American Planning Association Idaho Chapter

Board Meeting

Agenda for August 13th, 2020 @ 12:00 pm MST (11:00 am PT)

Microsoft Teams Meeting (follow the link in the meeting)
For Call-In only, (888) 592-8724
Conference ID: 301 649 234#

Leon Letson, President
Vacant, Past President
Aaron Qualls, President Elect
Nicolette Womack, Secretary
Jeff Lowe, Treasurer
Hilary Anderson, Region 1
Mauri Knott, Region 2
David Moser, Region 3
Vacant, Region 4

Carl Anderson, Region 5
Cindy Donovan, Region 6
Jason Boal, L&PA
Kristy Inselman, E&O
Diane Kushlan, PDO
Cookie Allen, Tribal Planning Rep
Elizabeth Allen, Student Rep – U of I
Mark Rud, Student Rep – U of I (designate)
Vacant, Student Rep – BSU
Jaap Voss, Urban Planning Faculty Rep
Brittany Skelton, Western Planner Rep

1. Leon called the meeting to order

2. Nicolette called roll

Action Items:

1. Leon presented the minutes for July 9th, 2020 for approval. Hilary motioned approval, Mauri seconded. Diane abstained.

2. Jeff presented Treasurer’s report for July 2020 / Requested approval of expenditures. JUMP refund received and dues received. Kristy motioned approval, Carl seconded.

Discussion Items:

1. Elizabeth presented on a developing Webinar Series, requested support. Series would feature topics for new planners or new areas of focus. Leon and Diane offered to help organize speakers. Discussed waiting until after the conference, but introducing at conference.


3. Hilary provided a Region 1 update. Priest Lake Conference is November 5th and includes 4 sessions.

    Carl provided a Region 5 update. Discussing Planning with Pints potential.

    Hilary provided an update for Cookie who was unable to attend. Cookie is working with Karla and Nicolette on a Tribal Sovereignty session at conference. Working with Jason Boal on Legislative Issues.

4. Mark provided a student update on COVID testing at U of I.

    Elizabeth will be moving to Boise area.

    Hana is working on the future of Urban Club.

5. Meeting Adjourned
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Hana Veal, Student Rep – BSU
Jaap Voss, Urban Planning Faculty Rep
Brittany Skelton, Western Planner Rep

1. Leon called the meeting to order.

2. Nicolette called roll.

Action Items:

1. Leon presented the minutes of July 11th, 2020 for approval. Hilary noted the western Planner typos.

   *Jason motioned approval, Jeff seconded*

2. Jeff presented the Treasurer’s report for June 2020 / Requested approval of expenditures. Whova was paid for, JUMP refunded deposits. *Jaap motioned approval, Mauri seconded.*

Discussion Items:

1. Nicolette provided a 2020 Conference update. 25 sessions proposed, submitting additional information for CM credit verification. Working on sponsorships and award deadline is August 9th. Still discussing prices and group tickets.

2. Hilary provided a Region 1 update. Priest Lake Conference will be virtual on November 5th, discussing prices. Theme is Rising to the Moment.

   *Mauri provided a Region 2 update. Highway connecting Idaho N/S is closed. Back from shut down, curious about University fall class plans.

   *David provided a Region 3 update, not much to report, small drop in applications, upticking again.

   *Carl provided a Region 5 update, working in the office. Watching University plans. City of Pocatello is hiring.*

   *Cindy provided a Region 6 update. No slowdown in applications, City of Driggs working on parking and sidewalk cafes.*

3. Jason provided a L&PA update. Reach out if you hear of issues his team should work on.

   *Kristy had no E updates.*

   *Diane was not in attendance for PDO updates.*

   *Mark provided student updates. U of will have no spring graduation in August. Masks will be required, classes will move online after thanksgiving. C D 1 testing will increase on campus.*
Cookie provided a Tribal Planning update. Appreciated meeting last week to discuss responsibilities. Interested in proposing a session for Annual Conference. Nicolette will email session proposal form.

Brittany provided a Western Planner update. Conference will be virtual and recorded. Interested in APA ID sponsorship.

Jaap provided an Urban Planning Faculty update. U of I is worried about the international student requirements for in person. Enrollment is currently up, but hard to tell until school begins. Riggins highway closure poses problems as well.

