

American Planning Association Idaho Chapter

APA Idaho Executive Board Meeting

Agenda for October 17th, 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"/> Leon Letson, President | <input type="checkbox"/> Sherwin Racehorse, Region 5 |
| <input type="checkbox"/> Vacant, Past President | <input 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 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. Aaron called the meeting to order.
2. Jeff called roll.

Action Items:

1. Leon requested deferral of approval of minutes for September 12th and October 2nd, 2019. Jeff motioned, Nicolette seconded.
2. Jeff provided a Treasurer's report for September 9, 2019. Noted a processing fee from APA, he will be researching further. Hilary motioned approval of expenditures, Nicolette seconded.
3. Kristy provided an update on 2020 APA Idaho Conference Locations in Boise. Diane and Jaap provided an update on brainstorming 2021 APA Idaho Conference Locations, revolving locations or Moscow. Jeff motioned approval of 2020 APA Idaho Conference Location in Boise at JUMP, research 2021 Conference in Moscow, open to other venues, but need to plan in advance, Nicolette seconded.
4. Leon requested Jason Boal be formally appointed head of the Legislative Committee. Jeff motioned approval, Kristy seconded.

Information/Discussion Items:

1. Jaap and Diane outlined the immediate need for APA ID to make a statement regarding University of Idaho's decision to remove Planning program and merged with Natural Resource College. Suggested this merges well with rural and tribal planning issues. Kayla and Elizabeth will create a survey to be sent to APA ID membership regarding skills necessary for planning. Deadline for statement is November 19th.
2. Aaron will provide a more detailed update from National at next meeting, but informed the board APA is considering adding 1 CM Credit requirement for social equity.
3. Updates on the below items were deferred until November:
 - a. 2019 APA Idaho Conference Recap – (*Brock, Jeff, and Leon*)
 - b. L&PA, E&O, PDO, Tribal Planning, Urban Planning Faculty, Student Representatives (*Kristy, Diane, Mary Beth, Jaap, Elizabeth, and Kayla*)
 - c. Region Representatives Updates (*Regional Reps*)
4. Kristy motioned we adjourn, Jaap seconded.

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION

FINANCE REPORT

September 1 thru 30, 2019

Cash and Investments

September Beginning Balance Checking (ICCU)	\$23,339.88
September Beginning Balance Savings (ICCU)	\$8,782.35
September Beginning Balance Petty Cash	\$0.00

Total Cash and Investment \$32,122.23

Deposits/Interest - Savings

\$0.00

Deposits/Interest - Checking

9/13/2019 Sponsorship - Kushlan & Assoc.	\$500.00
9/24/2019 APA - Registration Annual Conf. TFID (1st)	\$9,367.00

Total Checking Deposits \$9,867.00

Charges /Fees

9/20/2019 APA - processing fee	\$95.00
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Total Charges \$95.00

Bills Paid by Check (Other)

9/3/2019 CHK 1435 APA - Annual Conf. registration agreement	\$500.00
9/6/2019 CHK 1437 B. Cherry TFIF Conf. Swag reimburse	\$90.00
9/11/2019 CHK 1438 Mickey's Trophy Shop - Annual Conf. Awards	\$499.50
9/27/2019 CHK 1439 B. Cherry TFIF Conf. Swag reimburse	\$264.67

Total All Checks \$1,354.17

September Total Expenditures \$1,449.17

Petty Cash Spent

\$0.00

September Ending Balance Checking (ICCU)	\$31,757.71
September Ending Balance Savings (ICCU)	\$8,782.35
September Ending Balance Petty Cash	\$0.00

