

American Planning Association Idaho Chapter Board Meeting

Agenda for February 11th, 2021
12:00 pm MST (11:00 am PT)

Zoom Meeting (sent via email)

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|--|--|
| <input type="checkbox"/> Aaron Qualls, President | <input type="checkbox"/> Carl Anderson, Region 5 |
| <input type="checkbox"/> Leon Letson, Past President | <input type="checkbox"/> Cindy Donovan, Region 6 |
| <input type="checkbox"/> Hilary Anderson, Vice President | <input type="checkbox"/> Jason Boal, L&PA |
| <input type="checkbox"/> Tom Laws, Secretary | <input type="checkbox"/> Elizabeth Allen, E&O |
| <input type="checkbox"/> Ethan Mansfield, Treasurer | <input type="checkbox"/> Diane Kushlan, PDO |
| <input type="checkbox"/> Erik Brubaker, Region 1 | <input type="checkbox"/> Cookie Allen, Tribal Planning Rep |
| <input type="checkbox"/> Mauri Knott, Region 2 | <input type="checkbox"/> Mark Rud, Student Rep – U of I |
| <input type="checkbox"/> David Moser, Region 3 | <input type="checkbox"/> Vacant , Student Rep – BSU |
| <input type="checkbox"/> Robyn Davis, Region 4 | <input type="checkbox"/> Jaap Voss, Urban Planning Faculty Rep |
| | <input type="checkbox"/> Brittany Skelton, Western Planner Rep |

1. Call to order (*Aaron*)
2. Roll call (*Tom*)

Action Items:

1. Approval of minutes for January 14^h, 2021 – (*Aaron*)
2. Treasurer’s report for January 2021 / Approval of expenditures (*Ethan*)
3. FAICP Recruitment Committee Establishment (*Diane*)
4. APA ID Partnership Opportunities (*Aaron, Tom, and Elizabeth*)
 - a. AIC Training Request
 - b. Idaho Smart Growth Citizens Academy Presentation(s)
 - c. Blue Cross of Idaho Foundation for Health – Comp Plan Health Components

Discussion Items:

1. Legislative Outreach Updates - <https://idahoapa.org/legislative-issues> (*Jason*)
2. Student Chapter(s) Establishment Consideration (*Leon & Aaron*)
3. Student Scholarships Consideration (*Leon & Aaron*)
4. Annual Sponsorship Considerations (*Tom, Aaron & Leon*)
5. Rural Planning Committee Mission Statement and Guidelines (*Jaap and Mauri*)
6. E&O, PDO, Tribal Planning, Urban Planning Faculty, Student Representatives, Western Planner (*Jason, Elizabeth, Diane, Cookie, Jaap, Mark, and Brittany*)
7. Region Representatives Updates – (*Regional Reps*)
8. Open Discussion
9. Adjourn

Next Month’s Agenda Items:	Next Month’s Newsletter Items:
Please send to Tom (tlaws89@gmail.com) and Aaron (aaronq7b@gmail.com) 1 week prior to meeting.	Please send to Tom (tlaws89@gmail.com) by the end of the month

American Planning Association Idaho Chapter Board Meeting

Agenda for January 14th, 2021
12:00 pm MST (11:00 am PT)

Zoom Meeting (sent via email) 12:01

- | | |
|---|---|
| <input checked="" type="checkbox"/> Aaron Qualls, President | <input checked="" type="checkbox"/> Carl Anderson, Region 5 |
| <input checked="" type="checkbox"/> Leon Letson, Past President | <input checked="" type="checkbox"/> Cindy Donovan, Region 6 |
| <input checked="" type="checkbox"/> Hilary Anderson, Vice President | <input checked="" type="checkbox"/> Jason Boal, L&PA |
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| <input checked="" type="checkbox"/> Robyn Davis, Region 4 | <input checked="" type="checkbox"/> Jaap Voss, Urban Planning Faculty Rep |
| | <input type="checkbox"/> Brittany Skelton, Western Planner Rep |

Also Present: Erik Brubaker

1. Call to order (*Aaron*)
 - 12:01pm

2. Roll call (*Tom*)

Action Items:

