

American Planning Association Idaho Chapter Board Meeting

Agenda for Sept 9th, 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"/> Vacant , L&PA |
| <input type="checkbox"/> Vacant , 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"/> Vacant , Tribal Planning Rep |
| <input type="checkbox"/> Mauri Knott, Region 2 | <input type="checkbox"/> Vacant , Student Rep – U of I |
| <input type="checkbox"/> David Moser, Region 3 | <input type="checkbox"/> Meredith Covey, Student Rep – BSU |
| <input type="checkbox"/> Robyn Davis, Region 4 | <input type="checkbox"/> Jaap Vos, Urban Planning Faculty Rep |
| | <input type="checkbox"/> Brittany Skelton, Western Planner Rep |

1. Call to order (*Hilary*)
2. Roll Call (*Hilary*)
3. Announcements

Action Items:

1. Appointment of Nicolette Womack to finish Tom Law's term as APA ID Secretary
2. Approval of Minutes for Aug 12, 2021 - **attachment** (*Hilary*)
3. Treasurer's Report for July/Aug 2021
 - a. Approval of Expenditures (*Ethan*)
 - b. Conference actuals to date (*Ethan*)
4. Annual Conference – Virtual Oct 6-8
 - a. Final Program - **attachment** (*Nicolette/Emily*)
 - b. Event Registration: - (*Nicolette*)
<https://www.planning.org/events/eventmulti/9220995/>
 - c. Conference Swag / Book Offering - (*Elizabeth*)
 - d. Awards Update (*Brittany/Carl*)
 - e. Sponsorships update (*Leon*)
 - f. Other Conference Updates and To-Dos:
 - Registration live email
 - Whova integration of Program
 - Program on website

Discussion Items:

1. Open Discussion / Updates
2. Adjourn

Next Month's Agenda Items:

*Please send to Aaron (aaron.qualls@scjalliance.com)
one week prior to meeting.*

Next Month's Newsletter Items:

*Please send to Tom (TLaws@achdidaho.org)
by the end of the month*

American Planning Association Idaho Chapter Board Meeting

Agenda for August 12th, 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
- Vacant, 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

= In Attendance

1. Call to order (Aaron)
12:01pm (11:01am PT)
2. Roll Call (Hilary)
3. Announcements (Aaron, et. al.)

Aaron reminded everyone that his baby is due (induction scheduled) on August 27th and he will be out a few weeks, and then working ½ time. He has posted the sponsorship flyer online. He said Nicole is coming back from Boise and suggested that maybe we can rope her in again since she did such a great job with the conference. There is an APA Policy and Advocacy Conference in September and Aaron is looking for a replacement to act as moderator. He reached out to see if Hilary would be able to serve as moderator. Aaron has emailed APA national technical support due to email issues that have been experienced. The concern is that proposal submissions may have been impacted.

Action Items:

1. Approval of Minutes for July 8, 2021 - **attachment** (Aaron)
Robin moved, David seconded - Approved
2. Treasurer's Report for July 2021 / Approval of Expenditures (Aaron)
This item was postponed to the September meeting due to technical difficulties accessing the financial files
3. Annual Conference – Virtual Oct 6-8 (Aaron, et. al.)
 - a. Program Update - **attachment** (Diane)

Aaron asked Diane if she could give an overview of the draft conference schedule.

Diane said they have been able to spread out the topics (e.g., transportation and housing) where there were multiple submittals to different times. They have a pretty good balance of topics for this year's conference. Part 2 of the submittals are due August 15th. They have asked session organizers to identify possible time conflicts. So the schedule may shift slightly. The committee has been following last year's format for timing. There are a few ½ hour gaps, particularly for the Wednesday schedule. She asked if the sessions should be moved up or if there were any other ideas or concerns with having those gaps? She noted that a few sessions are 1.5 hours whereas others are 1 hour and 15 minutes.

Hilary asked if the gaps could be an opportunity for roundtable discussions. She asked if Elizabeth wanted to weigh in since last year's virtual coffee breaks were not well-attended.

Elizabeth concurred that the virtual get-togethers were not very successful and was wondering if we could have a different approach that would be more successful, such as some in-person get-togethers.

