

American Planning Association Idaho Chapter

APA Idaho Board Meeting

Agenda for January 9th, 2020 @ 12:00 pm MST (11:00 PT)

Toll-Free Dial-In Number: (866) 499-7054
Conference Code: 8479201604
Leader Pin: 5052

- | | |
|---|---|
| <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 checked="" type="checkbox"/> Aaron Qualls, President Elect | <input checked="" type="checkbox"/> Jason Boal, L&PA |
| <input checked="" type="checkbox"/> Nicolette Womack, Secretary | <input checked="" type="checkbox"/> Kristy Inselman, E&O |
| <input checked="" type="checkbox"/> Jeff Lowe, Treasurer | <input type="checkbox"/> Diane Kushlan, PDO |
| <input type="checkbox"/> Hilary Anderson, Region 1 | <input type="checkbox"/> Mary Beth Frank-Clark, Tribal Planning Rep |
| <input checked="" type="checkbox"/> Mauri Knott, Region 2 | <input checked="" type="checkbox"/> Elizabeth Allen, Student Rep |
| <input checked="" type="checkbox"/> David Moser, Region 3 | <input checked="" type="checkbox"/> Kayla Kinkead, Student Rep |
| <input checked="" type="checkbox"/> Brock Cherry, Region 4 | <input checked="" type="checkbox"/> Jaap Voss, Urban Planning Faculty Rep |

1. Leon called the meeting to order.
2. Nicolette called roll.

Action Items:

1. Leon introduced the minutes for December 12th. *Jeff motioned approval, Nicolette seconded.*
2. Jeff presented the Treasurer's report for December 2019. Noted the Lyft reimbursement, National travel, transfer to savings and ULI Sponsorship. *Jason motioned Approval of expenditures. Brock seconded.*
3. Jeff presented the 2020 APA Idaho Budget. *Jason motioned approval, Brock seconded.*

Information/Discussion Items:

1. Leon discussed the Idaho Representative on Western Planner Board, noted no emails expressing interest have been received. Brainstorming who might be interested. Will reach out to membership again, Region Reps to reach out to their membership. Use Social Media to bring interest to position.
2. Jason provided L&PA updates. Committee starting next Thursday, involvement with Idaho Association of Cities, meeting with legislatives. Speaking with Jarom. Looking for possible invite to cross jurisdictional meeting.

Kristy had no updates for E&O.

Elizabeth provided an update for the Student Representative, upcoming event Planning w/ Pints in Sandpoint.

Kayla provided an update for Student Representative, stepping down from board. Will discuss arranging Planning w/ Pint events, possibly Kristy can help.

Jaap provided an Urban Planning Faculty Rep. update. Transforming U of I's Masters in Planning degree. 1 year, online in May, 10-day field trip in Idaho. Focus on local planning and region/state/federal planning. Culmination project is a community plan. Working on report on population growth, trends. Board may be interested in dedication the ID Rural Partnership budget towards the report.

3. Mauri provided an update for Region 2. Excited to work on 2021 Conference.
David had no update for Region 3.
Brock had no updates for Region 4.
Carl provided an update for Region 5. Working on Mini Conference.
4. Meeting adjourned at 12:39 pm.

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APA Idaho Board Meeting

Agenda for December 12th, 2019 @ 12:00 pm MST (11:00 PT)

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| <input checked="" type="checkbox"/> Mike Ray, Region 2 | <input checked="" type="checkbox"/> Elizabeth Allen, Student Rep |
| <input type="checkbox"/> Jason Boal, Region 3 | <input type="checkbox"/> Kayla Kinkead, Student Rep |
| <input checked="" type="checkbox"/> Brock Cherry, Region 4 | <input checked="" type="checkbox"/> Jaap Voss, Urban Planning Faculty Rep |

Also in attendance:

- Mauri Knott
- Carl Anderson
- David Moser

1. Leon called the meeting to order.
2. Nicolette called roll.

Action Items:

1. Leon reviewed the minutes for November 14th. *Nicolette Motioned approval, Hilary seconded.*
2. Jeff presented the Treasurer's report for November 2019. There was confusion with the Lyft app charges, which has been resolved. A deposit on JUMP has been made for 2020 Conference. *Aaron motioned approval of expenditures. Brock seconded.*
3. Jeff presented the 2020 APA Idaho Budget. More sponsorship budget was allocated. Discussion on checking past expenditures for annual conference and allocating more if necessary. *Hilary motioned to amend the agenda and treat this as a discussion item to return with more information. Brock seconded.*
4. Leon recommended the appointment of Jason Boal to the position of Legislative Liaison. *Brock motioned approval, Nicolette seconded.*

Information/Discussion Items:

1. Leon outlined the need for an Idaho Representative on Western Planner Board. Recommended emailing membership to see interest. Rep. needs to attend the conference. Discussed if they should be a board member or not. Discussed if Western Planner Board should review appointee.
2. Jaap gave an Urban Planning Faculty update. Thanked board for letter to U of I, it was well received. Discussing Planning degree alternative design, will update us with comments.

