



MEMORANDUM

TO: APA Washington Board Members
FROM: Nikole Coleman, Secretary
DATE: March 9, 2018
RE: Minutes of March 9, 2018 APA WA Board Meeting | Tulalip

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

1:05 P.M. CALL TO ORDER

President Sepler called the meeting to order at 1:05 PM.
Secretary Coleman stated that there was not a quorum at the time.
President Sepler amended the agenda to begin with the discussion items until a quorum is reached.

IN ATTENDANCE: See attached checklist

DISCUSSION ITEMS:

- Road Map Update.
Rick Sepler provided an update of the Ruckelshaus Center Road Map project. The project team is currently conducting twenty-five listening sessions across the state. It was still unknown how and when APA-WA would have the opportunity to provide input and actively participate. Yorik Stevens-Wajda recommended that the board take an active approach and begin to formalize a position and agenda.
Follow-Up: Rick Sepler will form an ad-hoc committee to immediately begin to develop the APA-WA agenda. The draft agenda should be presented to the board at the June meeting.
- Membership Survey.
Rick Sepler stated that the last complete survey was in 2015 and wanted to know if the board felt that it was time to conduct another one. The board agreed that the answers from the 2015 survey were likely still valid and that if we chose to run a survey, we should frame the questions with a clear understanding of what we are seeking with the outcome.
Follow-Up: Review 2015 survey and determine if a follow-up is necessary to drill down further. Discuss again at a future board meeting.

Secretary Coleman stated that a quorum was reached at 1:24 PM.
President Sepler returned to the top of the agenda.

ACTION ITEMS:

- Approval of Minutes from December 7, 2017 Board Meeting.
Motion: Approve minutes from 9-27-17
Esther Larson motion with corrections. Elizabeth Chamberlain second.
Follow-Up: Secretary Coleman to sign minutes and send to SBI.

Approved

2. Sustainable Funding.

As a follow to discussion at the December board meeting, a task force was formed to review the fiscal health of the Chapter and generate both short and longer-term ideas to be recommended to the Board for improving the bottom line. Paula Reeves presented the report that was created by the task force, which outlines fiscal sustainability priorities.

Motion: Approve the Fiscal Sustainability Report and begin to implement next steps.

Approved

Nikole Coleman motion. Ferdouse Oneza second.

Follow-Up: Next steps will require additional work and approval by the board. The responsible committee or officer should bring items as necessary back to the board for discussion/approval as needed.

3. Allocation of Scholarships.

The scholarship committee provided a summary of the proposal to fairly distribute scholarship funds to the three accredits planning programs in the state: University of Washington, Eastern Washington University, and Western Washington University. The committee proposed \$7,500 for general scholarships (\$2,500 each) and \$300 for travel subsidies (two \$150).

Motion: Approve allocation of APA-WA scholarships.

Approved

Yorik Stevens-Wajda motion. Elizabeth Chamberlain second.

4. Department of Commerce MOU

Elizabeth Chamberlain explained that the updated MOU was reviewed by the section presidents and simplifies the process and provides additional flexibility for new sections.

Motion: Approve MOU with Department of Commerce for Regional Planners Forums.

Approved

Nancy Eklund motion. Nikole Coleman second.

5. Revisions to the Board Handbook

Motion: Approve the 2018 revisions to the board handbook with the ability for Secretary Coleman to make minor changes to dates and grammatical errors.

Approved

Nancy Eklund motion. Paula Reeves second.

DISCUSSION ITEMS:

1. Conference Update.

Dave Anderson provided a brief 2018 conference update. The save the dates and request for session submissions went out on March 9. Five tracks are proposed. They will soon be putting together committees for both sponsorships and the program.

2. Planning Professional Development Officer – Committee Update

Bradley Clark provided an update about efforts to try and reboot the PODO effort. Board members provided some background on the history of PODO and previous efforts made. The board agreed that the PODO initiative could evolve and refocus if those involved with the committee felt that their efforts would be better suited to

Follow-up: Meet with Department of Commerce to determine how to fill gaps in the short course and review 2015 membership survey.

3. Legislative Update.

The chapters lobbyist, Michael Shaw, attended the meeting and provided an overview of the just finished legislative session. He stated that there were a record number of bills introduced in the short 60-day session, however, not many passed. Yorik Stevens-Wajda stated that [HB 2599](#), which would allow local governments to optionally use some permit fee revenue to fund long-range planning work, did not make it out of committee during the short session. Representative Joe Fitzgibbon, House Environment Committee Chair, along with others sponsored the bill. Hearings were held with support from the Washington State Department of Commerce, several cities and counties, Futurewise, and other stakeholders. Chapter Past President Paula

Reeves provided excellent testimony, and the chapter provided a letter of support signed by President Rick Sepler. Yorik also discussed needing to begin focusing on the 2019 agenda for the long legislative session.

4. Endorsement of Candidates by APA-WA

Rick Sepler was approached for the chapter to endorse a candidate. Yorik Stevens-Wajda was concerned about many of the board members working for elected officials and the potential backlash from candidate endorsements. The board discussed potentially using a ranking system and only focusing on state-wide races. Ultimately, a decision was made to continue to address policy and issues only as a board and not endorse any specific candidates. There was a desire to sponsor more candidate forums focused on planning related issues, such as the Seattle mayoral forum in 2017.

Follow-up: Add or improve policy in board handbook related to endorsement of candidates.

5. Current Planning Workshops.

Nikole Coleman expressed an interested, in coordination with the Peninsula Section, to organize workshops focused on current planning topics. Often at the annual conference and via webinars, trainings are focused on long range planning issues, and there is a gap in the training for current planners. There was a discussion about potentially also developing trainings for the mid-level planner looking to move up in the field but lacking some of the necessary experience needing to do so (budgeting, management, etc.). Ferdouse Oneza felt that this should have come through the continuing education committee.

Follow-up: Nikole will set up a meeting with the continuing education committee.

OFFICER REPORTS:

None provided.

SECTION REPORTS:

None provided.

COMMITTEE REPORTS:

The Continuing Education Committee is in discussion with Nancy Eklund and Steve Butler to launch a webinar on Public Involvement topic and are asking the Board members to suggest one or two case studies on successful, innovative, and tech based public involvements.

3:59 P.M. ADJOURN

Next meeting will be June 22 in Tumwater.

Recorded by Secretary Nikole Coleman 03-09-18

Approved by Board of Directors on June 22, 2018.