1. Approval of minutes for December 10th, 2020 – (*Aaron*)
 - *Jason moved, Carl second, approved.*
2. Region 1 Rep. Appointment of Erik Brubaker – (*Aaron*)
 - *Served previously in the Education and Outreach role, excited to step up and represent Region 1*
 - *Hilary moved, Ethan second, approved.*
3. Rural Planning Committee Mission Statement and Guidelines (*Jaap and Mauri*)
 - *Jaap – still working on mission statement and guidelines, will be ready next meeting*
4. Committee Report on Job Posting Fees/Annual Sponsorship Considerations (*Tom*)
 - *Committee discussion lead to moving away from job posting fees and explore the potential of an annual sponsorship. Concern raised that this approach could take away from registration revenues and what the APA ID capacity to take on an effort would look like. Discussion concluded on investigating a Community Training track, working with Jason/Legislative Committee and the Association of Cities and Counties, and a parallel professional sponsorship track, which would look into the more traditional benefits from being a sponsor.*
 - *Committee will consist of: Carl, Jason, Ethan, Leon, Tom, Elizabeth, Aaron, Hilary.*
 - *Action Item: Will plan to meet to flesh out discussion and come back in February.*
5. Treasurer's report for December 2020 / Approval of expenditures (*Ethan*)
 - *Total cash just under \$55k*

- *Spent \$550 in December for the Zoom account under website/zoom account (\$150 remaining)*
 - *Jason motioned, Jaap second. Approved.*
6. Resources for the Board and Beyond: APA ID Google Drive (Ethan) / Draft Web Page for Guidelines and Tools (Aaron)
- *APA ID Google Drive - Walk through from Ethan of the current google drive set up, discussion to look into additional saving as a non-profit. Need brought up due to files not being stored in a standard central location. Next steps include the purchase of the \$20 100GB storage option and/or the options as a nonprofit.*
 - *Unanimous approval.*
 - *Web Page for Guidelines and Tools – Aaron discussed resource guide, one-stop spot for information, add an additional page on the website to promote further APA ID value-add. Discussion included the addition of AICP information, and other themes such as tribal planning, health, zoning, rural, etc.*
 - *Action Item: Ask for the group to send topics/documents to Aaron and include in the google drive “statewide resources”*

Discussion Items:

1. Idaho Smart Growth Partnership Potential for the Citizens Planning Academy 2021 (*Elizabeth*)
 - *Walk through of 2021 series, ask of APA to become a partner, ISG would add our logo to all documents, APA would help spread the reach and identify speakers. Further discussion included reach, marketing, messaging, ability to provide feedback on topics.*
 - *APA involvement to kick off in March. Board in favor in proceeding, will discuss further in February.*
2. APA ID Board Social! (*Aaron*)
 - *Do the doodle poll! – Included in the meeting agenda email.*
3. L&PA, E&O, PDO, Tribal Planning, Urban Planning Faculty, Student Representatives, Western Planner (*Jason, Elizabeth, Diane, Cookie, Jaap, Mark, and Brittany*)
 - *Moved to Open Discussion due to time.*
4. Region Representatives Updates – (*Regional Reps*)
 - *Moved to Open Discussion due to time.*
5. Open Discussion
 - *Legislative Report – Please reach out to Jason if you have thoughts on the Legislative Outreach Flyer (emailed). Will work with Tom to get the website up to date as the session ramps up. Committee is expanding what we’re talking about for example, property taxes, items that limit local control, light planning year.*
 - *Elizabeth – reminder the first voices in planning is tomorrow. Planning and Pints in February on the 25th with Mary Huff and Jaap Voss.*
 - *Planning with Pints in March on land trusts, Aaron will reach out to a contact. Hilary has a few ideas as well from a previous ULI email as well.*
6. Adjourn
 - *1:12pm*

Next Month's Agenda Items:

Please send to [Tom](#) and [Aaron](#) 1 week prior to meeting.

