American Planning Association Idaho Chapter

APA Idaho Executive Board

Minutes for December 13, 2012

[x]  Daren Fluke, President

[ ]  Joel Plaskon, Vice President

[ ]  Mary Huff, Secretary

[x]  Renee Magee, Treasurer

[x]  Joan Bramblee, Region 1

[x]  Mike Ray, Region 2

[x]  Jon Cecil, Region 3

[ ]  Charles Hutchinson, Region 4

[ ]  Vacant, Region 5

[x]  Brad Cramer, Region 6

[x]  Jon Norstog, L&PA

[x]  Anna Canning, E&O

[ ]  Diane Kushlan, PDO

[x]  Bob Arleth, P&Z Representative

[ ]  Vacant

**Call to Order** - Daren called the meeting to order and took roll call, a quorum was present.

**Approval of Minutes** – Daren did not get the minutes for the November 8, 2012 meeting. In the absence of the minutes, they were tabled until the January meeting.

**2013 Conference –** The conferencedates will be October 9th-11th at The Hotel on The Falls. Brad has been working on the budget, but would like to nail down more specifics about the conference structure in order to have a better idea what the budget will look like. He is starting to get some volunteers for committees including some mobile tours options. In order to get a Yellowstone trip, we would need to have about thirty participants, and it would be about $60.00 a person for transportation and meals. Brad wants to get a survey going to see what kind of interest is out there for extra activities and tours. Brad was seeking ideas and direction concerning the keynote speaker. Some possible names were brought up; the Board would like to get a speaker that has not previously spoke at our conference. Daren liked the idea of a bigger name keynote speaker but we need to be aware of costs. Brad is still looking for theme ideas; he has some ideas involving energy/power since the conference will be in Idaho Falls. His preliminary ideas are broad enough to allow for varied topics, he will email out some ideas for the Board to consider and vote on.

Daren felt that the Yellowstone trip is a good idea, but that we really need to find out what kind of interest there is. The Board agreed that it should be held the day after the conference. Brad will set up a survey to send out to the membership to gauge interest.

Additional discussion was held concerning the conference structure. Brad wants to get the day’s schedule settled so that he can work on firming up the preliminary budget; he will send out a couple of options along with theme ideas.

**Future Cities Sponsorship** – Jon Cecil discussed his meeting with Steve Lindheart of Power Engineers concerning APA Idaho sponsoring their competition event at the $500.00 level. We can set up our booth with a table, banner, and any materials that we would like to distribute. There will be several teams that will be judged and we will be able to present our award. The event will be held on Saturday January 26th, Jon Cecil will be attending, but he welcomes help from any other Board members that could attend and help in the judging. Anna mentioned that typically the sponsors have prizes that they award to the winners, so we may want to think about giving prizes to the winners. Jon will look into getting some introduction to planning books from APA and will try to stay within a $100.00 budget. He will provide more information at the January meeting.

**Updated Strategic Plan** – Joel has been working on this and Daren asked the Board to review the plan between now and the next meeting. This item will be put back on the agenda for the January meeting. Daren stressed that this will be one of the top items for the coming year.

**Budget** – Renee and Daren sent out the 2012 conference expenses and last year’s budget to the Board. Renee would like to see approval of bills added to the beginning of each meeting with a review of the finances. Renee is working on a 2013 budget that will run on the calendar year. The savings accounts stands at $8,723.57. There was a deposit from a couple of years ago that appears to have never been entered into QuickBooks; she will research that and make sure the records are accurate. Daren asked the Board to review the budget information that was sent out and then there would be a more in-depth discussion at the January Meeting. Going forward we will have a review of the finances at the beginning of each meeting, and a motion to approve bills when necessary. Daren thought that APA national may be able to offer some guidance or support concerning budgeting/financial audits. Renee will continue to investigate.

Jon Cecil brought up one outstanding invoice left from the 2012 conference. Renee confirmed that she was aware of it and would have it out by Monday.

All sponsors were sent hand written thank you notes for their support. We are in a very good financial position. Daren felt it was time that we as a Board think seriously about priorities of our strategic plan and try to support some of those goals.

**Open Discussion** - Mike Ray with the City of Moscow introduced himself as the new region two representative. Mike came from Salt Lake City, He has been a professional planner for the last six years and he is really glad to be a part of the Idaho Chapter of APA.

**Legislative Affairs** – Personal property tax discussion was held. Renee stated that the Redevelopment Association of Idaho (RAI) met this morning and discussed this topic, when she has those minutes completed, she will send them out to our Board. AIC’s position is No repeal of personal property tax without full replacement. Jon Norstog thought that the Board should take a position on this.

Daren brought up Jillian’s email concerning stepping down from the Board. Daren asked her to provide a couple of names of U of I students that may be interested. Daren will seek a couple of candidates from BSU also and hope to have a new student representative appointed at the January meeting. If anyone else has names of interested students, please send those to Daren and he will distribute those to the Board.

The meeting was adjourned at 12:45.

Respectfully submitted by Mary Huff - Secretary