Total Cash and Investment \$ 40,540.06

Recommendations for Consideration at the October 17th Board Meeting

1. Stay the course for the conference in Boise in 2020, and schedule the 2021 conference in Moscow.
2. Start to plan the conferences two years in advance, so location, theme, (maybe) keynote and some content can be announced at the conference the year before. Identify chair and co-chairs for the Moscow conference at the meeting in November. (Mike Ray and Jaap Voss?)
3. Take two approaches to conference session planning: continue to recruit for submissions, but also identify proposed sessions, organize and recruit speakers for those sessions.
4. At every conference:
 - a. Have a rural track. Assemble a committee from around the state and have them identify topics, organize and recruit session speakers. I have already talked with a couple of county directors who have agreed to help and I would be willing to organize this for 2020.
 - b. Have a "Planning Basics" session dedicated to those new to the profession.
 - c. Have a session that highlights the award winners' projects.
5. Have a goal to allow participants to obtain up to 12.5 CM credits at each conference.
6. The Board and a few individuals tend to shoulder the conference every year. We need to spread out the responsibility and in doing so build capacity and future leadership for the organization. One suggestion is at the Board meeting in November, each member commits to a committee for the 2020 conference and recruits membership. Suggested committees:
 - a. Program
 - b. Logistics
 - c. Sponsorship
 - d. Promotion
 - e. Awards
 - f. Volunteers
 - g. Rural Track
7. Develop a template of a program to offer up to regions. There are two informal organizations of planners who meet occasionally in region 3 and 4, and 5 and 6. In talking with planners from those regions, that don't feel there is the capacity or numbers for a mini-conference, but could use content to fit into their occasional meetings.
8. Finally, and most important, create a committee from the board and membership to support the continuation of the University of Idaho program. I would be glad to provide leadership or participation in such a group.

Conference Financial Summary

Expenditures

Venue & Food	\$	11,082.30
Swag / Cups / Stickers	\$	1,206.96
Keynote	\$	-
Awards / Video/trophies	\$	2,099.50
Program printing	\$	378.37
Conference registration (APA)	\$	500.00
badge printing/holders	\$	85.00
Tandum Base Jump	\$	256.19
TOTAL	\$	15,608.32

Sponsorships

TF Urban Renewal	\$	1,700.00
TF Chamber of Commerce	\$	1,000.00
EHM Engineers, Inc.	\$	1,700.00
J-U-B Engineers, Inc. (TF Office)	\$	300.00
Laughlin Ricks Architecture, L.L.C.	\$	1,000.00
Woodbury Corp.	\$	1,700.00
Kushlan Associates	\$	500.00
Clif Bar	\$	300.00
Jacobs	\$	300.00
Agnew Beck Consulting, Inc.	\$	500.00
Mid-Snake River RCD	\$	900.00
TDH Engineering	\$	500.00
TOTAL	\$	10,400.00

Conference Registration & Fees

TOTAL	\$	21,602.62
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TOTAL REVENUE WITH EXPENDITURES	\$	16,394.30
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Idaho APA Board Meeting Notes
Wednesday, October 2, 2019

Attendees: Leon Letson, Jeff Lowe, Jaap Vos, David Moser, Diane Kushlan, Brock Cherry, Cindy Donovan, Elizabeth Allen, Kayla Kinkead, Hillary Anderson, Mari Knott, Mike Ray, Kristy Inselman, Carl Anderson.

