



**Memorandum**

TO: APA Washington Board Members  
FROM: Laura Benjamin, Secretary  
DATE: April 7, 2017  
RE: Minutes of December 8, 2016 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  
Puget Sound Regional Council, Seattle, WA**

**December 8, 2016; 2:00 p.m. – 5:00 p.m.**

**2:02 p.m. Call to Order**

President Paula Reeves called the meeting to order at 2:02 p.m.  
Secretary Laura Benjamin confirmed that a quorum of the APA Board was present.

**In Attendance:**

Nancy Eklund, AICP, Professional Development Officer	Kim Selby, AICP, Communications
Laura Benjamin, Secretary	Stefanie Young, Puget Sound Section President
Matt Ransom, AICP, Treasurer	Hiller West, AICP, Allied Professions Liaison
Patrick Lynch, AICP, CPAT	Bob Bengford, AICP, CPAT
Yorik Wajda-Stevens, Legislative Committee	Talia Tittlefitz, AICP, Membership Committee
Geoff Appel, AICP, Membership Committee	Michele Reeder, SBI Administrator (non-voting)
Joe Tovar, FAICP (non-voting)	

*On the phone:*

Paula Reeves, CTP, President	Rick Sepler, AICP, President-Elect
Wells Williams, Scholarship Committee	Esther Larsen, JD, Legislative Committee
Steve Butler, FAICP, Youth in Planning	Josh Peters, AICP, Vice-President
Michael Cardwell, Tribal Planning Committee	Dave Anderson, Inland Empire Section President
Chris Comeau, AICP, Northwest Section President	



**Action Item: Approval of 12-08-16 Board Meeting Agenda**

President Paula Reeves requested additional time for the 2017 Legislative Agenda to allow time for a presentation from Joe Tovar.

Motion: Michael Cardwell

Second: Matt Ransom

Vote: Approved by Board.

**Action Item: Approval of Minutes**

Motion: Michael Cardwell

Second: Hiller West

Laura Benjamin to sign minutes and send to SBI.

**Action Item: Chapter Management Services Agreement**

Treasurer Matt Ransom provided an overview of the project to date, including a survey of Board members, study of peer chapters, a report of initial findings presented to the Board at their June meeting, and a draft scope of work was presented at the October Board meeting. Based on this research and Board member feedback, the chapter will pursue a contract with SBI with the opportunity for amendments. Esther Larsen and Nancy Eklund provided additional review and assistance.

Michele Reeder provided an overview of the breakdown of SBI hours spent on various chapter tasks. Reeder provided clarification on tasks covered under general expenses and tasks that will incur additional costs. Ransom emphasized that clear and ongoing communication between SBI and Board members is critical to get the most out of the chapter's contract. SBI cannot assist with tasks if they are not asked to provide support. Paula Reeves stated that SBI will have a better understanding of the Board's needs when work items are included in the chapter's Strategic Plan and committee and officer annual work plans.

Ransom reviewed three contract scope options: 1) Maintain the status quo and renew the existing contract for an additional 12 months; 2) Expand the scope to include executive services, including strategic plan implementation, membership management, sponsorships, which will cost approximately \$16,000 more than the current contract; 3) In addition to the option described under (2), SBI to provide support to the Professional Development Officers and CM program, which will cost approximately \$20,000 more than the current contract. The current contract expires 12/31/16. Ransom suggested the chapter should communicate an intent to renew the contract prior to expiration if the Board is unable to take action at the meeting.

Esther Larsen asked that the communication services in the current contract be revised to include other committees and not solely focus on the Legislative Committee. Matt Ransom suggested adding specificity to the contract to document authority for communications support. Nancy Eklund requested the new contract include CM support, which can be added without the executive services outlined under option 2. Stefanie Young expressed support for additional help with sponsorship activities.



Action: Renew the current contract with SBI for an additional twelve months, without any expansion of services or added expenses.

Motion: Michael Cardwell

Second: Nancy Eklund

Discussion: The Board discussed expanding the contract slightly, but there was general consensus that that option 2 was too large in both services provided and additional costs. Matt Ransom stated that the additional \$20,000 in costs under option 2 would require use of reserve funds. Michele Reeder stated that SBI can expand the scope at any time, so the chapter has the option to add to the contract over time.

Friendly Amendment: Include additional support for management of the CM program in addition to the current scope of work, with the option to review expanding the contract to include greater sponsorship support at later time.

Motion: Matt Ransom

Second: Yorik Wajda-Stevens

Vote on friendly amendment: Approved by Board.

Vote on motion: Approved by Board.

**Action Item: 2017 Legislative Agenda**

Joe Tovar provided an overview of the “Collaborative Road Map to Washington’s Future.” Yorik Wajda-Stevens provided an overview of the process for developing the draft 2017 legislative agenda, included: solicit feedback from Board members; Michael Shaw, the chapter lobbyist, provided suggestions; review by the Legislative Committee, and incorporate APA policy positions.

Wajda-Stevens reviewed the two-part legislative platform which includes a longer document and a shorter two pager. Wajda-Stevens reviewed the draft legislative priorities. These include: funding for planning; support for the Collaborative Road Map to Washington’s Future; support climate change mitigation and adaptation; GMA compliant school siting; annexation reform and support to annexing urban lands; funding for infrastructure that aligns with plan; address affordable housing and homelessness; tools to support Hirst court decision.

Hiller West stated it is important for the chapter to be involved in efforts around the Hirst decision.

Nancy Eklund suggested changing wording for in the Road Map description. Wajda-Stevens suggested adding language to the Road Map description to make explicit the chapter’s involvement in task force efforts.