4. Open Discussion on sidewalk cafes. Sandpoint is working on furnishing zones.

5. Meeting adjourned at 12:41 pm.
**IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION**

**FINANCE REPORT**

July 1 thru 31, 2020

**Cash and Investments**
- July Beginning Balance Checking (ICCU) $28,909.88
- July Beginning Balance Savings (ICCU) $10,789.58
- July Beginning Balance Petty Cash $0.00

**Total Cash and Investment** $39,699.46

**Deposits/Interest - Savings**
- 7/1/2020 interest $2.68

**Deposits/Interest - Checking**
- 7/10/2020 JUMP Venue deposit refund - ID Chap 2020 Annual Conf. $3,770.00
- 7/24/2020 APA Membership $1,624.99

**Total Checking Deposits** $5,394.99

**Charges /Fees**

**Total Charges** $0.00

**Bills Paid by Check (Other)**

**Total All Checks** $0.00

**July Total Expenditures** $0.00

**Petty Cash Spent** $0.00

- July Ending Balance Checking (ICCU) $34,304.87
- July Ending Balance Savings (ICCU) $10,792.26
- July Ending Balance Petty Cash $0.00

**Total Cash and Investment** $45,097.13
Title: Leadership Series (different title?)

Description:
This webinar series will feature leaders from the non-profit, public, and private planning sectors. Participants will gain insight into how to create an impactful career. Talking points will focus on skills, tools, and experience in personal and professional experience. This series will offer professional development for professional planners and students. Conversations will focus on insights from leaders in the planning field, such challenges that planners face in their career and how to overcome those challenges, navigating career goals, best practices, and skill sets.

Duration:
The series will have a monthly webinar that runs during the school season (August – May). Each 60-minute webinar will feature a presenter who will prepare a short introduction about their career from when they got started to where they are at today. The introduction will be followed by a 30 minute moderated presentation followed by 20 minute discussion/questions.

Format:
Zoom or other virtual format with security settings in place.

Intended Audience:
Planning professionals and students.

Preferred date and times:
2020 APA ID Annual Conference Update

Awards Submitted

Outstanding Plan - City of Nampa: 2020 Historic Preservation Plan, West Downtown Neighborhood Association (Boise): Neighborhood Plan, City of Mountain Home (Horrocks): Comprehensive Plan

Tool/Implementation - City of Chubbuck: Chubbuck Creative Community Ordinance, Bonneville County: GIS

Student - Utah State University LAEP Dept.: “The City of Pocatello and the Portneuf River”

Leadership - Kathleen Lacey (City of Boise)

Missing a Public Outreach Submission, may select a plan with a strong public outreach component. Select Winners by August 31st to begin creating Award Winner Videos.

Sessions

Athens of the Sagebrush: Arid Farming in the Boise Valley

Agricultural Preservation vs. Agricultural Fragmentation

Clearing the Fog on Historic Preservation Planning

County Roundtable

Creating Equitable Cities through Gender Mainstreaming

Cultural Planning for Diversity, Equity, and Inclusion

Development 101

Ethics Cases of the Year

Ending Parking Minimums – A Case Study

Housing and Community Access: Inclusive Planning for Success

Housing Stability and Equity in the Time of COVID

Idaho Tribal Sovereignty and Planning

Leading & Negotiating- A Planner's Best Friends

Legal Perspectives on Development Issues in Small Communities

Local Greenhouse Gas Emissions Inventories and Climate Action Planning in Idaho Communities

Managing Change and Conflict
Planning for Idaho’s Agriculture, Not Just Around It
Planning for Risks in Long-Range Transportation Planning
Planning for Public Transportation in Rural Idaho Communities
Public Involvement during a Pandemic: Idaho’s Lessons Learned
Regional Approaches to Meeting Housing Needs
The 2020 Census - Road to Change
The Health of our Housing: an Assessment of Housing Needs
The Orchard Street Realignment: A Chance to Connect a Community
Value of the Curb: Organization, Regulation and Monetization of your Precious Right of Way
Urban Design Legacies, Agency and Academic Collaboration in Pocatello, Idaho
Vision Zero – From Policy to Action
What’s This Going to Cost Me? Fiscal Analysis of Land Use Patterns
Where do you want to go? People Mobility and the New Commercial Strip

29 Sessions, 4 Tracks. Finalizing the Schedule by August 18th. Submitting for CM Credits. Uploading to Whova and scheduling test runs for speakers. Received bid from Zoom attached, higher than expected. Looking for ways to reduce price and confirming price is similar to what cities are paying for virtual hearings.

Registration & Sponsorships
Will update on final registration prices at next Board Meeting Sept 10th for approval. Sponsorship levels prepared, seeking commitments. View form here. Potential keynote price reduction for bulk book order.
This Zoom Order Form and any other Order Forms that reference this Order Form are governed by Zoom Terms and Conditions found at [http://www.zoom.us/terms](http://www.zoom.us/terms) (unless Customer and Zoom have entered a written governing Master Subscription Agreement, in which case such written agreement will govern). Information regarding Zoom’s support services can be found at [http://support.zoom.us](http://support.zoom.us).

