that some of the students have already joined. All students received paper applications and I also directed them to the website.

I spoke some to the scholarships that are available to students through the APA. I mentioned the Washington State scholarship that comes out in the spring, as well as a few fellowships offered through several APA divisions. I will be forwarding on information to the school to distribute to the students.

I mentioned the upcoming conference and the \$40 scholarship available to students through 6 different options. Students received letters from Joe explaining the conference scholarship options and an application form for the student poster gallery. I also mentioned the annual APA conferences.

I encouraged students to visit the APA and WA-APA websites to find more information about planning and potential jobs and internships.

Student Involvement at the Conference

This year there are six options for students to get the scholarship rate at the fall conference. There has been less interest in the poster session than in past years, as of now only two students have submitted. Besides the poster session, students can participate by: signing up for the Community Planning Assistance Team, submitting an article to the Chapter's newsletter, serving as a student coordinator of the poster session, representing their Planning Student Organization on the Board, or by serving as an on-site volunteer for the conference.

MEMORANDUM

TO: WA-APA Chapter Board Members
FROM: Ken Dueker, Chair, Senior Action Committee
DATE: September 20, 2008
RE: REPORT for October 2008 CHAPTER BOARD MEETING

__ NO BOARD ACTION REQUESTED

The Senior Action Committee has created standing committees to foster participation and progress on several issues of interest to SAC.

Oversight Committee

Function: Committee coordination and Board Liaison
Members: Ken Dueker

Oral History Committee

Function: Who to interview, what to ask, fund raising, and interviewing oversight
Members: Ron Turner, chair, Bob Corwin, Pete Marshall, Marga Hancock

Centennial Commemoration Committee

Function: Plan a session for 09 Chapter conference to commemorate the 100th anniversary of the planning profession

Members: Don Erickson, chair, Ron McConnell

The session should consist of at least three presentations:

Roots of the planning profession in Washington State.

Capturing the oral history of prominent planners:

Role of the UW planning program

History of UW Planning Program Committee

Function: Document the role of the planning program in the evolution of planning in Washington

Members: Frank Westerlund and Dick Ludwig

Environmental Advocacy Committee

Function: Identify planning issues needing advocacy for environmental impacts. The initial project is EIS scoping process for the SR 520 bridge

Members: Bob Corwin and Pete Marshall, co-chairs



MEMORANDUM

TO: APA Washington Board Members
FROM: Ferdouse Oneza, AICP; Columbia Section
DATE: October 2, 2008
RE: REPORT FOR MONDAY, OCTOBER 13, 2008 BOARD MEETING
 NO BOARD ACTION REQUESTED
or
 BOARD ACTION QUESTED

The Columbia Section held its first continuing education workshops in Wenatchee and Tri-Cities consecutively on September 29th and September 30th. It was co-sponsored by the Washington Cities Insurance Authority. The attendance was approximately 40 in each location. This workshop on Land Use Liability was approved for 2 hrs of AICP CM law credit. The section appreciates the chapter's and chapter PDO's cooperation in getting the approval of the CM credit from the national office.

The section's election committee has been accepting applications for the upcoming election. The committee in a few weeks will start processing the paper or e-ballots. So far we haven't received more than one candidate for each position open for election.

The section boundary to include the orphaned counties (Walla Walla, Columbia, Grant and Adams) hasn't been resolved yet. Per previous discussion with the Inland Empire Section, the Columbia Section has contacted the members in Walla Walla and Columbia Counties. The majority of the members in these counties has expressed interest to be part of the Columbia Section. The IES is to contact Adams and Grant Counties to receive the preferences from the members within these two counties. However, the Columbia Section board felt that both Adams and Grant Counties should become part of the Columbia Section.



MEMORANDUM

TO: APA Washington Board Members
FROM: Gideon Schreiber, AICP, IES-APA President
DATE: September 29, 2008
RE: REPORT FOR MONDAY, OCTOBER 13, 2008 BOARD MEETING
NO BOARD ACTION REQUESTED

The IES has been busy over the last quarter. The section has primarily focused on getting ready for the fall conference being hosted in Spokane and looking at developing new activities for 2009.

Established activities continue to be supported with the new board and new ideas are being considered for the upcoming year. The board plans on focusing energy on brown bag lunches, a winter symposium, the annual spring conference and collaboration with allied groups around the region.

The Audio Web training offered by APA was a new mid-day event IES initiated last year that will be continued and is scheduled to begin in September, 2008. This allows planners to share local ideas, network, and also provides a source for CM credits for AICP members. This series supplemented the brown bags which most recently provided a wetland mitigation brown bag hosted by Spokane County.