Next Month's Newsletter Items:

Please send to [Tom](#) by the end of the month

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION

FINANCE REPORT

January 1 - 31, 2021

Cash and Investments

January Beginning Balance Checking (ICCU)	\$43,565.06
January Beginning Balance Savings (ICCU)	\$10,794.97
January Beginning Balance Petty Cash	\$0.00
Begining Total Cash and Investment	\$54,360.03

Deposits/Interest - Savings

1/1/21 Interest	2.71
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Total Savings Deposits	\$2.71
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Deposits/Interest - Checking

1/21/21 Quarterly Membership Dues	\$1,893.21
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Total Checking Deposits	\$1,893.21
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Total Revenue	\$1,895.92
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Charges /Fees

1/6/2021 2021 Planning Webcast Renewal	Website/ZOOM	\$150.00
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Total Charges/Fees	\$150.00
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Bills Paid by Check (Other)

Total All Bills	\$0.00
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Petty Cash Spent	\$0.00
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Total Expenditures	\$150.00
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Ending Balance Checking (ICCU)	\$45,308.27
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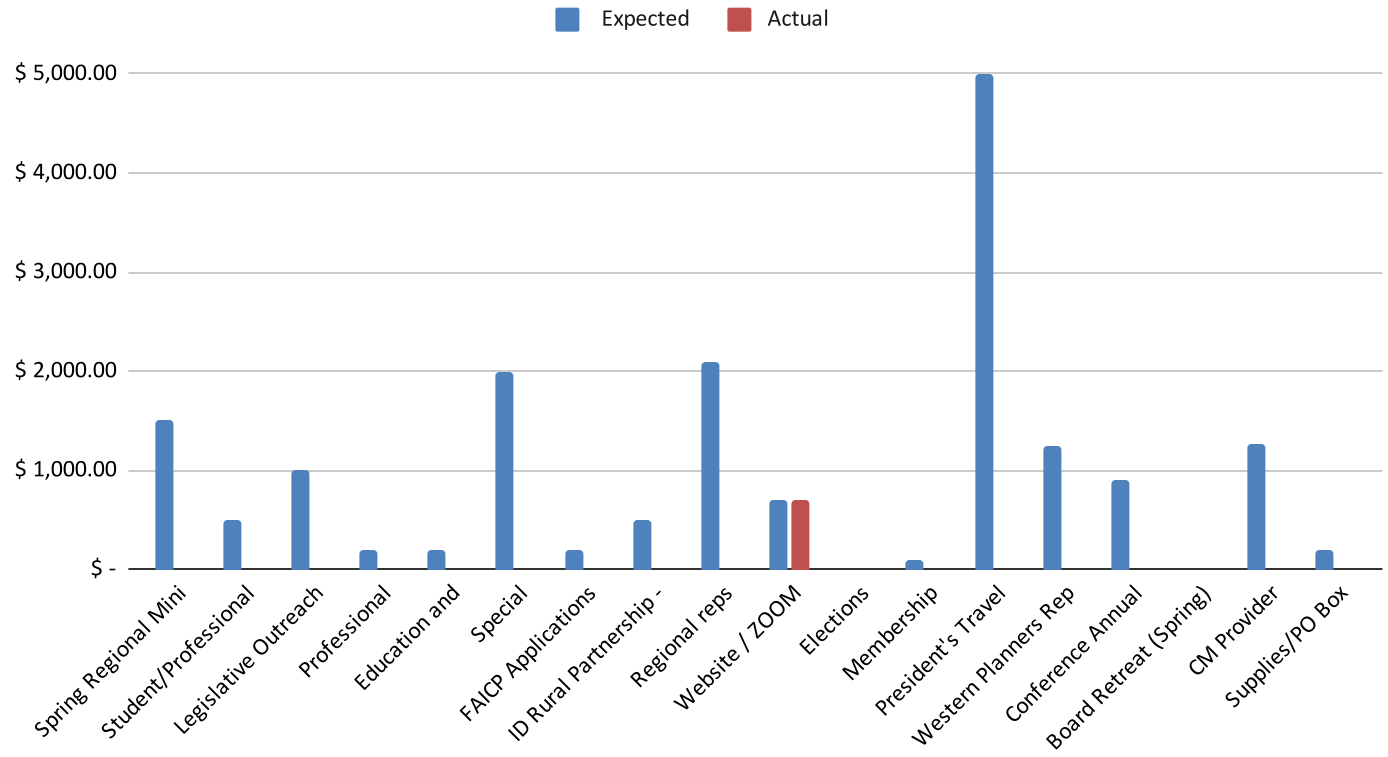
Ending Balance Savings (ICCU)	\$10,797.68
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Ending Balance Petty Cash	\$0.00
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Ending Total Cash and Investment	\$ 56,105.95
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	Expected	Actual	Remaining	Date	Category	Amount
				12/19/20	Website /	\$548.90
Spring Regional Mini Conference	\$ 1,500.00	\$ -	\$ 1,500.00	1/8/21	Website /	\$150.00
Student/Professional Development	\$ 500.00	\$ -	\$ 500.00			
Legislative Outreach	\$ 1,000.00	\$ -	\$ 1,000.00			
Professional Development Officer	\$ 200.00	\$ -	\$ 200.00			
Education and Outreach	\$ 200.00	\$ -	\$ 200.00			
Special Projects/Partner sponsorship	\$ 2,000.00	\$ -	\$ 2,000.00			
FAICP Applications	\$ 200.00	\$ -	\$ 200.00			
ID Rural Partnership - Community Review	\$ 500.00	\$ -	\$ 500.00			
Regional reps	\$ 2,100.00	\$ -	\$ 2,100.00			
Website / ZOOM	\$ 700.00	\$ 698.90	\$ 1.10			
Elections	\$ -	\$ -	\$ -			
Membership Recruitment	\$ 90.00	\$ -	\$ 90.00			
President's Travel (Natl. Conf./policy conf.)	\$ 5,000.00	\$ -	\$ 5,000.00			
Western Planners Rep Travel	\$ 1,250.00	\$ -	\$ 1,250.00			
Conference Annual Board Meeting	\$ 900.00	\$ -	\$ 900.00			
Board Retreat (Spring)	\$ -	\$ -	\$ -			
CM Provider	\$ 1,260.00	\$ -	\$ 1,260.00			
Supplies/PO Box	\$ 200.00	\$ -	\$ 200.00			
Annual Conference	\$ 25,000.00	\$ -	\$ 25,000.00			