- Introductions
- 2020 Conference: What did we learn? - Brock
 - Extremely important to have/work for an organization that values/supports the conference and what it brings
 - Don't wait until the 'year of' to start planning.
 - Site selection – buy in from city
 - Finding time is a hurdle
 - Careful of spending money
- Future Conference Locations: Diane – Can we identify future conference locations at least 2 years in advance? Create a document/instructional manual for future chairs? What about a conference in Moscow? At the UofI?
- 2020 Conference Location Update. Kristy - Will provide final list at next meeting for decision.
- Regional Representatives Discussion - Brock – He recommends re-evaluating the region reps responsibilities. With regard to number of reps per region. Should look at how many planners in an area vs. number of reps. Possibly multiple representatives for larger areas such as Boise.
- Annual Conference Discussion:
 - Jeff: Reviewed information regarding annual conferences. Specifically, cost/attendance of each.
 - Should we have an annual conference? Or only every other year?
 - Discussion regarding creating a level of sponsorship for conferences to help entice companies to be involved.
 - Diane – Recommend not doing a conference in Boise in 2020, but plan on one for 2021. Instead do mini-conferences in each district and consider a budget of \$5,000/each. (Kristy said if we go that way, then we need to make that decision ASAP).
 - Recommendation to hold 3 minis throughout the year (Regions can partner together).
- Committee Creation: Leon
 - Conference sponsorship committee
 - Membership committee – Goal to increase membership by 20%. Reach out to members at other regions. Evaluate engagement strategy options.
 - Legislative Committee – New members needed. Also look at bylaws to see if any restrictions to having representatives on other committees? Update bylaws?
 - Transition Team Committee – for new members. Have an onboarding team (veteran members) who can help transition new members into their roles. Create handbook? Also discussed option of having a “plus one” for a year. Outgoing member to mentor incoming member.
- Take a moment to appreciate ourselves.
- New Planners. Where are they coming from? Mentorship program?
- Action items for next meeting:
 - Committees
 - Conferences
- Jaap/Diane – Put a group of University of Idaho Alumni (planners, developers, etc) to travel to U of I to discuss how important the planning program is. Discussion may include Marketing program (creative ways to address with the university)? Establish a sponsorship program? Investigate whether a city/county would help pay for education while working in city organization.

Idaho APA Conference Locations – 2020

Updated: October 17, 2019

1. **JUMP** – *Site Visit: August 27, 2019*
 - a. Update: Only available October 7-9th (soft hold)
 - b. Cost Estimate: **\$20,247**
 - c. Concerns: Space. Availability of Jump room and three break-out rooms.
 - d. Positive: Nice facility, centrally located to amenities/hotels. NEW/innovative. Also, can use the JUMP room for the awards facility, which will save on costs.
2. **Center on the Grove** – *emailed for bid/availability*
 - a. Update: Only available Sept 30 – Friday, October 2nd (soft hold)
 - b. Cost Estimate: **\$20,250**
 - c. Concerns: Cost, but looking at the invoice from last year, there are a lot of areas regarding food that we could easily reduce the cost to a much more manageable amount. Also, would like to mix it up and try a new space.
 - d. Positive: Used before, know they have the space and can accommodate our needs.
3. **CW Penthouse** – *emailed for bid/availability*
 - a. Update: Never received response. Reject option.
 - b. Concerns: Space. Not sure they could accommodate us.
 - c. Positive: centrally located in downtown/close to amenities.
4. **Inn at 500** – *emailed for bid/availability*
 - a. Update: Received email response on 8/8/19. Cannot accommodate an event of our size.
5. **Boise State (Student Union Building)** – *emailed for bid/availability*
 - a. Update: Never received response on availability or cost
 - b. Concerns: Cost, catering, parking, proximity to amenities/hotels
 - c. Positive: Large enough space to accommodate our event, well organized.
6. **Riverside** – *emailed/called.*
 - a. Update: Received cost estimate 10/16. Only available October 14-16th (soft hold)
 - b. Cost Estimate: **\$22,575**
 - c. Concerns: Location/proximity to amenities.
 - d. Positive: Possibly cost.
7. **Arid Club** – *not contacted*
 - a. Update: Rejected option
 - b. Concerns: Cost, size, availability. Must be a member to use the space and it from the website it appears too small for our needs.
8. **Agape Event Center** – *Site Visit: August 12, 2019*
 - a. Update: Visited site on August 12th
 - b. Concerns: Cost, size
 - c. Positive: Centrally located near amenities/hotels. The space would be large enough to accommodate our needs. However, it would take some coordination at lunch time. This is a more intimate space than previous location. The fourth session area is small but should work with some sessions we don't anticipate a large attendance although in a different location than rest. Awkward. Pricing was good. That areas out in the hall were nice for gathering spaces.
9. **Capitol Building** – *not contacted*
 - a. Update: Reject option
 - b. Concerns: Location, parking, use. Cannot use it for 'private event' would have to be accessible to the public. Also, cannot reserve until 6 months before event, which would put us in a bind if not accepted. Would have to rent all equipment, which makes it that much harder to coordinate.
 - c. Positive: Cost.

