

American Planning Association Idaho Chapter Board Meeting

Agenda for July 8th, 2021
12:00 pm MT (11:00 am PT)

Zoom Meeting (sent via email)

- Aaron Qualls, President
- Leon Letson, Past President
- Hilary Anderson, Vice President
- Tom Laws, Secretary
- Ethan Mansfield, Treasurer
- Erik Brubaker, Region 1
- Mauri Knott, Region 2
- David Moser, Region 3
- Robyn Davis, Region 4

- Carl Anderson, Region 5
- Cindy Donovan, Region 6
- Vacant**, L&PA
- Elizabeth Allen, E&O
- Diane Kushlan, PDO
- Cookie Allen, Tribal Planning Rep
- Vacant**, Student Rep – U of I
- Meredith Covey, Student Rep – BSU
- Jaap Vos, Urban Planning Faculty Rep
- Brittany Skelton, Western Planner Rep

1. Call to order (*Aaron*)
2. Roll Call (*Tom*)
3. Announcements (*Aaron, et. al.*)

Action Items:

1. Approval of Minutes for June 14, 2021 - **attachment** (*Aaron*)
2. Treasurer's Report for May 2021 / Approval of Expenditures (*Ethan*)
3. Annual Conference – Virtual Oct 6-8 (*Aaron, et. al.*)
 - a. Conference Coordinator Contract Position – **attachment**
 - b. Grant Agreement from Blue Cross of Idaho Foundation for Health – **attachment**
 - c. Committee Updates (marketing / swag / program / sponsorship / awards) – **attachment**
 - d. Annual Sponsorship Program – Revised for Virtual Conference – **attachment**

Discussion Items:

1. Open Discussion / Updates
2. Adjourn

Next Month's Agenda Items:	Next Month's Newsletter Items:
Please send to Aaron (aaron.qualls@scjalliance.com) one week prior to meeting.	Please send to Tom (TLaws@achdidaho.org) by the end of the month

American Planning Association Idaho Chapter Board Meeting

Agenda for June 10th, 2021
12:00 pm MT (11:00 am PT)

Zoom Meeting (sent via email)

- | | |
|--|--|
| <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"/> Elizabeth Allen, E&O |
| <input type="checkbox"/> Tom Laws, Secretary | <input type="checkbox"/> Vacant, L&PA |
| <input type="checkbox"/> Ethan Mansfield, Treasurer | <input type="checkbox"/> Vacant, E&O |
| <input type="checkbox"/> Erik Brubaker, Region 1 | <input type="checkbox"/> Diane Kushlan, PDO |
| <input type="checkbox"/> Mauri Knott, Region 2 | <input type="checkbox"/> Cookie Allen, Tribal Planning Rep |
| <input type="checkbox"/> David Moser, Region 3 | <input type="checkbox"/> Vacant, Student Rep – U of I |
| <input type="checkbox"/> Robyn Davis, Region 4 | <input type="checkbox"/> Meredith Covey, Student Rep – BSU |
| | <input type="checkbox"/> Jaap Vos, Urban Planning Faculty Rep |
| | <input type="checkbox"/> Brittany Skelton, Western Planner Rep |

= In attendance

1. Call to order (*Aaron*)
2. Roll Call (*Tom*)
3. Announcements (*Aaron, et. al.*)

Jason has moved to Salt Lake City and we currently have openings for both the L&PA position and APA National Policy Guide Delegate. Leon may be interested.

Action Items:

1. Approval of Minutes for May 13, 2021 – **attachment** (*Aaron*)

Ethan moved, Carl Second, Approved

2. Treasurer's Report for May 2021 / Approval of Expenditures (*Ethan*)

Two expenditures: APA Study Guides and Chapter President to attend the NPC 21 Conference. Current balance of \$59,030.82

Hilary moved, Diane Second, Approved.

3. Cost Match Partnership Request for GNAR NITC Research Grant Proposal - **attachment** (*Aaron*)

Discussion included the need to identify which, if any, communities currently are participating and if they are contributing. We would want to have an Idaho participant if we were to contribute, however request is a little vague.

Motion: \$1,000 commitment out of our special projects budget. Aaron will draft the letter.