As local hosts for this year's WA-APA state conference, "Plan it for our Planet", the IES has also put much effort into welcoming participants to the region. IES members have been involved in developing mobile workshops, evening events, and programs. An important priority for the local group was to make sure the conference made it beyond the beautiful Davenport Hotel into the streets of Spokane.

Members are also supporting local planning related events in the region including corridor planning, downtown planning, and neighborhood planning. This year Spokane has also tackled planning for climate change and peak oil. There also has been a ground swell in local food and community garden development with groups focused on different aspects of the region's food system.

The Inland Empire Section looks forward to sharing our community with those joining us in October.



MEMORANDUM

TO: APA Washington Board Members
FROM: Barry Berezowsky, Peninsula Section
DATE: September
RE: REPORT FOR MONDAY, OCTOBER 13, 2008 BOARD MEETING
 NO BOARD ACTION REQUESTED
or
 BOARD ACTION QUESTED

The Peninsula Section held its quarterly Planners Forum on July 18, 2008 at Fort Worden, Port Townsend. The agenda included the an update by Leonard Bauer from CTED on “what’s new and what isn’t”. Leonard also briefed the group on upcoming workshops, conferences and grant opportunities.

Michelle McConnell with Jefferson County provided a comprehensive overview of Jefferson County’s effort to update its Shoreline Master Program.

Representatives from the Western Washington Growth Management Hearings Board updated the group on recent decisions by the Board and answered questions raised by the attendees.

Scott Johns, Associate Planner with the City of Port Angeles discussed that City’s “Tree Ordinance” which is aimed at retaining trees and vegetation throughout the cityscape. The key to such a program’s success, as with most things we do as planners, requires a broad and diverse range of strategies because “one size does not always fit.”

Finally, Stacie Hopkins, Permit Manager with Jefferson County discussed ways to help make our permitting process more efficient.

The Sections next meeting is scheduled for October 31st at the Suquamish Tribal Center.



MEMORANDUM

TO: APA Washington Board Members
FROM: Laura Hudson, SW Section President
DATE: September 22, 2008
RE: REPORT FOR MONDAY, OCTOBER 13, 2008 BOARD MEETING
 NO BOARD ACTION REQUESTED
or
 BOARD ACTION QUESTED

Since our last report (June 2008), the Southwest Section has held one GMA Planners Forum (a training event) and one networking event – the Summer Splash.

The GMA Planners Forum was held in Stevenson, in Skamania County and focused on planning for sustainability. We had presentations on green building codes, LEED and the City of Portland's sustainability policies and programs. The Section is working with the Chapter administrative office to put the presentations on the website so they are accessible to all members.

The social was attended by about 30 members, or 1/3 of our membership, and included public and private sector planners from across the region.

The SW Section has developed a draft budget for next year. We are planning to focus primarily on continuing education, with 2 half-day training events, 4 GMA Planners Forums, and 7 APA National web seminars. These are designed to help our AICP members meet certification maintenance requirements as well providing information on current topics for all planners. We will also continue to hold two networking social gatherings – one in winter and one in summer.

In January 2009, the terms of current SW Section officers expire (except Chad Eiken, president elect, who will move up to President). The nominating committee (Heidi Rosenberg, Chad Eiken and Derek Chisholm) has been busy soliciting candidates. Ballots will be mailed early in October and the results will be known by the end of October. That gives new officers a couple of meetings to overlap with and learn from current officers.



MEMORANDUM

TO: APA Washington Board Members
 FROM: Steve Butler, Co-Chair, Kids and Planning Task Force
 DATE: October 2, 2008
 RE: REPORT FOR MONDAY, OCTOBER 13, 2008 BOARD MEETING – “**KIDS AND PLANNING**” TASK FORCE

NO BOARD ACTION REQUESTED
 or
 BOARD ACTION REQUESTED

The Kids and Planning Task Force currently has the following members: Leonard Bauer, Derek Chisholm, Nancy Eklund, Laura Hudson, Esther Larsen, Lynn Miranda (Co-Chair), Vanessa Murdock, Janet Wright, and me. The Task Force has been meeting on a regular basis, via conference call, although we did not meet during the summer months of July and August.

RECENT ACTIVITIES

Community planning classes were developed and conducted for two public elementary schools, one in Olympia (Leonard Bauer) and the second in Seattle (Steve Butler, with assistance from City of Seattle Department of Planning and Development staff) in late Spring, 2008. A brief summary of each activity, excerpted from an upcoming newsletter article, is included below:

Centennial Elementary School, Olympia

Leonard Bauer worked with two second-grade classrooms at Centennial Elementary School in Olympia during the Spring of 2008, with the goal being to introduce students to the experience of neighborhood planning. He used air photos of the Centennial neighborhood from 2006 and 1977 (prior to most development in the neighborhood) to lead the students in a stimulating discussion about what it takes to make a neighborhood, and what they would have done differently in planning their neighborhood. The teachers divided the students into teams consisting of nine to ten students, and each team worked throughout the week directly on a copy of the 1977 air photo to plan and construct their ideal neighborhood.

