



Memorandum

TO: APA Washington Board Members
FROM: Laura Benjamin, Secretary
DATE: June 1, 2017
RE: Minutes of April 14, 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
Thurston Regional Planning Council, Olympia, WA**

April 14, 2017; 1:00 p.m. – 4:00 p.m.

1:03 p.m. Call to Order

President Paula Reeves called the meeting to order at 1:03 p.m.
Secretary Laura Benjamin confirmed that a quorum of the APA Board was present.

In Attendance:

Paula Reeves, AICP, CTP, President	Rick Sepler, AICP, President-Elect
Laura Benjamin, Secretary	Stefanie Young, Puget Sound Section President
Matt Ransom, AICP, Treasurer	Esther Larsen, JD, Legislative Committee
Patrick Lynch, AICP, CPAT	Yorik Stevens-Wajda, Legislative Committee
Rick Walk, AICP, South Sound Section President	Michael Cardwell, Tribal Planning
Michael Shaw, Chapter Lobbyist (non-voting)	Jared Burbidge, TRPC (non-voting)

On the phone:

Wells Williams, Scholarship Committee	Kim Selby, AICP, Communications
Josh Peters, AICP, Vice-President	Patrick Lynch, AICP, CPAT
Michael Cardwell, Tribal Planning Committee	Dave Anderson, Inland Empire Section President
Chris Comeau, AICP, Northwest Section President	Hiller West, AICP, Allied Professions Liaison
Nancy Eklund, AICP, Professional Development Officer	Paul Inghram, AICP, UW Professionals Council
Paul Krauss, AICP, Awards Committee	Ferdouse Oneza, AICP, Continuing Education



Nikole Coleman, Communications
Talia Tittelfitz, Membership
Joe Tovar, FAICP (non-voting)

Gwen Rousseau, Youth in Planning
Mark Kulaas, FAICP Nominations
Lloyd Skinner, PAW (non-voting)

Action Item: Approval of 4-14-17 Board Meeting Agenda

Amendment made by Matt Ransom to include budget amendment as an action item. Amendment made by Paula Reeves to include scholarship budget amendment as an action item, and NPC reception.

Motion: Matt Ransom

Second: Michael Cardwell

Vote: Approved by Board.

Action Item: Approval of Minutes from December 8, 2016 Board Meeting

Approve as submitted.

Motion: Michael Cardwell

Second: Matt Ransom

Laura Benjamin to sign minutes and send to SBI.

President Paula Reeves presented recognition awards to Laura Benjamin and Matt Ransom for their work in helping to secure more grant funding than ever in the history of the APA Washington chapter to help expand community health in Washington state.

Action Item: Great Places in WA Awards Program

Hiller West provided an overview of the Great Places in Washington Awards Program task force efforts to date. The proposed program is a one year pilot program and will focus on one award, "Great Neighborhoods" for one community in western Washington and one community in eastern Washington. Hiller reviewed next steps including: today's \$500 budget request, flyer out in April, Call for Nominations in May, the task force will serve as jury, and awards presented at Fall conference.

Hiller West and Lloyd Skinner, PAW Board member and task force member, stated that the task force is looking to include an eastern Washington representative on the task force to ensure adequate state-wide representation. The total program budget is \$1000. The task force is asking from \$500 from APA WA and \$500 from PAW to cover overhead and awards. This funding is a supplement to the existing Joint Awards program, not a replacement. The task force plans to evaluate the program after the one year pilot concludes and will report out to the Board at their December 2017 meeting. The Board can decide how to move forward at the December 2017 meeting, including future budget requests.

Action: Approve proposal as presented. Approve budget request of \$500 for calendar year 2017. The task force will report back to the Board at their December meeting.