10. **Galaxy in Meridian** – *Site Visit: September 20, 2019*

- a. Update: Reject option
- b. Concerns: Location, proximity to amenities/hotels. Space was oddly mixed with the Wahooz space and awkward getting to. Did not appear that there was enough space, or if there was it would be awkward to transition between sessions. Very large spaces that would have to be broken up.
- c. Positive: New space, option outside of Boise.

2020 APA Conference (Estimated Costs)

Location: Grove

*Revenue:

	Reg Fees:	Qty:	Total
APA Member	\$195	120	\$23,400
Non-Member	\$220	10	\$2,200
Elected Officials	\$130	10	\$1,300
Full-Time Student	\$50	10	\$500
<i>*Does not include sponsorship \$</i>		150	\$27,400

Expenditures:

Event Facility (Space Only):*

Room	Wed (Sept 30)	Th (Oct 1)	Fri (Oct 2)
Ballroom	\$0	\$0	\$2,400
100E	\$0	\$0	\$3,000
110B	\$0	\$0	\$0
110C	\$0	\$0	\$0
110D	\$0	\$0	\$0
	\$0	\$0	\$5,400
Total:			\$5,400

*Audio/Visual Components**:*

Room	Wed (Sept 30)	Th (Oct 1)	Fri (Oct 2)
Ballroom	\$250	\$250	\$250
100E	\$150	\$150	\$150
110B	\$150	\$150	\$150
110C	\$150	\$150	\$150
110D	\$150	\$150	\$150
	\$850	\$850	\$850
Total:			\$2,550

*Food:

**Based on no breakfasts, lunches each day & one dinner (Thursday)*

<i>Platted Services:</i>	Est Attendance	Cost/Plate	Total:
Lunch (Wed, Oct 7)	150	\$18	\$2,700
Lunch (Thursday, Oct 8)	150	\$18	\$2,700
Lunch (Friday, Oct 9)	100	\$18	\$1,800
Dinner (Thursday, Oct 8)	150	\$25	\$3,750
Total:			\$10,950
Food Breaks:	Wed (Oct 7)	Th (Oct 8)	Fri (Oct 9)
Morning Break	\$150	\$150	\$150
Afternoon Break	\$150	\$150	\$150
Coffee/Tea/Water Service	\$150	\$150	\$150
	\$450	\$450	\$450
Total:			\$1,350

TOTAL: \$20,250

** there is a reduction in cost based on the food purchases. We should be able to see a reduction of up to \$3000 on room rental costs based on a \$10,000 food budget.*

***These audio/visual component costs are based on the amount charged by the Grove from 2018. Also, if we use a 3rd party for audio/visual, there is an additional \$600 cost from the hotel.*

2020 APA Conference (Estimated Costs)

Location: JUMP

*Revenue:

	Reg Fees:	Qty:	Total
APA Member	\$195	120	\$23,400
Non-Member	\$220	10	\$2,200
Elected Officials	\$130	10	\$1,300
Full-Time Student	\$50	10	\$500
<i>*Does not include sponsorship \$</i>		150	\$27,400

Expenditures:

Event Facility (Space Only)

Room	Wed (Oct 7)	Th (Oct 8)	Fri (Oct 9)
JUMP Room	\$2,250	\$1,500	\$1,500
The Loft	\$209	\$209	\$209
MOVE	\$240	\$240	\$240
Inspire	\$300	\$300	\$300
		\$2,999	\$2,249
Total:			\$7,497

