



**Memorandum**

TO: APA Washington Board Members  
FROM: Nikole Coleman, Secretary  
DATE: December 1, 2017  
RE: Minutes of September 27, 2017 APA WA Board Meeting

\_\_\_\_\_ **For the Record** (No Board Action Requested)

\_\_\_\_\_ **Discussion only**

—**X**— **Board Action Requested**

**Washington Chapter, American Planning Association  
Board Meeting Minutes  
Hilton Seattle Airport Conference Center – 17620 International Blvd, SeaTac  
September 27, 2017; 1:00 p.m. – 4:00 p.m.**

**1:09 p.m. Call to Order**

Vice President Josh Peters called the meeting to order at 1:09 p.m.  
Secretary Laura Benjamin stated that there was not a quorum of the APA Board at that time.

**In Attendance:**

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|--|--|
| Josh Peters, AICP, Vice-President                    | Rick Sepler, AICP, President-Elect             |
| Laura Benjamin, AICP, Secretary                      | Stefanie Young, Puget Sound Section President  |
| Yorik Stevens-Wajda, Legislative Committee           | Hiller West, Allied Professions Liaison        |
| Chris Comeau, AICP, Northwest Section President      | Esther Larsen, JD, Legislative Committee       |
| Nancy Eklund, AICP, Professional Development Officer | Paul Inghram, AICP, UW Professionals Council   |
| Rick Walk, South Sound Section President             | Matt Ransom, AICP, Treasurer                   |
| Wells Williams, Scholarship Committee                | Dave Andersen, Inland Empire Section President |
| Mark McCaskill, Department of Commerce               | Michele Reeder, SBI                            |
| Al Torrico, Incoming Treasurer                       | Lloyd Skinner, PAW                             |
| Grant Beck, Incoming South Sound Section President   |  |

*On the phone:*

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| Talia Tittelfitz, Membership    | Jennyfer Mesa, Equity Task Force  |
| Kim Selby, AICP, Communications | Kirk Rappe, Scholarship Committee |
| Patrick Lynch, AICP, CPAT       |                                   |



**Action Item: Approval of 9-27-17 Board Meeting Agenda**

The agenda was approved by consensus as a quorum had not been reached.

**Action Item: Approval of Minutes from June 9, 2017 Board Meeting**

The minutes from the June 9, 2017 APA WA Board meeting were approved as presented. The meeting had reached quorum at this time.

Action: Approve minutes from the June 9, 2017 APA WA Board meeting

Motion: Matt Ransom

Second: Chris Comeau

Laura Benjamin to sign minutes and send to SBI.

**Action Item: Planners Forum and Short Course MOUs**

Josh Peters provided background on the process to date to review the existing MOUs with Commerce staff, section presidents, and the full Board. Mark McCaskill, Department of Commerce representative, clarified that Commerce staff area not asking for formal action today, but rather to discuss the MOUs and any questions. Mark reviewed cost sharing between Commerce and APA WA sections. Board members brought up questions regarding funding to the sections versus state chapter. Several board members indicated a need for the MOUs to be flexible to accommodate the different structures of APA WA and PAW, and the different sections within APA WA. Mark McCaskill will look into breakdown of costs, including staff time, travel, and food, and provide more information before the December meeting. Action deferred to December meeting.

**Action Item: EWU Foundation MOU**

Wells Williams presented a draft MOU between the chapter and the EWU foundation for distribution of scholarship funds. The MOU memorializes procedures that have been followed historically. The chapter scholarship dollars go through the foundation at EWU's request. Matt Ransom stated that he is in favor of the MOU and that it is a good format that allows the agreement to live beyond individuals. Michele Reeder stated that it is good for the office to have MOUs and contracts on file. Matt Ransom clarified that this is the first MOU for the distribution of scholarship funds and suggested that the chapter explore MOUs with other schools.

Action: Approve the MOU, as posted on Basecamp, for the distribution of scholarship funds from APA WA to the EWU.