Motion: Matt Ransom

Second: Esther Larsen

Vote: Approved by Board



Action Item: Expansion of Scholarship Program

Rick Sepler announced that the Western Washington University (WWU) undergrad program recently received accreditation from the Planning Accreditation Board (PAB). Sepler stated that the Chapter has a history of supporting PAB accredited academic programs and proposes APA WA include WWU in scholarship program. Chris Comeau, NW Section President, stated that the section supported PAB accreditation and worked with WWU planning staff and students through the accreditation process. Comeau proposed updating the Board Handbook to include WWU in references to accredited programs. Wells Williams, Scholarship Committee co-chair stated that he and co-chair Kirk Rappe followed the accreditation process. Williams stated that the Scholarship Committee co-chairs support including WWU in the scholarship funding pool. Williams proposed two options for including WWU in the scholarship funding pool: (1) Dedicate additional budget to fund WWU at same level as other programs of \$3000, or, (2) Divide existing funds among three schools, with each school receiving less than the current two programs – University of Washington and Eastern Washington University – currently receive.

Nancy Eklund stated that EWU has two PAB accredited programs. Eklund recommended supporting graduate programs over undergraduate programs and should provide incentives for students receiving advanced degrees. Michael Cardwell asked the Board to consider how the Chapter can raise more funds to provide more scholarship funds rather than spreading existing pot too thin.

Action: Include Western Washington University in the Chapter’s scholarship program.

Motion: Rick Sepler

Second: Michael Cardwell

Vote: Approved by Board

Rick Sepler will work with interested Board members and the Scholarship Committee co-chairs to prepare a funding proposal to present at a future meeting.

Discussion Item: Updated on Legislative Session

Esther Larsen and Yorik Stevens-Wajda provided an overview of recent work by the Legislative Committee, including work completed in 2017, and a schedule of work during and after the legislative session.

Michael Shaw, contract lobbyist for the Chapter, provided an overview of factors contributing to a challenging session. Shaw provided an overview of bills that passed and failed.

Action Item: Scholarship Budget Amendment for Funding to Support Students at NPC

Wells Williams stated that a student inquired about support to attend the APA National Planning Conference (NPC) in New York City in May 2017. The Board has expressed interest in supporting emerging planners, but does not have a process or protocol for providing support for students to attend NPC.



Nancy Eklund stated that if the Chapter is providing financial support for students to attend NPC, it needs to be advertised to the Chapter membership. Michael Cardwell stated that he believes the Chapter should support this individual as the NPC is an important event for young professionals. Esther Larsen stated that to single out one student is inequitable and will have negative repercussions.

Action: Scholarship Committee to prepare proposal for handling National Planning Conference support for students in 2018. Decline support to student for NPC 2017.

Motion: Matt Ransom

Second: Rick Sepler

Vote: Approved by Board

Action Item: 2017 Budget Amendment

Matt Ransom stated there is a scrivener's error in the budget that he is bringing forward for transparency. The Board approved \$10,000 of APA WA funds for the Road Map Project at the June 2016 meeting. This funding was not included in the budget spreadsheet approved at the December 2016 meeting. The Chapter also received \$50,000 from APA National through a Planners4Health grant, which is not reflected in the budget spreadsheet.

Action: Correct 2017 budget to include previously approved \$10,000 for Road Map for Washington project and \$50,000 received from APA National Planners4Health grant.

Motion: Esther Larsen

Second: Rick Walk

Vote: Approved by Board

Action Item: Chapter Reception at NPC

Paula Reeves provided an overview of the Chapter's history of hosting a reception at the annual APA National Planning Conference. Reeves asked the Board to support a reception at the 2017 NPC. Board Members felt that the expense of an event in New York was cost prohibitive. Reeves shared that APA Oregon Chapter decided to forgo an event at this conference due to cost.

Action: Forgo Chapter reception at NPC.

Motion: Matt Ransom

Second: Rick Walk

Vote: Approved by Board

Discussion Item: Columbia River Regional Forum Recap

Paula Reeves provided an overview of the forum. The goal of the event was to create new partnerships and provide affordable education opportunities to a historically under-served part of the state. A report will be available at the end of April and Reeves will present at the Chapter Presidents Council meeting at



NPC in May. Matt Ransom recognized Reeves for her work to secure funding for the events and for handling the challenges of organizing a regional event with many stakeholders.