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(Before Taxes)

**Monthly Payment:**

- **Annual Payment:** USD 1,749.90

Payment Schedule Summary (Before Taxes)

- **First Payment:** USD 2,249.90
- **Monthly Recurring Payment:** USD 500.00 (Starting from the Second Month)

Other Terms & Notes

**Named Host** - means any licensed host who may host an unlimited number of meetings, one meeting at a time, during the Term using the Service. Any meeting will have at least one Named Host. Unless Customer has purchased an extended capacity, the number of participants (participants do not require a license) will not
Fees - The fees for the Services, if any, are described in the Order Form. The actual fees may also include overage amounts or per use charges for audio and/or cloud recording in addition to the fees in the Order, if such use is higher than the amounts described in the Order, and you agree to pay these amounts or charges if you incur them. Invoicing for Services begins on the first day that the service is available for use by the Customer and monthly thereafter for the duration Term, except for annual pre-pay option which is invoiced once in the first month of the annual term. Invoices are pro-rated from paid period start date to base subscription end date. Purchase order, if any, issued in connection with this order should reference the above order form number. Commitments not utilized by the Customer during the month for which they are committed may not be carried forward into any subsequent month or term.

State and/or local taxes may apply to Zoom services.

Professional Services, if purchased, will be presented in a separate Order Form.

Accepted and agreed as of the date specified below by the authorized representative of Customer

| Signature: |
| Print Name: |
| Date: |
| Zoom Service Effective Date: 08/07/2020 |
| PO # (If Applicable): |
| VAT # (If Applicable): |

The Services will be activated within 48 hours of order signature or Zoom Service Effective Date, whichever is later.

If a PO# is required for processing the invoice related to this order, please provide a PO with this order. If issuance of PO is delayed, please provide a PO within 5 days of the service effective date via email to billing@zoom.us. Notwithstanding the foregoing, the period for payment shall commence as of the applicable invoice date. Such payment period shall not restart based on any delays in issuing a Purchase Order or any procurement process.
# 2020 - Virtual Conference

**Wednesday - Oct 7th**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:00-8:45</td>
<td><strong>2020: Virtual Conference Kick Off: Introductions &amp; What You Need to Know to Watch</strong></td>
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<tr>
<td>9:00-10:30</td>
<td>1A: Legal Perspectives on Development Issues in Small Communities</td>
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<td>1B: Ending Parking Minimums - A Case Study</td>
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<td>1C: Regional Approaches to Meeting our Housing Needs</td>
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<td>11:00 - 12:30</td>
<td>2A: Athens of the Sagebrush: Arid Farming in the Boise Valley</td>
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<td>2B: What's This Going to Cost Me?</td>
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<td>2D: The 2020 Census - Road to Change</td>
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<tr>
<td>1:30-3:00</td>
<td>3A: Idaho Tribal Sovereignty and Planning</td>
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<td>3B: Where do you want to go? People Mobility and the New Commercial Strip</td>
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<td>3C: Urban Design Legacies, Agency and Academic Collaboration in Pocatello, Idaho</td>
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<td>3:30-5:00</td>
<td>4A: Clearing the Fog on Historic Preservation Planning</td>
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<td>4B: The Orchard Street Realignment: A Chance to Connect a Community</td>
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<td>4C: Managing Conflict and Change</td>
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<td>6:00-9:00</td>
<td><strong>Regional Events - Networking</strong></td>
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**Thursday - Oct 8th**

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<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:00-9:30</td>
<td><strong>Regional Events - Networking</strong></td>
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<tr>
<td>10:00-11:30</td>
<td>5A: Agricultural Preservation vs. Agricultural Fragmentation</td>
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<td>5B: Value of the Curb</td>
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<td>5C: Housing Stability and Equity in the Time of COVID</td>
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<td>5D: Leading &amp; Negotiating – A Planner’s Best Friends</td>
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<td>1:00-2:30</td>
<td>6A: The Health of our Housing</td>
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<td>6B: Planning for Public Transportation in Rural Idaho Communities</td>
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<td>6C: Development 101</td>
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<tr>
<td>3:00-4:30</td>
<td>7A: County Roundtable</td>
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<td>7B: Planning for Public Transportation in Rural Idaho Communities</td>
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<td>7C: Development 101</td>
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<tr>
<td>5:00-6:00</td>
<td><strong>Award Ceremony</strong></td>
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<tr>
<td>6:00-9:00</td>
<td><strong>Regional Events - Networking</strong></td>
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**Friday - October 9th**

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<thead>
<tr>
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<tr>
<td>8:00-9:30</td>
<td><strong>Regional Events - Networking</strong></td>
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<tr>
<td>10:00-11:30</td>
<td>8A: Ethics Cases of the Year</td>
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<td>8B: Vision Zero</td>
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<td>8C: Housing and Community Access: Inclusive Planning for Success</td>
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<td>8D: Creating Equitable Cities through Gender Mainstreaming</td>
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<td>11:30-12:15</td>
<td>9A: Planning for Idaho’s Agriculture, Not Just Around It</td>
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<td>9B: Planning for Risks in Long-Range Transportation Planning</td>
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<td>9C: Local Greenhouse Gas Emissions Inventories and Climate Action Planning in Idaho Communities</td>
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<td>9D: Public Involvement during a Pandemic: Idaho Lessons Learned</td>
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**Tracks:**

- Strengthening Our Roots
- Cultivating Change through Transportation
- Cultivating Change through Land Use
- Cultivating Change in Communities