Leon moved, Ethan Second, Approved.

4. Annual Conference – Virtual Oct 6-8 (*Aaron, et. al.*)

a. Whova Proposal

Ethan, Aaron, and Hilary met with Whova last week. Last year was \$4,158 total, this year is whether \$3,199 or \$2,399 with the question if we want the additional \$800 exhibitor feature. Discussion included it being worth it if we could receive 1-2 additional sponsors. Other features from Whova we leaned against included breakout sessions due to them being underused at the last conference (like coffee chat or happy hours). One work around could to instead host via zoom meetings.

Motion to proceed with the \$3,199 proposal as presented.

Tom Moved, Hilary Seconded, Approved.

- b. Conference Coordinator Contract Position
<https://idahoapa.org/employment-opportunities/>

Update, the coordinator position is currently open, 80-100 hours for a \$1,600 stipend.

- c. Session Outreach!
https://docs.google.com/spreadsheets/d/1CZdtMsqGr4L9W_EaMrIA2XroEs6Vo3MToU7IAu4pbZg/edit?usp=sharing

Issues downloading the document, please all try and let us know. PLEASE reach out to potential presenters.

- d. Committees (marketing (*Elizabeth*) / swag (*Hilary/Elizabeth/Brittany*) / program (*Diane/Brittany/Cindy*) / sponsorship (*Jaap/Ethan/Leon*) / awards (*Brittany/Carl/Tom*))

Elizabeth did an awesome job creating our logo, including a postcard highlighting the conference to be handed out. Can pull from the budget for additional printing and mailing if needed.

- e. Keynote Speakers

Danya Rumore Locked in. Potential for RYANNE Pilgram (author of Pushed Out) to present on Friday. Aaron will continue pursuing and determine what the fee would be and if we could buy books instead.

- f. Annual Sponsorship Program – Revised for Virtual Conference – **attachment**

Ethan, Jaap, and Leon will continue moving forward with making changes to the view party and adding the Whova Exhibitor perk.

- g. Chair? Co-Chair? Bueller?

Bueller. Aaron will Chair

Discussion Items:

- 1. Open Discussion / Updates

Diane at AICP team is having a celebration today at Payette for the new inductees.

Should look into the ability to use other agencies Zoom accounts.

- 2. Adjourn

Diane Moved, Carl Seconded. Adjourn 1:10pm

<i>Next Month's Agenda Items:</i>	<i>Next Month's Newsletter Items:</i>
<i>Please send to Aaron (aaronq7b@gmail.com) 1 week prior to meeting.</i>	<i>Please send to Tom (TLaws@achdidaho.org) by the end of the month</i>



American Planning Association
Idaho Chapter

July 8, 2021

Emily Barber
1669 Turtle Dove Trail
Sevierville, TN 37862
emilybarber2018@gmail.com
865-684-9370

Dear Emily,

The Idaho Chapter of the American Planning Association (APA ID) is excited to offer the independent contracted position of Conference Coordinator for the 2021 Idaho State Planning Conference which will be held Oct 6-8, 2021 virtually using the Whova Event Platform with Zoom Webinar. Duties are to commence immediately upon acknowledgment of this letter which include, but are not necessarily limited to:

- Coordinating with the Chapter President, Program Committee Chair, Awards Chair and Outreach Coordinator on various duties assigned.
- Uploading conference information, graphics, sessions, etc. to the virtual conference platform, Whova, ensuring its successful integration with Zoom
- Managing Excel Spreadsheets for the Conference Schedule
- Assistance in coordination of the awards program
- Coordination and communication with Session Presenters and Session Moderators prior to and during the conference
- Volunteer coordination leading up to and during the conference
- Providing regular updates to the APA ID Board

The total amount budgeted for this work is \$2000.00. Invoices are to be sent electronically totaling no more than \$500.00 at the end of July, August, September, and October, 2021 or after all duties have been acknowledged as completed, to APA ID treasurer Ethan Mansfield (mansfield.ethan@gmail.com) and Chapter President Aaron Qualls (aaron.qualls@scjalliance.com). APA ID will remit payment within 30 days of receipt of invoices.