Paula suggested setting a deadline to reevaluate the draft 2017 legislative agenda once we have a better idea what the legislative session will include. Reeves asked that the Legislative Committee co-chairs update the Board if any significant changes are made to the draft legislative agenda.



Action: Approve 2017 Legislative Agenda with revisions to the Collaborative Road Map to Washington's Future as stated above.

Motion: Michael Cardwell

Second: Matt Ransom

Vote: Approved by Board

**Action Item: Great Places in WA Awards Program**

Hiller West provided an overview of work to date on developing a Great Places in Washington awards program. The awards program task force presented to the Board at their October meeting where the Board directed the task force to move forward to develop options for a future awards program for further review and action by the Board.

West reviewed five options for a Great Places awards program, as described in the memo posted to Basecamp.

Nancy Eklund asked for more information on the awards selection criteria and how allied professions will be engaged. Paula Reeves stated that PAW members are part of the task force, and the PAW Board is supportive of a one-year pilot program. Hiller West asked that if the Board is comfortable with the one-year pilot program, they can take action to have the task force move forward with program development and return to the Board at the next meeting for further review and action of program details. Bob Bengford stated he would like a Great Places program to be coordinated with the existing awards program.

Action: The Great Places task force may move forward to develop a pilot one-year awards program. The task force will present program details at the spring Board meeting for further review and action by the Board.

Motion: Michael Cardwell

Second: Yorik Wajda-Stevens

Vote: Approved by Board

**Action Item: 2017 Budget Update**

Matt Ransom reviewed the budget documents posted to Basecamp. The proposed budget includes budget requests included in officer and committee work plans. The chapter is expected to spend more than we will take in next year, and has sufficient funds and future revenues for the next three years. Matt Ransom stated that if the chapter wishes to bring in more revenue from conferences, this additional money will need to come from sponsorships, as attendance does not vary greatly.

Action: Adopt the 2017 budget as shown in documents posted to Basecamp with amendment for increased management services.

Motion: Yorik Wajda-Stevens



Second: Nancy Eklund

Vote: Approved by Board.

**Discussion Item: 2016 Joint Conference Recap**

Paula Reeves provided a summary of the 2016 joint conference with APA OR. The event raised \$32,000 in revenue. The event was well attended and key note speakers were well received.

**Discussion Item: 2017 Conference Planning**

Stefanie Young reported that the chapter and Puget Sound Section will partner on the 2017 conference. Instead of having a separate Law Conference hosted by the Puget Sound Section, the conference will have a law track and be held in the Puget Sound area with the exact location to be determined. The chapter and section still need to determine how marketing, budget contributions, and revenue sharing will be handled. The Puget Sound Section has historically made about \$3,000-5,000 in revenue and would like to see a similar return.

Stephanie Kennedy of Total Event Connection will help to organize the conference and will get back to the Board with potential venues. A state conference chair has not been established. Stefanie Young will co-chair as the representative from the Puget Sound Section.

**Discussion Item: APA CPC Grant – Columbia River Regional Forum**

Paula Reeves stated the chapter received a Chapter Presidents Council grant for the Columbia River Regional Forum, a joint meeting with APA OR focused on the Columbia river, water quality, infrastructure. The Oregon and Washington governors have been invited.

The event will be held on Friday March 17 in Hood River, Oregon. The conference committee will hold their first call this week. Board members are encouraged to participate and the committee is looking for additional volunteers.

**Section Reports**

Chris Comeau, Northwest Section – WWU's undergraduate planning program received PAB accreditation for four year.

Stefanie Young, Puget Sound Section – The section's holiday party tonight. Additional PLACES events will be held in 2017 since the law conference will not be a separate event. The section is partnering with YPT and UW College of Built Environments on monthly PLACES events.

**Officer Reports**

Paula Reeves, President – Patrick Lynch and Talia Tittlefitz are co-chairs of the Nominations Committee. They are looking for candidates for the 2017 summer election. Paula is participating on National APA's Education Committee.



Rick Sepler, President Elect – Rick will be helping to plan the 2017 Conference and the Columbia River Regional Forum.

Laura Benjamin, Secretary – The chapter received a \$50,000 Planners4Health from National APA to provide additional support for the first phase of the Road Map project. The annual Board Handbook update is underway.

Matt Ransom, Treasurer – The quarterly financial update is posted on Basecamp. All expenses and revenues are in line with projections. He will follow-up with sections regarding financial integration.

**Committee Reports**

Bob Bengford and Patrick Lynch, CPAT – The committee held an event for the Whatcom County welcome center in late October. The committee was working on the report, but the applicant just notified them that the project has been abandoned. In the future the committee will work to troubleshoot issues ahead of time. They are now working with the Benton Franklin Council of Governments on an application.

Yorik Wajda-Stevens, Legislative – The legislative session begins January 2017. There has been considerable turnover in the state legislature. The committee will work to refine the 2017 legislative agenda.

Talia Tittlefitz and Geoff Appel, Membership– The committee worked with Michele Reeder on the their annual workplan. They are planning to revise the brochure in early 2017, create templates for materials for sections to customize, and will solicit board feedback and member testimonials to include in outreach materials.

Nancy Eklund, Professional Development Officer – Nancy continues to work on CM credits and newsletter updates.

**Adjourn: 5:02 p.m.**

Next meeting date to be determined. A scheduling poll will be sent out shortly.

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Recorded 12-08-16 by Secretary Laura Benjamin

Approved by Board April 14, 2017 – Signed by Laura Benjamin, APA Washington Secretary