Motion: Matt Ransom

Second: Rick Walk

Vote: Approved by board

**Discussion Item: Diversity Task Force**

Jennyfer Mesa, Diversity and Equity Task Force, member provided background on the task force and its work to date. The task forces' goals for 2018 include: More involvement in 2018 conference planning, develop website with resources, and work with continuing education committee on cultural proficiency and equity workshops. Josh Peters thanked the task force for their work and encouraged development of a new webpage and



articles in future newsletters to provide more education and resources for membership. Paul Inghram stated that other agencies working on this work and it would be good for collaboration.

**Discussion Item: FY 2018 Budget**

Matt Ransom stated that the chapter is transitioning to a new treasurer. He recommends using a similar process for the budget update as in past years. Under this process the committees, sections, officers submit work plans and budget requests. The budget will be adopted in December, and he suggest beginning the update process now to work through issues and questions early on.

Matt stated that over the past three years, expenditures have been slightly less than revenues. Rick Sepler stated he believes the chapter is doing well and no remedial action is needed. Rick wishes to look at the strategic plan and dig into items – provide services and resources to membership, increase advocacy and stature.

**Discussion Item: Great Places Awards**

Lloyd Skinner and Hiller West provided a summary of the pilot program. The committee will meet in October to discuss lessons learned and develop budget request. Paul Inghram suggested keep great place more general, and not confining it to one designation such as a neighborhood.

**Discussion Item: 2015-2017 Biennial Report**

Copies printed for tables for lunch both days at conference to keep printing costs in check. PDF available. Good record of work over the last two years.

**Discussion Item: 2017 National, Chapter, and Section Elections**

Talia Tittelfitz stated that there was 16.5% participation nationwide in the 2017 elections. The results for the chapter and section elections have been confirmed and incoming officers have been notified. The Peninsula Section Mason County representative and Puget Sound Section president elect positions are unfilled. The chapter will work with section boards to fill the positions.

**Discussion Item: 2017 Conference**

Stefanie Young provided an update on the 2017 conference. To date, there are 320 attendees, about 100 more than the last APA WA conference. The budget is being finalized, and it is estimated there will be \$20,000 in profit.

**Discussion Item: Appoint Liaison to Planners' Advocacy Network**

Yorik Stevens-Wajda explained that APA National has asked the board to appoint state chair to the Planner's Advocacy Network (PAN). APA National is looking to expand PAN's capacity. Yorik provided an overview of liaison role and responsibilities and stated that there are two interested parties. He stated that the role of the position within the existing board structure is unclear. There are several questions about the position's relationship to the Legislative Committee and who appoints the position. Esther Larsen suggested that the PAN position be an added position to the Board because the Co-Chairs of the Legislative Committee, which focuses



on state issues, would not be able to take on full responsibility of the Washington State PAN. Rick Sepler suggested appointing someone on interim basis and ask them to come back with formal proposal for the permanent board position. The board indicated they wished to take action at this time.

Action: Appoint the two interested parties as an interim committee to develop an approach for the Planners' Advocacy Network liaison position and will present their recommendation at the December board meeting.

Motion: Esther Larsen

Second: Yorik Wajda-Stevens

Vote: approved by board

### **Officer Reports**

Officers, present in-persona and on the phone, provided updates on their work and referred to reports posted to Basecamp.

### **Section Reports**

Section presidents, present in-persona and on the phone, provided updates on their work and referred to reports posted to Basecamp.

### **Committee Reports**

Committee chairs, present in-persona and on the phone, provided updates on their work and referred to reports posted to Basecamp.

### **Adjourn: 3:53 p.m.**

Next meeting will be on the December 8, 2017 prior to the Puget Sound Section holiday party in downtown Seattle. More details to follow.

A handwritten signature in black ink, appearing to read 'Laura Benjamin', written in a cursive style.

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Recorded 9-27-17 by Secretary Laura Benjamin

A handwritten signature in black ink, appearing to read 'Nikole Coleman', written in a cursive style.

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Approved by Board December 8, 2017 – Signed by Nikole Coleman, APA Washington Secretary