

# American Planning Association Idaho Chapter

APA Idaho Executive Board Meeting

Agenda for June 18<sup>th</sup>, 2019 @ 1:15 pm MST (12:15 pm PT)

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Leon Letson, President        | <input type="checkbox"/> Sherwin Racehorse, Region 5                           |
| <input type="checkbox"/> Vacant, Past President                   | <input checked="" type="checkbox"/> Cindy Donovan, Region 6                    |
| <input checked="" type="checkbox"/> Aaron Qualls, President Elect | <input type="checkbox"/> Vacant, 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 checked="" type="checkbox"/> Diane Kushlan, PDO                         |
| <input checked="" type="checkbox"/> Hilary Anderson, Region 1     | <input checked="" type="checkbox"/> Mary Beth Frank-Clark, Tribal Planning Rep |
| <input type="checkbox"/> Mike Ray, Region 2                       | <input type="checkbox"/> Elizabeth Allen, Student Rep                          |
| <input checked="" 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      |

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

## Action Items:

1. Approval of minutes for May 9<sup>th</sup>, 2019, motion by Jeff, seconded by Jason
2. Jeff presented Treasurer's report for May 2019 / Approval of expenditures, motion to approve by Diane, seconded by Brock.

## Information/Discussion Items:

1. Brock Presented the 2019 APA Idaho Conference Update. Sponsorships total \$10,400. Request for board members to each propose two sessions. Ideas for topics included: census, reaching out to adjacent state APA chapters, transportation bill, NPO's, Schools, 5G Technology. Suggest referring to end of conference survey. Award nominations due August 1st, need committee members. Conference goal 90-100 participants.
2. Kristy presented E&O update. Western Planner donation, need ID Rep, suggestions for rep from rural area.
3. Diane presented PDO update. CM credit sharing guidelines, Wildfire Workshops, Testimonial on AICP
4. Mary Beth presented Tribal Planning update. APA NorthWest, transportation bill and SERTY data collection
5. Jaap presented Urban Planning Faculty updates. Great job placement for students. 260-330 planning positions in Idaho.
6. Hilary presented Region 1 Updates. Summit for growth in schools, Attorney general opinion on impact fees. Planning w/ Pints July 24th at Capones.
7. Jason presented Region 3 Updates. 5G Cell technology interest, Jerome is the new Planning Director in Caldwell. Governors Taskforce meeting at BSU from 9-3.
8. Brock had no update for Region 4, working on Conference Planning.
9. Cindy had no updates for Region 6, other than significant growth in the area.
10. Jason motioned for meeting to adjourn. Brock seconded.

# American Planning Association Idaho Chapter

APA Idaho Executive Board Meeting

Minutes for May 9<sup>th</sup>, 2019 @ 12:00 pm MST (11:00 PT)

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

**Conference Code: 8479201604**

**Leader Pin: 5052**

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| <input checked="" type="checkbox"/> Jeff Lowe, Treasurer          | <input type="checkbox"/> Diane Kushlan, PDO                                    |
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| <input checked="" type="checkbox"/> Mike Ray, Region 2            | <input type="checkbox"/> Elizabeth Allen, Student Rep                          |
| <input checked="" 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      |

1. Call to order (*Leon*) Meeting called to order at 12:03 p.m.
2. Roll call (*Jeff*)

## Action Items:

1. Approval of minutes for March 14<sup>th</sup>, 2019 – (*Leon*) Motion to approve by *Jeff Lowe*, Seconded by *Aaron Qualls*, Motion passed.
2. Treasurer's report for March and April 2019 / Approval of expenditures – (*Jeff*) Motion to approve by *Jason Boal*, Seconded by *Aaron Qualls*, Motion passed.
3. Sponsorship of Strongtown's Event in Spokane, WA – (*Aaron*) Aaron outlined the event in September, potentially offering CM Credits. Jeff confirmed room in budget for sponsorship, but would need to move things around if another sponsorship opportunity opened. Discussion on potentially not holding Mini-Conferences this year. Motion for providing sponsorship contingent on CM credits, no fees for members attending, and event date not being 2 weeks before or after APA ID annual conference. Motion to approve by *Hilary Anderson*, Seconded by *Mike Ray*, Motion passed.

## Information/Discussion Items:

1. 2019 APA Idaho Conference Update – (*Brock*) Updates on new sponsors added. Offering raffle incentive for those carpooling. Fairfield Inn and Townplace Suites selected for hotel block, around \$94 a night, need 60 reservations. Working with Leon on agreements. Looking into potential sound system issues at venue. Estimate for keynote sound system was around \$800, seeking other options.
2. Mary Beth provided updates on Tribal Planning, include ACI, Empowerment bill, energy alternatives, EWU position coordinator. Leon recommended we provide a feature on these projects within an upcoming newsletter.
3. Leon provided an update on Planning w/ Pints successes and desire to increase student attendance.
4. Jaap provided Urban Planning Faculty update, including Fire workshops, fishbowl look at fire plans, Citizens Planning Academy and the need for presenters. NW Community Development Institute in July, with meetings in the afternoon and lunch.
5. Hilary provided a Region 1 update. Planning w/ Pints starting there in July. SRTC training on June 5th. June 6&7th Priest Lake conference. Opticost hired to provide housing types and address missing middle housing. Comprehensive Plan Update grants, MIG hired.
6. Mike provided a Region 2 update. Walkability study.
7. Jason provided a Region 3 update. North MA on Sept. 24-27th. Floodplain Administrator meetings.
8. Brock provided a Region 4 update, mostly working on Conference.
9. Meeting adjourned at 12:55 p.m.

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION  
**FINANCE REPORT**  
 May 1 thru 31, 2019

**Cash and Investments**

May Beginning Balance Checking (ICCU)	\$23,777.23
May Beginning Balance Savings (ICCU)	\$8,780.16
May Beginning Balance Petty Cash	\$0.00

**Total Cash and Investment** \$32,557.39

**Deposits/Interest - Savings**

**\$0.00**

**Deposits/Interest - Checking**

5/13/2019 2019 TF Conf. sponsor - AB, JUB, Jacobs	\$1,100.00
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**Total Checking Deposits** \$1,100.00

**Charges /Fees**

\$0.00

**Total Charges** \$0.00

**Bills Paid by Check (Other)**

**Total All Checks** \$0.00

**May Total Expenditures** \$0.00

**Petty Cash Spent**

\$0.00

May Ending Balance Checking (ICCU)	\$24,877.23
May Ending Balance Savings (ICCU)	\$8,780.16
May Ending Balance Petty Cash	\$0.00

**Total Cash and Investment** \$ 33,657.39