American Planning Association
Idaho Chapter

We are thrilled to be working with you and look forward to a successful conference with your help!

Sincerely,

Acknowledged by:

Aaron Qualls, AICP
President
American Planning Association
Idaho Chapter

Emily Barber
Event Coordinator

Emily Barber

1669 Turtle Dove Trail | Sevierville, TN 37862 | 865-684-9370 | emilybarber2018@gmail.com

Dear Mr.Qualls:

My name is Emily Barber. I am thrilled to be applying for the American Planning Association Idaho 2021 State Conference Coordinator. After looking through the job description, you are looking for someone that is that displays teamwork qualities since you must hold yourself accountable for your own work, and you must be able to work with a team to get everything accomplished. Given these requirements I feel like I have the previous job responsibilities to be a perfect candidate for this position.

Over the course of my careers, I have gained the leadership responsibilities and had to work in many teams to get the task at hand preformed at a timely manner. I have been gained experiences in keeping a very organized system at my previous job Dollywood Splash Country as an Assistant Team Leadership, and my current job as the Customer Engagement Manager at Palmetto Moon.

After reviewing my resume, I hope you agree that I am the type of candidate you are looking to have on their team. If you have any questions for me, please feel free to reach me at 865-684-9370 or email me at emilybarber2018@gmail.com.

Thank you for your consideration, and I'll be looking forward to hearing from you soon.

Sincerely,

Emily Barber

Emily Barber

(865) 684-9370 emilybarber2018@gmail.com 1669 Turtle Dove Trail, Sevierville, TN 37862

<https://www.linkedin.com/in/emily-barber-4b43ab177/>

Summary

Retail and Hospitality with four years of combined experience in team leadership, employee engagement, inventory, visual merchandising, training new employees, while focusing on providing customer service.

Education

Johnson & Wales University, Charlotte, NC

B.S., Sports/Entertainment/Event Management

Expected Graduation August 2021

Experience

TEDS Foundation, Ferrum, VA

Business, Administration & Marketing Intern

May 2021 - Present

- Helping with budgeting, book keeping and event scheduling
- Scheduling health coaching sessions with potential clients
- Engaging in the customer and client experience
- Planning, creating and implementing marketing and fundraising campaigns

Palmetto Moon, Sevierville, TN

Customer Engagement Shift Manager

February 2021 – Present

- Ensure the customer engagement model is being taught and practiced in the store
- Knowledge around key performance metrics
- Reporting and communicating the store's performance metric results
- Overseeing and managing the Palmetto Perks program
- Creating an exciting and motivating store atmosphere
- Creating new initiative around employee's engagement
- Overseeing customer callouts on new product or vendors

Dollywood Splash Country, Sevierville, TN

Assistant Team Leadership

March 2020 – August 2020

- Monitor performance of Front of the House (FOH) and Back of the House (BOH) team and provide feedback on areas which require improvement
- Assist with training and development of teamwork
- Analyze usage of labor to ensure maximum productivity and efficiency
- Responsible for maintaining a proper level of inventory
- Achieve budgetary goals for all aspects of the operation

Hospitality Intern

May - September 2019

- Learned FOH and BOH operations within the food and beverage department
- Handled complaints from customers and resolved in a timely manner
- Ordered and maintained stock levels

Nike Factory Outlet, Sevierville, TN

Sales Associate

April 2018 – February 2021

- Maintain knowledge of operating a cash register, performing shipping and receiving duties, stock the floor, performing cleaning duties, and building visual displays
- Ensure that merchandise was properly displayed, stocked and labeled
- Ensure all customers are being helped and help them with the checkout process

Johnson & Wales University, Charlotte, NC

Administrative Assistant

August 2018 – March 2020

- Work directly with the financial and academic counselors
- Answer calls for the call center, receive messages, and forward to appropriate personnel
- Work on various projects when the counselors need assistance completing tasks while they are in meetings

American Eagle Outfitters, Sevierville, TN

Lead Cashier

July 2016 – August 2018

- Oversaw cash transactions, cash reconciliations, account payments, and account receivables
- Trained newly hired cashiers on accounting procedures and company policies
- Ensure that merchandise was properly displayed, stocked and labeled

