



Memorandum

TO: APA Washington Board Members
FROM: Laura Benjamin, Secretary
DATE: December 1, 2016
RE: Minutes of June 24, 2016 APA WA Board Meeting

_____ **For the Record** (No Board Action Requested)

_____ **Discussion only**

Board Action Requested

**Washington Chapter, American Planning Association
Board Meeting Minutes
Oregon Convention Center, Portland, OR**

October 26, 2016; 2:00 p.m. – 5:00 p.m.

2:05 p.m. Call to Order

President Paula Reeves called the meeting to order at 2:05 p.m.
Secretary Laura Benjamin confirmed that a quorum of the APA Board was present.

In Attendance:

Gwen Rousseau, Youth in Planning	Ivan Miller, AICP, Past President
Amanda Smeller, Southwest Section President	Wells Williams, Scholarship
Mark McCaskill, Dept. of Commerce	Michael Cardwell, Tribal Planning
Paula Reeves, AICP CPT, President	Rick Walk, AICP, South Sound Section President
Laura Benjamin, Secretary	Steve Butler, FAICP, Youth in Planning/Nominations
Patrick Lynch, AICP, CPAT	Hiller West, AICP, Allied Professions
Bob Bengford, AICP, CPAT	Talia Tittlefitz, Membership
Lloyd Skinner, PAW (non-voting)	Michele Reeder, SBI (non-voting)
Karen Wolfe, FAICP, Region V AICP Commissioner (non-voting)	

On the phone:

Stefanie Young, Puget Sound Section Presidents	Branden Born, UW Faculty
Josh Peters, AICP, Vice-President	Dave Andersen, Inland Empire Section President
Nancy Eklund, AICP, PDO	



Action Item: Approval of 10-26-16 Board Meeting Agenda

Motion: Michael Cardwell

Second: Rick Walk

Vote: Approved by Board.

Action Item: Approval of Minutes

Motion: Michael Cardwell

Second: Ivan Miller

Laura Benjamin to sign minutes and send to SBI.

Action Item: Great Places in WA Awards Program

Lloyd Skinner from PAW provided an overview of the current APA PAW joint planning awards program which focuses on professional planners and more traditional plans and planning processes. APA National and several state chapters have Great Places awards program which focus more on the public and allied professions in addition to professional planners. Skinner provided an overview of the work to date on potentially developing a Great Places program for APA WA. This included: a call with the APA National Great Places director and review of case studies in other states. A task force of PAW and APA WA members have been conducting this work. The case studies show that a Great Places program can be tailored to the chapter's needs.

Paula Reeves reminded the Board that developing a Great Places awards program is part of the 2015-2017 Strategic Plan. Skinner stated that this information was presented to the PAW board earlier in October. The PAW Board expressed concern that only affluent communities would get awards and there is a need to develop inclusive criteria. The PAW Board voted unanimously for the task force to move forward to develop alternatives.

Bob Bengford suggested being strategic about jury judges, that this should be a separate program, and should start small but not be too narrow in focus. Hiller West and Steve Butler both expressed support for the program's potential to strengthen connections with allied professions. Ivan Miller agreed with Rick Walk that while it's important to focus on the planning process and plans, it's also important to focus on outcomes. Miller would like to see an option that integrates a Great Places program into the existing awards program, given our capacity to sustain volunteers and flooding the market with too many awards programs.

Action: The Great Places in WA Awards Program task forces may move forward to develop program alternatives to present at the December board meeting for further discussion and potential action.

Motion: Laura Benjamin

Second: Hiller West

Vote: Approved by Board.

[Agenda revised to accommodate attendees' schedules]



Action Item: Scholarship Co-Chair Appointment

Paula Reeves announced the appointment of Wells Williams as co-chair of the Scholarship Committee. Williams will replace Tirrell Black.

Action: Approve appointment of Wells Williams as co-chair of the Scholarship Committee.

Motion: Dave Andersen DA: motion to confirm appointment

Second: Michael Cardwell

Vote: Approved by Board.

