

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#

- | | |
|---|--|
| <input checked="" type="checkbox"/> Leon Letson, President | <input checked="" type="checkbox"/> Carl Anderson, Region 5 |
| <input type="checkbox"/> Vacant, Past President | <input type="checkbox"/> Cindy Donovan, Region 6 |
| <input type="checkbox"/> Aaron Qualls, President Elect | <input type="checkbox"/> Jason Boal, L&PA |
| <input checked="" type="checkbox"/> Nicolette Womack, Secretary | <input type="checkbox"/> Kristy Inselman, E&O |
| <input checked="" type="checkbox"/> Jeff Lowe, Treasurer | <input checked="" type="checkbox"/> Diane Kushlan, PDO |
| <input checked="" type="checkbox"/> Hilary Anderson, Region 1 | <input type="checkbox"/> Cookie Allen, Tribal Planning Rep |
| <input checked="" type="checkbox"/> Mauri Knott, Region 2 | <input checked="" type="checkbox"/> Elizabeth Allen, Student Rep – U of I |
| <input type="checkbox"/> David Moser, Region 3 | <input checked="" type="checkbox"/> Mark Rud, Student Rep – U of I (designate) |
| <input type="checkbox"/> Vacant, Region 4 | <input checked="" type="checkbox"/> Vacant, Student Rep – BSU |
| | <input type="checkbox"/> Jaap Voss, Urban Planning Faculty Rep |
| | <input type="checkbox"/> 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.
2. Nicolette presented on the 2020 Conference updates. Registration to go live shortly. Reviewed attached materials on awards and session submitted and discussed pricing.
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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| <input type="checkbox"/> Hilary Anderson, Region 1 | <input type="checkbox"/> Cookie Allen, Tribal Planning Rep |
| <input type="checkbox"/> Mauri Knott, Region 2 | <input type="checkbox"/> Elizabeth Allen, Student Rep – U of I |
| <input type="checkbox"/> David Moser, Region 3 | <input type="checkbox"/> Mark Rud, Student Rep – U of I (designate) |
| <input type="checkbox"/> Vacant, Region 4 | <input type="checkbox"/> Hana Veal, Student Rep – BSU |
| | <input type="checkbox"/> Jaap Voss, Urban Planning Faculty Rep |
| | <input type="checkbox"/> 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. Hova 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 15th. 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 PD updates.
Mark provided student updates. U of I will have no spring graduation in August. Masks will be required, classes will move online after Thanksgiving. COVID 19 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.

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

Jaap provided an Urban Planning faculty update. U of 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
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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.*



Order Form Number: Q649792
Valid Until: 09/08/2020

Zoom Video Communications Inc. ("Zoom")
 55 Almaden Blvd, 6th Floor
 San Jose, CA
Email: frank.saitta@zoom.us

<p>Billed To</p> <p>Customer: nwomack@cityofboise.org Contact Name: Nicolette Womack PO Box 9691 Boise, Idaho 83702, United States Email Address: nwomack@cityofboise.org Phone: (+1) 2086087090</p>	<p>Sold To</p> <p>Customer: nwomack@cityofboise.org Contact Name: Nicolette Womack PO Box 9691 Boise, Idaho 83702, United States Email Address: nwomack@cityofboise.org Phone: (+1) 2086087090</p>
<p>Auto Renew: No Initial Paid Subscription Term: 12 Month Paid Period Start Date: 08/07/2020</p>	<p>Billing Method: Email Currency: USD Payment Method: Other Payment Term: Net 30</p>

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> (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>.

SERVICE	BILLING PERIOD	QUANTITY	PRICE	TOTAL
Standard Pro Annual	Annual	1	USD 149.90	USD 149.90
Cloud Recording 3 TB	Month	1	USD 500.00	USD 500.00
Cloud Recording 3 TB - overage fee	Month	NA	USD 0.10	NA
Webinar 100 Annual	Annual	4	USD 400.00	USD 1,600.00

(Before Taxes)	
Monthly Payment:	USD 500.00
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

exceed 100 per meeting. Named Host license may not be shared or used by anyone other than the individual to whom the Named Host license is assigned.

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

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

Thursday - Oct 8th

8:00-9:30	5A: Agricultural Preservation vs. Agricultural Fragmentation	5B: Value of the Curb	5C: Housing Stability and Equity in the Time of COVID	5D: Leading & Negotiating – A Planner's Best Friends
10:00-11:30	Keynote Address- Mark Winne			
LUNCH				
1:00-2:30	6A: The Health of our Housing			6D: Cultural Planning for Diversity, Equity and Inclusion
3:00-4:30	7A: County Roundtable	7B: Planning for Public Transportation in Rural Idaho Communities	7C: Development 101	
5:00-6:00	Awards Ceremony			
6:00-9:00	Regional Events-Networking			

Friday - October 9th

8:00-9:30	8A: Ethics Cases of the Year	8B: Vision Zero	8C: Housing and Community Access: Inclusive Planning for Success	8D: Creating Equitable Cities through Gender Mainstreaming
10:00-11:30	9A: Planning for Idaho's Agriculture, Not Just Around It	9B: Planning for Risks in Long-Range Transportation Planning	9C: Local Greenhouse Gas Emissions Inventories and Climate Action Planning in Idaho Communities	9D: Public Involvement during a Pandemic: Idaho Lessons Learned
11:30 - 12:15	APA ID Board Roundable, Thank You, Thoughts			

Tracks: **Strengthening Our Roots** **Cultivating Change through Transportation** **Cultivating Change through Land Use** **Cultivating Change in Communities**