Activities and Certifications

National Restaurant Association, ServSafe Food Protection Manager Certification, April 2018

National Restaurant Association, ServSafe Alcohol Certification, October 2019

Johnson & Wales University, Collegiate Ambassadors Team, Member, September 2018 – May 2021

Delta Phi Epsilon Sorority, Special Events Coordinator, February 2018 – March 2020

Delta Phi Epsilon Sorority, Vice President of Academic Affairs, January 2020 – January 2021

Delta Phi Epsilon Sorority, Senior Programming Coordinator, January 2021 – May 2021

Delta Phi Epsilon Sorority, Apparel and Merchandise Coordinator, January 2021 – May 2021



GRANT AGREEMENT

Blue Cross of Idaho Foundation for Health, Inc. (the "Foundation") is pleased to award American Planning Association (the "Grantee") with a Foundation Grant (the "Grant"). The Grant is awarded subject to the terms and conditions stated in this Grant and any exhibits or attachments thereto. Please read the terms and conditions of the Grant carefully before signing this document as the Grantee's signature constitutes the Grantee's agreement and acceptance in full of all terms and conditions contained herein.

1. AMOUNT AND ADMINISTRATION OF AWARD

Subject to the terms and conditions set out in the Grant, the Foundation is pleased to award Grantee with a conditional Grant of up to **Five Thousand Dollars (\$5,000)**, which shall include any interest or income arising therefrom (the "Maximum Grant Amount"). The Grant is conditional upon the proper execution of this Grant agreement by an authorized representative of Grantee.

2. PURPOSE AND USE OF GRANT FUNDS

The Grantee shall utilize Grant funds exclusively for the one of the following purposes: charitable, educational, scientific or literary purpose (or some approved variation) as more fully described in section 170(c)(2)(B) of the Internal Revenue Code. Specifically, Grantee's purpose of all Grant funding from the Foundation is to support the education of city planners statewide regarding Social Determinants of Health as it applies to city growth and planning through conference materials and newsletters. The Grantee agrees that Grant funds shall not be disbursed to any unrelated third party organizations, entities, or vendors. The Grantee agrees to make its books and/or records pertaining to the Grant available to the Foundation at reasonable times.

3. INDEMNIFICATION

In consideration for the issuance of Grant funds, the Grantee agrees to indemnify, defend and hold the Foundation and its directors, officers, employees, agents, parent company and affiliates harmless from and against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation reasonable attorneys' fees and costs) which arise out of or relate to the Grant, or result from any act or omission of Grantee arising from projects funded through or related to the Grant to the extent permitted by Idaho law.

4. GRANT TERMINATION

It is expressly agreed that any use by the Grantee of the Grant proceeds for any purpose other than those specified above or if in the Foundation's sole judgment, the Grantee becomes unable to carry out the purposes of the Grant, or ceases to be an appropriate means of accomplishing the purpose of the Grant, the Foundation may terminate the Grant at any time at its sole option. In the event of termination under this section, the Foundation shall have the right to require that all Grant amounts paid to the Grantee be repaid to it and that any outstanding Grant amount payable be cancelled.

NOW THEREFORE, the parties have read, understand and accept the terms and conditions stated in this Grant agreement. The individuals signing this Grant agreement represent and warrant that they are duly authorized to be bound by its terms. The parties do hereby execute this Grant agreement effective on the date that the BCI Foundation signs the Grant agreement.

American Planning Association
("Grantee" Authorized Representative)

By: Baron Analls
63EAAB38392C4B8...

Title: President. APA ID

Date: 6/30/2021

Blue Cross of Idaho Foundation for Health, Inc.

DocuSigned by:
Kendra Witt-Doyle
6A6793A16B354CF...