Elizabeth gave a Student Representatives update. Planning w/ Pints will be in Sandpoint on the 16th. Working on time. Working on a graduate students gathering. Boise Planing w/ Pints December Social had about 20 people in attendance.

3. Hilary gave a Region 1 Update. Planners Brown Bag on Sign Codes went well, lunch from Pita Pit. 20-25 people in attendance.
Mike gave a Region 2 Update ADU standards are being reduced.
Brock gave a Region 4 Update. Successful Twin Falls ULI Event. 27 people in attendance. Discussing Zoning Code Rewrite and Planning w/ Pints in the Spring.
Cindy had nothing to report for the Region 6 Update.
4. Meeting Adjourned.

American Planning Association Idaho Chapter

APA Idaho Strategic Planning Meeting

Agenda for November 14th, 2019 @ 12:00 pm MST (11:00 am PT)

Toll-Free Dial-In Number: (866) 499-7054

Conference Code: 8479201604

Leader Pin: 5052

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| <input checked="" type="checkbox"/> Brock Cherry, Region 4 | <input checked="" type="checkbox"/> Jaap Voss, Urban Planning Faculty Rep |

1. Leon called the meeting to order.
2. Nicolette called roll.

Action Items:

1. Nicolette motioned approval of minutes for September 12th, October 2nd, and October 17th, 2019. Jeff seconded.
2. Jeff motioned to amend the agenda to include the Treasurer's report and approval of expenditures for October and remove March and April 2019. Anonymous approval. Jeff outlined the budget included bill for the annual conference. He will follow up with actuals and a draft of next years budget before the December Meeting. Kristy motioned approval, Aaron seconded.
3. Leon presented the desire to sending Jeff Lowe to National Conference in Houston in Leon's place. Aaron motioned approval, Mike seconded.
4. Diane presented a draft Letter of Support to U of I regarding Planning Program. Edits to come via email. Jaap recapped the brainstorming meetings he's had around the changes. Jaap discussed the alternative new program U of I may be offering, mostly online, with 2 weeks in Moscow. Discussed who should sign the letter. Hilary motioned we send a letter once revised, Diane seconded.

Discussion Items:

1. Nicolette presented the Conference and Membership Survey Results. Discussion on redesigning districts and interpreting the meaning of the annual conference model questions and results.
2. Leon discussed on boarding for New Board Members by scheduling conference calls between the new and former members of each position.
3. Aaron recapped the Chapter Presidents Council in D.C. National working on Social Media Policy for Chapters. Communications Committee working on Marketing Toolkit. AICP Commission considering adding 1 CM credit requirement for Equity. Potential grant opportunity for event coordinator for conference. Asking National if chapters can use their app for chapter events.
4. Jason provided update on the Legislative Committee, meeting with AIC and Counties. Looking for additional help on committee.
5. Kristy provided an update on E&O. The venue for the conference (JUMP) has been secured.

Diane provided an update on PDO. Two members have passed the AICP exam, 3 pending.

Mary Beth had no update on Tribal Planning at this time.

Jaap has no updated on Urban Planning Faculty outside what was already discussed.

6. Hilary provided a Region 1 update. Hayden is working on a Comprehensive Plan Update-Imagine Hayden. Coeur d'Alene is working on a game night. Planning w/out Pints will have a presentation on Sign Codes. Sandpoint is working on a Planning w/Pints in January. Sandpoint is also updating their Comprehensive Plan.

Mike provided a Region 2 update. Working on a sign code update as well.

Jason and Leon provided a Regional 3 update. Ada County is focusing on regional growth. City of Boise is working on a Development Code Rewrite, exploring Form Based Codes.

Brock provided a Region 4 update. Dec. 12th ULI is presenting a Emerging Trends Analysis on Magic Valley.

Carl provided a Region 5 update. Bannock County is working on a Comprehensive Plan update. Zoning Code and Subdivision updates.

Cindy provided a Region 6 update. Ammon is working on allowing beer and wine to be sold in places which do not serve food. Brock and Cindy are working on a Spring Mini Conference. Carl will join. Potential location Show Band Reception Center.

