



# MEMORANDUM

TO: APA Washington Board Members  
FROM: Nikole Coleman, Secretary  
DATE: March 9, 2018  
RE: Minutes of December 7, 2017 APA WA Board Meeting | Downtown Seattle

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

## 3.:03 P.M. CALL TO ORDER

President Sepler called the meeting to order at 3:03 p.m.  
Secretary Coleman stated that there was a quorum of the APA Board at that time.

**IN ATTENDANCE:** See attached checklist

## ACTION ITEMS:

1. Approval of 12-7-17 Board Meeting Agenda.  
*Motion:* Approve agenda for 12-7-17 **Approved**
  
2. Approval of Minutes from September 27, 2017 Board Meeting  
Esther Larson provided an amendment to the minutes on page 4.  
*Motion:* Approve minutes from 9-27-17 **Approved**  
Follow-Up: Secretary Coleman to sign minutes and send to SBI.
  
3. 2017 Annual Conference Report and Follow-Up  
President Sepler explained that the board will take a loss of a little over \$7,000 from the 2017 conference due to the impacts of same day sign-ups on catering. As an organization we are still fiscally sound, but will need to develop a plan to prevent this from happening in the future.  
*Motion:* President Sepler will form an ad-hoc fiscal strategy committee to evaluate where mistakes were made in the 2017 conference and how to avoid them in the future. In addition, the committee will strategize ways for the board to bring in more revenue. **Approved**
  
4. Review and Approve Budget  
Treasurer Torrico provided a general overview of the 2018 board budget. We are currently spending about \$5,000 to \$6,000 annually then we are taking in. If we continue this trend we will eventually need to dip into the reserves. Need to holistically examine how we bring in money. The budget presented is status quo, with the intention to come back to the board in the first quarter of 2018 for necessary budget amendments.  
*Motion:* Approve 2018 status quo APA-WA budget. **Approved**

5. Revisions to the handbook and bylaws – Nominations Committee  
 Nomination Committee Co-Chair Talia Tittelfitz explained how changes were needed to the board handbook and the bylaws to reflect the updates nominations process. The elections are now fully integrated with National APA. The bylaw revision cleans up language associated with consolidated election process. Handbook revision will update the process language that is now outdated. Secretary Coleman will call for revisions to the handbook throughout Winter and updates will be reviewed and approved at the March board meeting. Bylaw revisions are to be voted on by the membership, which meets at the fall 2018 conference in Spokane.  
*Motion:* Present the revisions to the bylaws at the 2018 membership meeting. **Approved**
  
6. Diversity Committee  
 A task force was formed in summer of 2017 and met to exchange thoughts and ideas pertaining to equity, diversity, and inclusion. A position paper was developed which identified equity issues in planning along with recommended action items for the future Equity & Inclusion Committee. The task force supported the creation of a standing committee to continue these discussions and provide recommendations to the Executive Board of APA Washington on topics related to diversity and equity.  
*Motion:* Form standing Diversity Committee. **Approved**  
 Follow-Up: Brandon Gonzalez will chair the committee and a work plan will be presented to the board at a subsequent board meeting.
  
7. Legislative Committee Agenda and Bill Proposal  
 Yorik Stevens-Wajda provided a summary of the 2018 proposed legislative agenda, which is primary the same as the 2017, with some tweaks, updates, and the removal of items that were addressed in 2017 or are otherwise moot. The legislative committee is also proposing to run a bill, modeled on 2015's HB 1802, which would allow permit fee revenue to be used for long range planning work. Stevens-Wajda provided a bill proposal form on basecamp that explains the idea, context, and considerations, as well as a mock-up of the actual bill.  
*Motion:* Approve the 2018 Legislative Agenda. **Approved**  
*Motion:* Approve running the bill proposal to amend RCW 82.02.020. **Approved**
  
8. Road Map Project  
 President Sepler expressed that the Chapter and members have much to contribute to the Road Map process and as an organization are still getting our arms around how best to participate. In his September/October Presidents Message in the newsletter, President Sepler sought volunteers interested in becoming involved and helping to craft the APA-WA strategy, Three inquiries were received.  
*Motion:* Approve the formation of an ad-hoc Road Map Committee. **Approved**  
 Follow-Up: President Sepler will collaborate with the executive committee to identify additional committee members. The committee will present a work plan to the board at a subsequent meeting.
  
9. Appoint New Communication Committee Co-Chairs  
 A task force was formed in summer of 2017 and met to exchange thoughts and ideas pertaining to equity, diversity, and inclusion. A position paper was developed which identified equity issues in planning along with recommended action items for the future Equity & Inclusion Committee. The task force supported the creation of a standing committee to continue these discussions and provide recommendations to the Executive Board of APA Washington on topics related to diversity and equity.  
*Motion:* Appoint Dinah Reed and Fatima Watto to serve as the new CommComm co-chairs. **Approved**  
 Follow-Up: Kim Selby and Nikole Coleman will work with the new chairs for the next 2-3 months to allow for a smooth transition of responsibilities.

**DISCUSSION ITEMS:**

1. Overview of CM Credit Process.  
Nancy Eklund provided an overview of the CM credit purpose and process. See attached PowerPoint.
2. Great Places WA Update  
Guest Lloyd Skinner from PAW provided a summary of the status of the Great Places WA Program and lessons learned from the 2017 process. The 2018 award will focus on Great Public Spaces.

**OFFICER REPORTS:**

Due to limited time, only the Presidents Report was provided.

**SECTION REPORTS:**

Due to limited time, none were provided.

**COMMITTEE REPORTS:**

Due to limited time, Youth in Planning was the only committee to provide a report.

**5:57 P.M. ADJOURN**

Next meeting will be in March. Date, time, and location TBD.

*Nikole Coleman*

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Recorded by Secretary Nikole Coleman 12-7-17

*Nikole Coleman*

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Approved by Board of Directors on March 9, 2018

**MEETING DATE:** December 7, 2017

**LOCATION:** Port of Seattle, Downtown Seattle

Name	Here (X)	Name	Here (X)
Rick Sepler	X	Ferdouse Oneza	X
Elizabeth Chamberlain	X	Yorik Stevens-Wajda	X
Nikole Coleman	X	Esther Larsen	X
Al Torrico	X	Geoff Appel	X
Paula Reeves		Talia Tittelfitz	X
Ardele Steele		Nancy Eklund	X
Dave Anderson	X	Wells Williams	X
Chris Comeau	X	Kirk Rappe	X
Judy Surber		Michael Cardwell	
Cristina Barone	X	Sarah Wallace	
Sarah Fox		Anthony Taylor	
Grant Beck	X	Steve Butler	X
Paul Krauss		Gwen Rousseau	X
Kim Selby		Kay Haima	
Dinah Reed		Mark Kulaas	
Fatima Watto		Kerry Brooks	
Bob Bengford	X	Hiller West	
Patrick Lynch	X	Brandon Born	X
Brandon Gonzalez	X	Michelle Reeder	X

**Guests:**

Lloyd Skinner  
Matt Ransom  
Mark McCaskill