

American Planning Association Idaho Chapter

Minutes for September 14th, 2017

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

Leon called the meeting to order at 12:05.

Action Items:

1. Jeff Lowe made a motion to approve the July 13th meeting minutes, seconded by Brian Billingsley. The motion passed unanimously.
2. Brian Billingsley made a motion to pass the August 15th meeting minutes, second by Hilary Anderson. 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. Daren made a motion to approve the Standard Financial Operating Procedures (attached), as recommended by Jeff, seconded by Hilary Anderson. The motion passed unanimously.

Information/Discussion Items:

1. Statewide Annual Conference Update

Leon updated with board with the following conference related notes:

- 30 registrants to date
- Sponsorships are being sought
- Long program is in development
- Transportation for mobile tours is arranged
- Food is in review
- Award are under evaluation

2. By-Law Update

Brian noted that the by-laws are effective June 2018 and stated he would provide a copy of the recommended by-laws at the conference. Maureen noted that membership will have to approve these changes, which can be done via online polling.

3. Region Representatives reports

Hilary and Mike noted the LED project is on-going. Mike also noted that the city is updating their comprehensive plan.

Micah noted that Jerry Mason is providing planning related training September 19th and stated he would let attendees know about our conference.

Brian Billingsley moved to adjourn the meeting, seconded by Daren Fluke. The meeting adjourned at 12:43.

Respectfully submitted by Maureen Gresham – Secretary

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Standard Operating Procedures

1. The Chapter annual budget is a projection of all estimated revenue and expenses during a given calendar year.
2. The budget shall be divided into revenue and expenses authorized by the Chapter Board.
3. The Board shall budget enough monies to maintain a reserve at least equal to 20% of the normal operating budget.
4. No money shall be drawn from the Chapter's account unless approved by the Treasurer or President.
5. Revenue is derived from four (4) sources: Member Dues, Interest Income, Conferences, and sponsorships/gifts.
 - a. Member Dues – billed to each National and/or Chapter member through the APA National billing process. The chapter dues are based on a percentage of the member's APA National dues as prescribed by APA's National's salary-range categories.
 - b. Interest Income – interest resulting from checking and savings accounts and any investments the Board may option.
 - c1. Regional ("Mini") Conferences – revenue generated from registration fees, raffles, sponsorships, and donations generated during the Regional Conference.
 - c2. Annual Conference – revenue generated from registration fees, raffles, sponsorships, and donations generated during the Conference.
 - d. Sponsorships - The Board may accept on behalf of the Chapter any contributions or gifts for the general purpose, or for any special purpose, of the Chapter. This includes funds for sponsorship of events or projects, or as determined by the Board to be for the good of the Chapter or to continue the advancement of the Planning profession.
6. Major expenditures, not anticipated in the budget, shall be subject to the approval of the Board, with minor expenditures of less than \$100.00 for normal operating purchases made by the President or Treasurer, in compliance with requirements listed herein.
7. Expenses to be paid as budgeted and approved by the Board are divided into the following categories:

Annual Conference – APA Idaho Chapter multi-day event held in Fall

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Regional Mini Conferences – Regional APA Idaho Chapter ½ to ¾ -day events held during the year, typically in the Spring

Student/Professional Development – funds available to students – might include training, coursework, and conference tuition

Regional Education – funds available for each Region Representative to spend on educational opportunities

Legislative Outreach – funds available to promote the organization and planning to the legislature, attend legislative events, and advocacy for legislation.

Professional Development Officer – funds available for PDO to aid members in teaching/test prep, material and professional development resources.

Education and Outreach – effort to promote qualities of the organization/planning

Special Projects/Partner sponsorship – funds available to other organizations

ID Rural Partnership - Community Review - collaborative project to help communities with their plans and community development strategies

Website – maintenance of chapter website

Elections – costs associated with elections (APA Chapter and National)

Membership Recruitment – costs associated with growing membership; program TBD

President's Travel (Natl. Conf.) – costs (airfare, hotel, registration, food) for President to attend national conference

Conference Board Meeting – costs for yearly face to face board meeting (Fall)

Board Retreat (Spring) – proposed costs for Spring face to face board meeting

CM Provider – fees paid to APA National to register sessions for educational credits

Supplies – office supplies (paper, envelopes etc.), stamps

Dues and Fees – fees related to dues, fees, and bank accounts and normal business transactions

Reserve Fund – Monies set aside strictly to pay for unforeseen expenses within the Chapter.