Discussion Item: Newly Elected Officials

Steve Butler announced that Rick Sepler is the new President elect. Dave Andersen has been re-elected President of the Inland Empire Section and Ardele Steele is the new president of the Columbia Section. Butler suggested the chapter look at its bylaws for both the chapter and sections, and make revisions based on recent experiences. Butler offered support in this process. Paula Reeves asked Josh Peters to take the lead on this work as part of the Section Chapter Integration effort.

Discussion Item: 2016 Joint Conference Update

Josh Peters stated there are 200 more registrants than the last joint conference in 2011. The conference is generating more revenue than expected, about \$30,000-40,000 for each chapter. There are currently about 700 registrants with a goal of 800 registrants. The attendees are evenly split between the two state chapters. Amanda Smeller is the co-chair representing APA WA.

Michael Cardwell asked why the registration numbers are up. Paula Reeves will follow-up with Stephanie Kennedy to look into this. Ivan Miller stated that the chapters have historically split expenses and revenues 50/50. Steve Bulter inquired about facilities that have the capacity to accommodate larger groups. Miller stated the Vancouver facility is not large enough and not as big a destination draw as Portland.

Discussion Item: Organizational Management Update

Matt Ransom was unable to attend the meeting. He provided an updated scope of services and costs, and how this fits into 2017 budget. See memo posted on Basecamp. Nancy Eklund, Esther Larsen, Matt Ransom, and Michele Reeder are on the task force charged with this work. Paula Reeves stated that this is an opportunity to provide comments. The task force's recommended scope of services will be presented at the December Board meetings. Comments should be sent to Matt Ransom by November 9, 2016.

Discussion Item: Strategic Plan Review and Preparation for 2017 Budget Update

Paula Reeves stated that the chapter is making good progress on completion of the Strategic Plan. Highlights for 2016 include: the 25th Anniversary GMA event and subsequent review; transitioning the scholarship fund to a paid internship; continuing to train membership about the chapter; outreach to



universities and employers; updated legislative agenda; and work to strengthen ties with allied professions.

Discussion Item: I-732 Update

Paula Reeves provided an overview of the chapter's endorsement of the initiative in March 2016 and the in-kind support services provided. Ivan Miller stated that updated numbers from the state show the initiative is revenue neutral. Miller stated that while this is controversial among the environmental groups the chapter is usually aligned with, I-732 is the right place to start given the state legislature make up and political climate. Supporters have asked environmental groups to step back and revise the legislation in two years. See the memo posted to Basecamp for additional information.

Discussion Item: APA CPC Grant – Columbia River Regional Forum

Paula Reeves announced the Columbia River Regional Forum, a one day event in spring 2017 focusing on topics relating to the Columbia River, including infrastructure, connectivity, water rights, and environmental threats. APA National is establishing regional forums to involve multiple states on topics of national significance. The chapter received a grant from National and will use some chapter funds for the event. APA National Executive Director Jim Drinan will speak at the forum. There will be a session RFP process, like other conferences. Michael Cardwell stated that these topics are significant for many tribal nations and may be a way to engage tribes in the upper Columbia area.

Discussion Item: 2017 APA Washington Conference Planning

Stefanie Young stated that the Puget Sound Section's law conference is usually held in the spring, however this will conflict with the Columbia River Regional Forum. The conference will be moved to the fall which is also when the state conference is scheduled to be held in the Seattle area. The Puget Sound Section board has expressed interest in combining the section's law conference with the state conference to consolidate efforts and streamline processes. The law sessions could focus on the legal aspects GMA.

Board members asked a variety of questions on differences in attendance, revenues, sponsorship, law and ethic CM options, branding, and the possibility of combining versus consolidating the two events. Ivan Miler provided an overview on revenues generated from past state and national conferences. Paula Reeves will set up a conference call for the next week to discuss this further and provide more information on costs and revenues of alternatives. Details on the call to follow.

