

# American Planning Association Idaho Chapter

Minutes for May 18, 2017

<input checked="" type="checkbox"/>	Sabrina Minshall, President	<input type="checkbox"/>	Sherwin Racehorse, Region 5
<input checked="" type="checkbox"/>	Daren Fluke, Past President	<input type="checkbox"/>	Josh Wilson Region 6
<input checked="" type="checkbox"/>	Leon Letson, Vice President	<input checked="" type="checkbox"/>	Brian Billingsley, L&PA
<input checked="" type="checkbox"/>	Maureen Gresham, Secretary	<input checked="" type="checkbox"/>	Erik Brubaker, E&O
<input checked="" type="checkbox"/>	Jeff Lowe, Treasurer	<input checked="" type="checkbox"/>	Diane Kushlan, PDO
<input type="checkbox"/>	Aaron Qualls, Region 1	<input type="checkbox"/>	Vacant
<input checked="" type="checkbox"/>	Mike Ray, Region 2	<input type="checkbox"/>	Brock Cherry, Student Rep
<input checked="" type="checkbox"/>	Megan Leatherman, Region 3		
<input checked="" type="checkbox"/>	Micah Austin, Region 4		

Additional attendees include Brittany Skelton.

Sabrina called the meeting to order at 12:04.

## Action Items

1. Leon Letson made a motion to approve the February 9<sup>th</sup> meeting minutes, seconded by Diane Kushlan. The motion passed unanimously.
2. Mike Ray made a motion to approve the Board Retreat Summary, seconded by Erik Brubaker. The motion passed unanimously.
3. Daren Fluke made a motion to pass the Treasurer's report, second by Leon Letson. The motion passed unanimously.
4. Jeff Lowe made a motion to move the June Board meeting date from June 8th to June 15th, seconded by Leon Letson. The motion passed unanimously.

## Information/Discussion Items

### Information/Discussion Items:

1. APA Idaho Board Position Changes- Discussion and Proposals

The board discussed the various required board position changes based on Sabrina Minshall leaving the APA Idaho chapter and determined that the following actions will be up for approval in June:

- a. President – Leon Letson
  - b. President-Elect – Aaron Qualls
  - c. Region One – Hillary Anderson
  - d. 2017 Conference Chair – undetermined.
2. Report back on APA National Conference  
Diane reported that APA is developing an AICP candidate program. Sabrina noted that the APA is recommending a new due structure, new membership rates, and added member services. Brittany Skelton, the APA Legislative and Policy Committee Idaho Delegate, discussed the new guides under development and that she requested they address the following elements: mobility access and small/mountain town perspectives.
  3. CPC grant submitted for "Train the Trainer"  
Diane reported that she submitted a grant application on behalf of the board, as previously agree, requesting \$5,000 to develop and distribute a survey to determine content of the toolbox, development of a 5 minute video clip to be available online to all members.
  4. Southern Idaho Regional Conference Report

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Meg and Leon reported that the mini conference was well attended. Diane expressed concern regarding how session CM credit assignments and that she wants to work with all future conference chairs to ensure an appropriate process is followed.

### 5. Idaho Rural Partnership Update

Maureen noted she would send a written up to the board, in the interest of time.

### 6. 2017 Regional Reps Election Update

Maureen requested that each board member reach out to the membership to generate interest.

### 7. Statewide Annual Conference Update

Micah noted that the conference committee was behind but that Diane and Sheri Fernandez were offering to help with the Program Committee.

### 8. Board retreat update follow up items

Sabrina reminded board members of the following action items and due dates:

- a. Budget and Financials- *to Board in June*
- b. Conferences and Events- procedures and playbook updated including regionals- *to the Board in July*
- c. University Planning programs-establish framework- *to board in July (from May)*
- d. Board bylaws update -with new position descriptions- *to board in August*
- e. Education/Marketing- marketing strategy- *to board in August (from June)*
- f. Prioritize new programs with plans- *to board in September (from July)*

### 9. Region Representatives reports

Mike noted the Inland Empire conference is June 1-June 2<sup>nd</sup> in Priest Lake. Micah noted that the Southern Idaho Region 4 conference at the end of June.

### 10. Other

Diane noted that she has received enough interest from members in taking the AICP exam and will convene a study work group.

Daren Fluke moved to adjourn the meeting, seconded by Leon Letson. The meeting adjourned at 12:50.

*Respectfully submitted by Maureen Gresham – Secretary*