Discussion Item: Update on Nominations for 2017 Election

Talia Tittelfitz, co-chair of the Nominations Committee listed the other committee members: co-chair Patrick Lynch, Chris Comeau, and Steve Butler. The Vice President, Secretary, and Treasurer offices are open for the state Board and there are numerous open positions on section boards. The APA WA website has been updated with new nominations and elections information. Nominations close May 15.

Discussion Item: Update on FAICP Nomination

Mark Kulaas, chair of the FAICP Nominations Committee, stated he is working with a committee of seven FAICP members for the 2017 FAICP nomination process. The initial notice to eligible members will go out in May. There are about 200 eligible Chapter members. Interested members must submit interest statements by mid-July. The official nomination packet is due to APA National by October 13. Kulaas stated the process is very time consuming and interested members should be aware of the time commitment. The entire process is confidential and the names of interested members will not be shared.

Discussion Item: Road Map Project Update

Joe Tovar provided an update on the Road Map project. Tovar has solicited support from a variety of organizations and has received sufficient funding for the first phase of project to move forward \$600,000 is allocated for the project in the draft House and Senate operating budgets. Tovar is working with legislators to move the budget allocation forward.

Yorik Stevens-Wajda, co-chair of the Legislative Committee is drafting a letter of support for the budget allocation. Paula Reeves announced that a Road Map task force will be convened in the coming months and Board members are invited to join. A call to join the task force will also be put out to the general membership.

Discussion Item: Social Media Strategy

Kim Selby and Nikole Coleman, Communications Committee co-chairs, asked for Board guidance on what kind of voice the Chapter should have on social media. Nikole stated there have been requests from members to take a stronger advocacy position on social media. The Chapter currently has Facebook and LinkedIn account, but is only actively using Facebook.

Paula Reeves suggested the Communications Committee develop a social media proposal to present and discuss at the June Board meeting. Esther Larsen asked that a draft strategy be consistent with APA National's social media policy.

Discussion Item: Update on 2017 Conference Planning

Rick Sepler provided an update on planning efforts for the fall conference. Paula Reeves reminded the Board that this the conference is jointly hosted by the Puget Sound Section. The Puget Sound Section



law conference was cancelled this year to avoid splitting attendance between the two conferences. The state conference will have a law track to provide law CMs.

Section Reports

Dave Andersen, Inland Empire Section – The section has an upcoming conference and several social events.

Rick Walk, South Sound Section – More members are attending the monthly section meetings. The Section is working with Commerce to develop Planners Forums.

Officer Reports

Paula Reeves, President – The Chapter will review the Short Course and Planners Forum Memorandum of Agreements with Commerce. Reeves is beginning to transition to Past President.

Rick Sepler, President Elect – Sepler will lead a brainstorming session at the June meeting.

Josh Peters, Vice President – Peters continues the Section Chapter Integration work.

Committee Reports

Patrick Lynch, Community Planning Assistance Team – The team filed their report for the last project. They have a tentatively scheduled planning event in Benton in June.

Yorik Stevens-Wajda, Esther Larsen, Legislative Committee – The committee would like to use remaining budget to buy plaques to recognize long standing committee members.

Talia Tittelfitz, Membership – Beginning work to redesign brochure. Waiting on a quote from a graphic designer.

Nancy Eklund, Planning Development Officer – AICP will be offering a new exam in May. 21 people attended the spring study session. The 2015-2016 CM grace period is ending.

Paul Inghram, UW Professionals Council – The UW held the annual New Directions event a few weeks ago. The event focused on how to better include equity in planning issues.

Adjourn: 4:07 p.m.

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



American Planning Association
Washington Chapter

Making Great Communities Happen

Recorded 4-14-17 by Secretary Laura Benjamin

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

Approved by Board June 9, 2017 – Signed by Laura Benjamin, APA Washington Secretary