Title: Executive Director

Effective Date: 6/30/2021

Contact e-mail
vanessafray@boisestate.edu
karlee.may@uli.org
CFrost@bcdahofoundation.org
rpilgeram@uidaho.edu
sfreemuth@jub.com
shellan@smrdevelopment.com
ErikK@IHFA.ORG

cmellor@langdongroupinc.com
shinkueryu@isu.edu

karen.sander@hdrinc.com
lletson@adacounty.id.gov
mhintze@tooleedesign.com
emiliano@paloarq.com
TLaws@achdidaho.org
shellan@smrdevelopment.com

Session Title	Category
The Times They Are a-Changin': Growth and Demographics in Idaho	Amenity migration, rural character
Urban Plan Lightning Round Workshop	Development 102
Incorporating Health Equity in Comprehensive Plans, Multi-Sector Approach	health
Idaho Past and Present: Using the past to help envision our future	historic preservation, rural character
Idaho's Heritage: Preparing Historic Preservation Plans	historic preservation, rural character
Affordable Housing Development– Private Partnerships	Housing
The Analysis of Impediments to Fair Housing: Planning Implications	housing, equity
Hybrid Successes and Innovation: Combined Virtual and In-Person Public Engagement and Stakeholder Collaboration	Public engagement
Bridging Planning Education and Practice via Emerging Information Technologies	Technology
Idaho's First Planning and Environmental Linkages (PEL) Study – A Collaborative Effort	transportation
Ada County Transportation Action Plan	transportation
Ethics, Equity and Empathy: A Panel Discussion of the New E's of Transportation	transportation
UAL / URBAN ACTIVE LANES. Shifting the paradigm from streets to MOVE to streets to BE	Transportation
Livable Streets Performance Measures for Bicyclists and Pedestrians	transportation
Affordable Housing Development– Private Partnerships	Housing



Sponsorship Opportunities & Benefits Brochure American Planning Association Idaho Chapter

The American Planning Association Idaho Chapter, Annual Sponsors' Program is for agencies, firms, organizations, or individuals who share APA Idaho's mission of advocating effective planning programs, practices, and legislation statewide. APA Idaho provides resources, education, training, monitoring, mentoring, communications, lobbying, and other services for all Idaho professional, student, and citizen planners. The Chapter hosts professional development opportunities and various events, including the Annual Conference and monthly networking and education opportunities. These activities help assure that Idaho planners are professionally knowledgeable and empowered to create and implement balanced, informed, and visionary plans for their communities.

Please consider one of the sponsorship opportunities listed in the brochure and contact Aaron Qualls at aaron.qualls@scjalliance.com or (208) 946-3209 for more information. If our current packages do not meet your organization's goals, please contact us to discuss custom sponsorship options. We look forward to working with you to support excellent planning in Idaho!



Annual Sponsorship Package Options

	Platinum \$3,000	Gold \$2,000	Silver \$1,000	Bronze \$500
Chapter Benefits				
Chapter Memberships	5	3	2	1
Logo Placement: Chapter webpage year-round	✓	✓	✓	✓
Social Media Mentions	1	1	1	1
Logo Placement: Regional Conferences	All	All		
Logo Placement: Planning with Pints	All	1		
Logo Placement: Voices in Planning	All	1		
Logo Placement: Monthly Newsletter	✓	✓		
Newsletter Article in edition of choice	✓			
Conference Benefits				
Program logo placement	Large	Medium	Small	Small
Conference App Push Notifications/Sponsor Booth	Preferred	✓	✓	✓
Conference Sign Tabletop (<i>beginning 2022</i>)	✓	✓	✓	✓
Award Ceremony Admission	5	3	2	1
Conference Logo Placement at Sessions	Large	Medium	Small	
Registration: Annual Conference	3	2	1	
Conference Attendee Push Notification	✓	✓		
Swag/brochure in conference bag	✓	✓		
Conference Keynote Recognition	✓	✓		
Conference Keynote Session Reserved Seating (<i>beginning 2022</i>)	✓			
Gem Award Sponsor	✓			
Free Suite Upgrade on us a Conference Hotel (<i>beginning 2022</i>)	✓			

A La Carte Sponsorships

Sponsor a Viewing Party for the 2021 Conference	Call us!
Award Sponsorship (other than Gem Award)	\$400
Chapter Event (Planning with Pints/Voices in Planning/ Mobile Tour)	\$300
Consultant Directory Listing on APA ID Website	\$200
Newsletter Sponsor (logo/link appears in one newsletter)	\$100
Custom Sponsorship	Call us!