

# American Planning Association Idaho Chapter

## Board Meeting Minutes

Agenda for November 12<sup>th</sup>, 2020 @ 12:00 pm MST (11:00 am PT)

### Microsoft Teams Meeting (follow the link in the meeting or below)

#### [Join Microsoft Teams Meeting](#)

+1 208-901-7834 United States, Boise (Toll)

[\(888\) 592-8724](#) United States (Toll-free)

Conference ID: 219 134 221#

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Leon Letson, President        | <input type="checkbox"/> Carl Anderson, 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 checked="" type="checkbox"/> Jason Boal, L&PA                      |
| <input type="checkbox"/> Vacant, Secretary                        | <input type="checkbox"/> Vacant, E&O                                      |
| <input checked="" type="checkbox"/> Jeff Lowe, Treasurer          | <input 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"/> Mark Rud, Student Rep – U of I        |
| <input checked="" type="checkbox"/> David Moser, Region 3         | <input type="checkbox"/> Vacant, Student Rep – BSU                        |
| <input type="checkbox"/> Vacant, Region 4                         | <input checked="" type="checkbox"/> Jaap Voss, Urban Planning Faculty Rep |
|   | <input checked="" type="checkbox"/> Brittany Skelton, Western Planner Rep |

1. Call to order (*Leon*)

**Also in Attendance: Tom Laws, Elizabeth Allen**

2. Roll call (*Leon*)

#### Action Items:

- Board Appointments – (*Leon*)  
*Tom Laws as Secretary - Approved*  
*Elizabeth Allen as Education and Outreach - Approved*  
*Mark Rud as Student Rep - Approved*
- Approval of minutes for September 10th, 2020 – (*Leon*) **Approved**
- Treasurer's report for September and October 2020 / Approval of expenditures – (*Jeff*) **Approved**

#### Discussion Items:

- 2020 Conference Financials – (*Jeff*) **APA ID is in a great position financially, compared to previous years we are coming out well positioned for the future. Total revenue came in at \$5,242.00 with one more invoice from CCDC waiting to be paid. Merch expenditures were higher than years past but conference attendance also was higher.**
- 2021 Budget – (*Jeff*) **Budget is in a great location for next year. Jeff will look into the addition of a premium Zoom account. Additional discussion included the potential for Special Projects/Partners and increasing our posting fees for RFPs and Jobs. Tom will draft up a memo on fees for the December Meeting**
- L&PA, E&O, PDO, Tribal Planning, Urban Planning Faculty, Student Representatives, Western Planner – (*Jason, Elizabeth, Diane, Cookie, Jaap, Mark, and Brittany*)  
**L&PA - No report**  
**E&O - Elizabeth reported that the Planning with Pints and Voices in Planning schedules are coming together nicely but are still looking for presenters from across the State to fill in additional**

*places. The goal would also be for a few APA ID members to present as well. Leon Volunteered.*

*PDO - No report*

*Tribal Planning - No Report*

*Urban Planning Faculty - Jaap highlighted that there are several great resources out there for online trainings and education.*

*Student Representatives - Mark detailed that UofI is working on a journal submission on planning in the west.*

*Western Planner – Brittany provided an update that Western Planning is about to release their call for nominations for the 2020 Western Planning Awards. In addition we should look at including a "Western Planner Corner" each month within the APA ID Newsletter.*

#### 4. Region Representatives Updates – (Regional Reps)

*Region 1 - Coeur d'Alene will have a planning position opening up soon. Sandpoint is making great progress with with Comprehensive Plan update and are currently updating land use maps.*

*Region 2 - Mauri and Jaap reported on the Ag Group. There was a great turn out at the recent virtual meeting and a clear interest from across the State. Discussion about if APA ID should formally bring the group in as a standing committee via bylaws amendment resulted in the descusion to remain ad hoc for now.*

*Region 3 - No Report*

*Region 4 - Vacant*

*Region 5 - Absent - No Report*

*Region 6 - Cindy - Working with Regions 4/5/6 on a potential mini-conference pending COVID*

#### 5. Open Discussion

#### 6. Adjourn



TO: APA Idaho Board  
FROM: Tom Laws, Secretary  
DATE: 12/10/2020  
RE: Jobs and RFP Postings Update

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**DESCRIPTION OF ISSUE:**

In the past year it was estimated that over 50 jobs and RFPs were posted to the APA Idaho website at no cost. Due to the volume of requests, consideration to adjust our fee schedule is requested.

**BACKGROUND:**

The following table highlights how Idaho compares to peer states:

<b>ORGANIZATION</b>	<b>AMOUNT</b>
APA Oregon	\$50 for Oregon organizations and \$75 for out of state organizations. Every 30 days
APA Arizona	\$50 for an APA chapter member and \$100 for a non-member
Western Planner	Free -up to- \$150 pending outreach level (within newsletter, personalized social media shout-out, on website, etc.)
APA Washington	\$100
APA Nevada	Free, 1 month maximum
APA Utah	Free
APA Idaho	Free

**RECOMMENDED OR REQUESTED ACTION:**

Due to the volume of requests, and to maintain best practices with our neighboring chapters, it is recommended that the APA Idaho Board adjust the posting fee for jobs and RFPs to \$50 per submission for 30 days, effective January 1<sup>st</sup>, 2021.

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION

**FINANCE REPORT**

November 1 thru 30, 2020

**Cash and Investments**

November Beginning Balance Checking (ICCU)	\$44,885.68
November Beginning Balance Savings (ICCU)	\$10,794.97
November Beginning Balance Petty Cash	\$0.00

**Total Cash and Investment** \$55,680.65

**Deposits/Interest - Savings**

**\$0.00**

**Deposits/Interest - Checking**

11/18/2020 Sponsorship 2020 Chapter Annual Conference	\$500.00
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**Total Checking Deposits** \$500.00

**Charges /Fees**

11/5/2020 APA National 2021 CM Credits Registration	\$1,254.00
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**Total Charges** \$1,254.00

**Bills Paid by Check (Other)**

11/14/2020 CHK 1458 City of Boise Print Services - Thank you cards	\$16.72
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**Total All Checks** \$16.72

**November Total Expenditures** \$1,270.72

**Petty Cash Spent**

\$0.00

November Ending Balance Checking (ICCU)	\$44,114.96
November Ending Balance Savings (ICCU)	\$10,794.97
November Ending Balance Petty Cash	\$0.00

**Total Cash and Investment** \$ 54,909.93

2021 APA ID Chapter Budget **PROPOSED**

**ACTUAL** Savings \$10,800.00

**RESERVE** Checking \$27,000.00

**REVENUE**

Membership Dues \$ 10,200.00

Annual Conference \$ 22,000.00

Spring Regional Mini Conferences \$ 1,500.00

Cash on Hand \$ 8,900.00

**Revenue not including Conferences \$ 19,100.00**

**Total Revenue**

**\$42,600.00**

**EXPENSES**

Annual Conference \$ 25,000.00

Spring Regional Mini Conference \$ 1,500.00

**\$ 26,500.00**

Initiatives

Student/Professional Development \$ 500.00

Legislative Outreach \$ 1,000.00

Professional Development Officer \$ 200.00

Education and Outreach \$ 200.00

Special Projects/Partner sponsorship \$ 2,000.00

FAICP Applications \$ 200.00

ID Rural Partnership - Community Review \$ 500.00

**\$ 4,600.00**

Operations

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

Website / ZOOM \$ 700.00

Elections \$ -

Membership Recruitment \$ 90.00

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

**\$ 11,500.00**

**Initiatives/Operations not including Confs. \$ 16,100.00**

**Total Expenses**

**\$ 42,600.00**