Audio/Visual Components:

Room	Wed (Oct 7)	Th (Oct 8)	Fri (Oct 9)
JUMP Room	\$0	\$0	\$0
<i>*Includes (2) screens, (2) monitors, a combination of up to (2) handheld or lapel microphones. Complimentary WiFi.</i>			
The Loft	\$0	\$0	\$0
<i>*Includes (1) 70" monitor with cords to connect to laptop, (1) whiteboard, (1) microphone if needed (but it is small enough room to not need it, complimentary WiFi)</i>			
MOVE	\$150	\$150	\$150
Inspire	\$0	\$0	\$0
<i>*Includes (1) screen, (1) monitor, (1) whiteboard, complimentary WiFi.</i>			
		\$150	\$150
Total:			\$450

*Food:

**Based on no breakfasts, lunches each day & one dinner (Thursday)*

<i>Platted Services:</i>	Est Attendance	Cost/Plate	Total:
Lunch (Wed, Oct 7)	150	\$18	\$2,700
Lunch (Thursday, Oct 8)	150	\$18	\$2,700
Lunch (Friday, Oct 9)	100	\$18	\$1,800
Dinner (Thursday, Oct 8)	150	\$25	\$3,750
Total:			\$10,950
Food Breaks:	Wed (Oct 7)	Th (Oct 8)	Fri (Oct 9)
Morning Break	\$150	\$150	\$150
Afternoon Break	\$150	\$150	\$150
Coffee/Tea/Water Service	\$150	\$150	\$150
		\$450	\$450
Total:			\$1,350

TOTAL: \$20,247

2020 APA Conference (Estimated Costs)

Location: Riverside Hotel

*Revenue:

	Reg Fees:	Qty:	Total
APA Member	\$195	120	\$23,400
Non-Member	\$220	10	\$2,200
Elected Officials	\$130	10	\$1,300
Full-Time Student	\$50	10	\$500
<i>*Does not include sponsorship \$</i>		150	\$27,400

Expenditures:

Event Facility (Space Only):*

Room	Wed (Oct 14)	Th (Oct 15)	Fri (Oct 16)
Ponderosa/Tamarack Room	\$1,900	\$1,900	\$1,900
Fireplace Foyer	\$300	\$0	\$0
Clearwater	\$325	\$325	\$325
Delamar	\$350	\$350	\$350
Liberty	\$400	\$400	\$400
Cinnabar	\$500	\$500	\$500
	\$3,775	\$3,475	\$3,475
Total:			\$10,725

*Audio/Visual Components**:*

Room	Wed (Oct 14)	Th (Oct 15)	Fri (Oct 16)
Ponderosa/Tamarack Room	\$250	\$250	\$250
Clearwater	\$150	\$150	\$150
Delamar	\$150	\$150	\$150
Liberty	\$150	\$150	\$150
Cinnabar	\$150	\$150	\$150
	\$850	\$850	\$850
Total:			\$2,550

*Food:

**Based on no breakfasts, lunches each day & one dinner (Thursday)*

<i>Platted Services:</i>	Est Attendance	Cost/Plate	Total:
Lunch (Wed, Oct 7)	150	\$18	\$2,700
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Total:			\$10,950
Food Breaks:	Wed (Oct 7)	Th (Oct 8)	Fri (Oct 9)
Morning Break	\$150	\$150	\$150
Afternoon Break	\$150	\$150	\$150
Coffee/Tea/Water Service	\$150	\$150	\$150
	\$450	\$450	\$450
Total:			\$1,350

TOTAL: \$25,575

** there is a reduction in cost based on the food purchases. We should be able to see a reduction of up to \$3000 on room rental costs based on a \$10,000 food budget.*

***These audio/visual component costs are based on the amount charged by the Grove from 2018. Also, if we use a 3rd party for audio/visual, there is an additional \$600 cost from the hotel.*