2021 Expected and Actual Expenditures



FAICP Nomination Program

Last year I had the extreme honor of becoming the first AICP member from Idaho to be inducted into the College of Fellows. I was nominated by the Chapter, and through the constant nagging of Mary Huff. Since then, I have been serving on a national committee looking at how to improve the nomination process for FAICP to make it more inclusive. I have focused my attention on smaller chapters, who typically don't have the resources to recruit nominees and support them through the process. What I have learned is that most successful nominees are greatly assisted by a chapter committee and mentor(s) to assist them.

In short, the process looks like this:

- Selection into the College of Fellows happens on a biannual basis. The next class will be inducted in 2022. The nomination application deadline for the 2022 class is August 25, 2021.
- Nominations can be made by chapter presidents, division chairs or through petition by ten AICP members.
- The qualifications to become a Fellow are to have been a member of AICP for a minimum of 15 years, and to have made outstanding contributions and transformational improvements to the field of planning and the communities they served. All Fellows are long-time members of AICP and have achieved excellence in professional practice, teaching and mentoring, research, and community service and leadership.
- The nomination application process is rigorous. It involves multiple submissions including documentation of the nominee's eligibility, references, and letters of endorsement. The application is largely completed by the nominee. I spent about 40 hours preparing the application, as well as Mary and Leon's efforts on behalf of the Chapter, A \$95 application fee paid by the Chapter.

Now that we have some experience with one fellow, I would like to recommend that we formalize a chapter nomination and assistance process. I would be happy to lead a committee with a couple other members to identify, recruit and assist prospective nominees. The committee should meet ASAP to review the list of 25 Idaho Chapter members who have been AICP members for at least 15 years. And then begin a recruitment of those who we wish to nominate.

Diane