7. Meeting adjourned at 1:00 pm.

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION

FINANCE REPORT

December 1 thru 31, 2019

Cash and Investments

December Beginning Balance Checking (ICCU)	\$31,121.88
December Beginning Balance Savings (ICCU)	\$8,784.56
December Beginning Balance Petty Cash	\$0.00

Total Cash and Investment \$39,906.44

Deposits/Interest - Savings

12/9/2019 Transfer from checking	\$2,000.00
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Deposits/Interest - Checking

12/4/2019 Lyft reimbursement from L. Letson	\$37.11
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Total Checking Deposits \$37.11

Charges /Fees

12/1/2019 Lyft - card mis-link - reimbursed	\$5.00
12/1/2019 Lyft - card mis-link - reimbursed	\$12.39
12/2/2019 Lyft - card mis-link - reimbursed	\$9.84
12/16/2019 Dick's Sporting Retail - chair gift	\$225.00
12/28/2019 Am. Air. Pres. Travel-National Conf. 2020 J. Lowe Air fare	\$409.49
12/28/2019 APA Pres. Travel-National Conf. 2020 J. Lowe Registration	\$800.00

Total Charges \$1,461.72

Bills Paid by Check (Other)

12/9/2019 Transfer to savings	\$2,000.00
12/9/2019 CHK 1447 ULI Sponsorship Trends in Real Estate Magic Valley	\$300.00
12/23/2019 CHK 1449 City of CdA Region 2 Planners Brown Bag	\$76.00

Total All Checks \$2,376.00

December Total Expenditures \$3,837.72

Petty Cash Spent \$0.00

December Ending Balance Checking (ICCU)	\$27,321.27
December Ending Balance Savings (ICCU)	\$10,784.56
December Ending Balance Petty Cash	\$0.00

Total Cash and Investment \$ 38,105.83

2020 APA ID Chapter Budget **PROPOSED**

ACTUAL Savings \$10,750.00

RESERVE Checking \$21,135.00

REVENUE

Membership Dues \$ 10,200.00

Annual Conference \$ 36,000.00

Spring Regional Mini Conferences \$ 1,500.00

Cash \$ 7,365.00

Revenue not including Conferences \$ 17,565.00

Total Revenue

\$55,065.00

EXPENSES

Annual Conference \$ 39,000.00

Spring Regional Mini Conference \$ 1,500.00

\$ 40,500.00

Initiatives

Student/Professional Development \$ 500.00

Legislative Outreach \$ 1,000.00

Professional Development Officer \$ 200.00

Education and Outreach \$ 150.00

Special Projects/Partner sponsorship \$ 1,000.00

FAICP Applications \$ 380.00

ID Rural Partnership - Community Review \$ 500.00

\$ 3,730.00

Operations

Regional reps \$ 2,100.00 \$350 X 6

Website \$ 125.00

Elections \$ -

Membership Recruitment \$ -

President's Travel (Natl. Conf./policy conf.) \$ 5,000.00

Western Planners Rep Travel \$ 1,250.00

Conference Annual Board Meeting \$ 900.00

Board Retreat (Spring) \$ -

CM Provider \$ 1,260.00

Supplies/PO Box \$ 200.00

\$ 10,835.00

Initiatives/Operations not including Confs. \$ 14,565.00

Total Expenses

\$ 55,065.00

2019 APA ID Chap Budget **ACTUAL**

REVENUE

Membership Dues	\$ 9,600.00	\$ 10,200.00
Annual Conference	\$ 25,000.00	\$ 32,000.00
Spring Regional Mini Conferences	\$ 1,500.00	\$ -
Total Revenue	\$ 36,100.00	\$42,200.00

EXPENSES

Annual Conference	\$ 25,000.00	\$ 15,600.00
Spring Regional Mini Conference	\$ 1,500.00	\$ -
	\$ 26,500.00	\$ 15,600.00

Initiatives

Student/Professional Development	\$ 500.00	\$ -
Legislative Outreach	\$ 750.00	\$ 1,053.00
Professional Development Officer	\$ 200.00	\$ 100.00
Education and Outreach	\$ 150.00	\$ 150.00
Special Projects/Partner sponsorship	\$ 500.00	\$ 800.00
FAICP Applications	\$ 380.00	???
ID Rural Partnership - Community Review	\$ 500.00	\$ -
	\$ 2,980.00	\$ 2,103.00

Operations

Regional reps	\$ 1,800.00	\$ -
Website	\$ 125.00	\$ -
Elections	\$ -	\$ -
Membership Recruitment	\$ -	\$ -
President's Travel (Natl. Conf./policy conf.)	\$ 4,500.00	\$ 2,822.00
Western Planners Rep Travel	\$ 1,250.00	\$ -
Conference Annual Board Meeting	\$ 900.00	\$ 535.00
Board Retreat (Spring)	\$ -	\$ 145.00
CM Provider	\$ 1,275.00	\$ 1,254.00
Supplies/PO Box	\$ 150.00	\$ 92.00
	\$ 10,000.00	\$ 4,848.00

Initiatives/Operations not including Confs. \$ 12,980.00

Total Expenses \$ 22,551.00

Revenue minus Expenses \$ 19,649.00