8. Any other expenses relevant to the purpose of the Chapter allowed at the discretion of the Treasurer or President, provided the expense follows all standards written herein.
9. For purposes of budgeting, the Annual Conference and Regional Conferences are considered cash-neutral generators.
10. No Chapter funds may be used to purchase alcoholic beverages, except for during the Annual Board Meeting, which shall be within the limits of the amount budgeted for the meeting. Alcoholic beverages may be served at an approved event according to the policies and procedures of the establishment in which the event is held.
11. All monetary accounts, checks or charges for the payment of expenses incurred by the Chapter shall only be signed and authorized by the President and/or Treasurer.
12. The Chapter operates on a cash basis accounting method. The Board reserves the right to control all financial transactions including assets, liabilities, and fund balances (which

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includes revenues and expenditures) of the Chapter according to the rules herein. The Board delegates to the Treasurer the oversight and authority for all revenues and expenditures for Chapter operations and expenses within the approved budget limits for each category.

13. The Board authorizes the President and/or Vice-President of the Chapter to enter into any contract related to previously approved budget items. For purposes of timeliness, the Board allows the President and/or Vice-President to sign at his/her discretion after diligent review of the contract without the need to take the contract to the Board for approval. With time permitting, it is advised that the President and/or Vice-President seek counsel from other members as needed.
14. In order to be eligible to receive funding for projects or sponsorships from the Chapter, eligibility is limited to:
 - a. APA or Chapter members or recognized affiliate organizations;
 - b. For the advancement of the mission of the Chapter specifically and the Planning Profession in general;
 - c. Funding the priorities of the Chapter as outlined in the Chapter's Strategic Plan;
 - d. Those programs itemized in the budget and meeting the definition of the budget item;
 - e. Compliance with by-laws of the Chapter; and
 - f. Does not violate the standards of the American Planning Association.

All events or projects funded or sponsored by the Chapter should be acknowledged by the mention and/or use of the Chapter logo on advertising for the event or project.

15. Budget Process
 - a. The Treasurer (and a Finance Committee should a body be created) shall adopt a timeline for the annual budgeting process, with a tentative date to propose the budget to the Board in November of each calendar year.
 - b. For the calendar year the Board shall pass the budget proposed by the Treasurer by a majority vote. The Board may approve amendments to the budget as may be needed.
 - c. A report of all receipts and expenditures shall be presented monthly and at the Annual Board meeting and be made a part of the minutes of the Chapter.
16. Reimbursements

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- a. Reimbursements are payments for expenses that have already been purchased or incurred with non-Chapter funds.
- b. Reimbursements shall be pre-approved by the Treasurer or Board. Under no circumstances will reimbursements be paid unless there are documented receipts or invoices.
- c. Chapter funds shall not be used to reimburse expenses for associates or family-members that may have been present during the time at which the event or purchase occurred. For example, the purchase of a meal shall only apply to the member and not a family-member that may have been present at the meal.

17. Gifts and Awards

- a. Gifts are those items given willingly to someone without payment or expectation of return. Gifts are typically given as a gesture of gratitude for a task authorized by the Board, such as for Chairing or volunteering at a Conference, or service to the Chapter. Awards are items such as a trophy, plaque, or certificate, typically given with the annual planning awards at the annual conference.
- b. No individual gift amount may exceed \$100.00 unless approved by the Board.
- c. Gifts, prizes, or awards cannot be in the form of cash.
- d. Except for those specifically identified in the annual budget, all gifts/awards must be pre-approved by the President or Treasurer and must be accompanied by a justification of the purchase.

18. The following items may be authorized by the Board for Officers to Attend Conferences and Required/Requested Events

- a. Registration to the event.
- b. Roundtrip Airfare to attend the event or conference
- c. Lodging for the nights during which the event is held; nights before or after the event are to be paid by the member.
- d. Ground Transportation in the form of bus, train (or similar), and rental car, taxi (etc.) to/from the airport and hotel; hotel and event center; restaurants and return.
- e. Meals for the member (only) of up to \$60 per day. Alcohol expenses will not be paid.
- f. If members are pre-approved to drive their personal cars, the Chapter will reimburse for actual gas used and purchased for the trip. No reimbursement will be approved without receipts.

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- g. The Chapter will not reimburse parking fees, parking fines, or traffic tickets.
- h. Additional activities beyond the original purposes of the trip shall not be paid for or reimbursed.
- i. Funds for travel may not exceed the amount budgeted in the Chapter's approved budget without special approval from the Board.

19. Funds Shall Not Be Used:

1. For food at regularly scheduled Chapter meetings, except for the Annual Board meeting/retreat.
2. For items of a personal nature and those not beneficial to the Chapter;
3. To pay for any costs not related to the mission of the Chapter;
4. For the purchase of any items and/or services prohibited by law or APA National policy;
5. For any type of political or religious donations of any kind;
6. As cash rewards or cash prizes;
7. For any organization that discriminates on any basis;
8. For any organization that may jeopardize the Chapter's non-profit status.