Officer Reports

Karen Wolf, Region V AICP Commissioner: Starting Fall 2017, all students enrolled in a degree program will have free membership for as long as they are enrolled. The student membership will be opened to other degrees beyond planning. There is a new AICP candidate program, which provides the opportunity for students with degrees from BAP accredited programs to be labeled as a candidate while they received the additional two years of experience needed to apply for the AICP exam. AICP members can now earn CMs for pro bono work and board work, up to 8 hours. PAS (Planning Advisory Services)



reports will be available for free to members in spring 2017. The AICP exam will have a new format and revised questions beginning with the May 2017 exam.

Dave Andersen, Inland Empire: The section held its annual conference at Priest Lake and generated some revenue. The Christmas party will be held at Dave's house. The section will hold an event with EUW on November 16th to kick off the chapter university liaison initiative which is an opportunity for practicing professionals to learn about staff research.

Stefanie Young, Puget Sound Section: The section will host a tour of the Alaskan Way Viaduct tunnel. The holiday party is December 8 at El Gaucho, following the next full Board meeting.

Paula Reeves introduced Jim Drinan, APA National Executive Director. Drinan joined the meeting at 4:36 p.m.

Rick Walk, South Sound Section: The section held its first event, a Planners Forum, to tour the Tumwater brewery district. The section is sending out a questionnaire to members to solicit topics for future events.

Paula Reeves, President: Work plans are needed for the December meeting and 2017 budget update.

Ivan Miller, Past President: This is Ivan's last meeting on the Board. He enjoyed his time on the board and appreciated the opportunity to learn about various aspects of the planning profession.

Chris Comeau and Nikole Coleman joined the meeting at 4:43 p.m.

Laura Benjamin, Secretary: Updating Board roster to reflect recent elections and Handbook update in early 2017.

Chris Comeau, Northwest Section: The section hosted a Strong Towns curbside chat. There is an upcoming AICP ethics presentation.

Committee Reports

Communications, Nikole Coleman: The newsletter is now on a bimonthly schedule. The revised schedule is posted on Basecamp. The committee would like to increase the chapter's presence on social media and needs a committee member with experience.

CPAT, Bob Bengford, Patrick Lynch: The committee held an event in Whatcom County with the Mt. Baker Foothills Chamber of Commerce to design a park-and-ride and welcome center. The committee worked with WWU students and is compiling the final report. Bob shared his experience with CPAT on a webinar hosted by APA National.



Youth in Planning, Gwen Rousseau, Steve Butler: Steve introduced Gwen, the new co-chair. The committee would like to work more closely with CPAT, and asked for leads on youth components of community programs and projects.

Membership, Talia Tittelfitz: The committee received data from national on members who dropped after 2008. Talia is working with Michele Reeder to develop an outreach strategy for an amnesty program to get dropped members back into the chapter.

Professional Development Officer, Nancy Eklund: Nancy referred to her report posted to Basecamp. She asked for sections to identify their PDOs and send her their contact information.

Scholarship, Wells Williams: Wells is working with Tirrell Black and Paula Reeves to get up to speed.

Tribal Planning, Michael Cardwell: Michael continues to work to bring Tribal nations into APA work and align planning efforts with greater inclusion.

Department of Commerce, Mark McCaskill: Mark provided copies to annual reports on the Short Course and Planners Forums. There will be future budget request to continue the partnership to provide these programs.

Allied Professional Liaison, Hiller West: Hiller is serving on the Great Places in WA task force.

Adjourn: 5:16 p.m.

Next meeting is scheduled for Thursday December 8, 2016 from 2:00 –5:00 p.m. at the Port of Seattle. The Puget Sound Section’s holiday party will follow at El Gaucho at 6:00 p.m.

Recorded 10-26-16 by Secretary Laura Benjamin

A handwritten signature in black ink, appearing to read 'Laura Benjamin', written over a horizontal line.

Approved by Board December 8, 2016 – Signed by Laura Benjamin, APA Washington Secretary