Leonard returned at the end of the week to receive a presentation from each team about the neighborhood they designed. All four student teams heavily emphasized "their" modes of transportation (i.e., walking and bikes) over roads, and each team worked hard to include neighborhood commercial uses for the products needed most often (i.e.,

groceries, household goods, and the occasional skateboard shop). Finally, three of the four teams included places for their parents to work that were closer to home, so they wouldn't have to be gone so long every day.

John Hay Elementary School, Seattle

Steve Butler conducted a week-long “Introduction to Community Planning and How to Make a Great Neighborhood” program in early June, 2008, with a fifth-grade class at John Hay Elementary School in Seattle. He received a lot of invaluable help, both in terms of GIS materials and in-the-classroom assistance, from Seattle Department of Planning and Development staff. Using maps and aerial photographs of Seattle and the neighborhood surrounding the elementary school, the first two days consisted of a combination of presentations and short in-class exercises. The class was then divided into teams of five-six students, and the next two days were spent preparing neighborhood plans for the Beacon Hill Light Rail Station Area, using a parcel map as a base. Those teams presented their plans before a panel of “judges” (Steve and two City of Seattle staff) on Friday, and fielded questions from the “neighbors” (i.e., the students that were not presenting at the time).

During the one week class, the students were introduced to several city and neighborhood planning concepts (such as what is planning, why do we plan, land uses types, mixed use development, land use compatibility, different transportation modes, and the components that make up a “good” community). They came to really understand what those concepts meant when they had to apply them to their neighborhood plans, and it showed during their presentations. All of the student teams focused on the importance of mixed use neighborhoods, where people can “live, work and play.” The plans acknowledged the role that roads, transit, sidewalks, and parks have on neighborhood design. Most of the teams’ plans emphasized walkability and clustered higher densities in the areas closest to the light rail station.

Summary of Both Classroom Activities

Both Leonard and I found our classes to be fun and educational experiences for the children, rewarding for the participating planners, and much appreciated by the classroom teachers. It wouldn't be surprising to me if one or more of the students ended up becoming planners in the future. The Task Force will be discussing if it would be helpful to use these two classroom activities to create **model curricula** for other planners to use in their local schools. Each of the two programs used @ \$100 in budgeted funds to pay for materials. The Task Force will be preparing a budget request for FY '09.

On a different note, I was recently appointed by APA President Bob Hunter to the APA's (national) 2008-2009 Education Task Force. My participation with this group will hopefully have the side benefit of making me more knowledgeable about available resources that may be useful for the Washington Chapter's efforts. Stay tuned.

The Task Force's revised goals/objectives and schedule are as follows:

KIDS AND PLANNING TASK FORCE'S GOALS AND OBJECTIVES

(Revised)

GOAL: TO INCREASE STUDENTS' UNDERSTANDING OF PLANNING ISSUES AND THE PROFESSION.

GOAL*: TO PROMOTE THE BENEFITS OF GOOD COMMUNITY PLANNING.

OBJECTIVE: Develop and conduct three to five educational pilot projects/programs, oriented for elementary/middle/high school levels.

OBJECTIVE*: Establish educational programs in different parts of the State (at least one within each of the Chapter's geographic Sections).

OBJECTIVE: Coordinate the educational pilot projects/programs with National Community Planning Month (October), where possible.

* *New goal or objective*

SCHEDULE

(Revised)

- | | |
|--|----------------------------|
| 1. Organize Committee [Done] | November '07 – January '08 |
| 2. Identify Leads in Different Schools/Coordinate With Section Presidents [Ongoing] | January – April '08 |
| 3. Research and Discuss Different Options Geared Towards the Different Educational Levels [Ongoing] | January – May '08 |
| 4. Establish Contacts with Schools and Teachers [Ongoing] | January – May '08 |
| 5. Work on Projects/Programs with Specific Teachers [Done in 2 Cases; Still Being Worked on for Others] | March – November '08 |
| 6. Finalize Projects/Programs [Done in 2 Cases; Still Being Worked on for Others] | June - December '08 |
| 7. Conduct Projects/Programs at Schools [Done in 2 Cases; Still Being Worked on for Others] | May '08 - June '09 |

8. Evaluate Level of Success for Pilot Projects/
Programs & Lessons Learned

Nov. – December '08
June – August '09

9. Start Preparation for Next Round of Projects/
Programs

Nov. – December '08
June – August '09

C: Lynn Miranda, Co-Chair, Kids and Planning Task Force