Leon said he was ok with the 30 minute breaks. The reality of virtual conferences is that people are working concurrently so the breaks would be ideal.

Diane asked if the lunch hour or end of the day could be opportunities for networking.

Elizabeth said she wasn't sure if attendees would be interested in virtual meetings, but that we could survey members.

Diane asked about the Award Ceremony and if that could be an opportunity to bring people together to do something offsite and meet for cocktails and conversation. The group liked that idea.

Hilary asked about roundtable opportunity after the keynote speaker.

Diane said that would need some discussion as it would impact the schedule and timing of the keynote. She asked about the Welcome/Logistics timing on the draft schedule and if that looked ok.

Aaron said it was ok. He said it would be the time to review the conference format and go over the technology. He asked who is the best person for that? He suggested that Elizabeth came to mind. He also asked if we wanted to rope in a legislator to do the welcome. He also said the welcome/overview would be a time to let the members know that there will be a conference survey that will be robust and ask strategy questions to help inform the 3-5 year plan for APA-ID. We would thank the sponsors during this time slot too and Blue Cross Foundation of Idaho would have some announcements. He asked if there should be someone to do the heavy hitter welcome prior to introducing Ryanne, such as we have done for previous conferences.

Mauri asked if we should do roundtable breakout sessions following the keynote by district. That would allow for conversation about the keynote speech and current topics to be discussed within each district and may promote more participation. We could call them District Roundtables.

Diane asked if that would be at the end of the conference day.

Mauri suggested maybe at the 10am slot following the keynote speaker.

Hilary questioned the timing of the second keynote speaker and wondered if strategically it should be moved closer to lunchtime or a different time of day to allow for roundtable discussion to follow.

Aaron asked about the CM credits for the keynote and if that needed to be registered in 15 minute increments. The presentation would be 1/2 hour followed by 15 minutes of Q&A.

Diane confirmed that is correct. She also asked for anyone to send her ideas. The committee needs to get the schedule into the final form after next week.

Jaap asked if we needed another speaker. He suggested Tom Kealey to talk about broadband. He could help fill a short time slot and provide information on an important topic.

Diane said that would be great and Aaron concurred.

b. Event Registration - **attachment** (Aaron)

Aaron said the Event Registration is waiting on CM question. There is a new person at APA. Aaron will submit to APA based on last year's information/process for conference registration. The flyer shows the same fees as last year. Attendees would register through APA. The first 50 to register would receive a free book. Everyone else would receive a discount code, potentially with their conference confirmation email. We need a 2-week turnaround.

c. Conference Swag / Book Offering - **attachment** (Elizabeth / Aaron)

Elizabeth said 200 trucker hats were ordered this week with the APA ID logo. They are gray in the front with a black back. She is also working on ordering microfiber clothes with the logo or map of Idaho. They will be ordering 250 of those. This is in addition to the 50 books. The total of the hats and microfiber cloths (not including shipping) is \$2,576.77 and the 50 books will be \$1003.00

Hilary asked about the difference in quantities.

Elizabeth said she will verify the quantities with the companies. The extras will be available for future conferences.

Aaron suggested throwing in the flyer with the book discount code with the swag packages.

Elizabeth said she can do that. She is also working on a flyer with pod cast links and other educational opportunities outside of the conference.

Aaron asked about the swag organization party and if Elizabeth needed assistance.

Elizabeth said she had the hats shipped to her. She will need to figure out the details for the swag party.

Aaron suggested that the books also be shipped to Elizabeth by RYanne.

Brittany thanked Elizabeth for her efforts on the swag items and said she will get a list of podcast links to Elizabeth.

Aaron said that is a cool idea and thanked Elizabeth and Brittany. He said Elizabeth will need volunteers. The shipping will take an effort and expense. Elizabeth lives in Nampa so we need people from that area to assist. He encouraged the group to please reach out to assist.

Meredith said she can ask club members to assist.

Aaron said we also need session moderators and asked Meredith if she could get students to assist.

Elizabeth also reminded the group that the SurveyMonkey results had a list of people interested in helping out as moderators. We will need to engage students too.

Aaron said that he can help out.

Elizabeth said she will review the survey results.

d. Awards Update (Brittany/Carl)

<https://drive.google.com/drive/folders/1-299RZHqjDNHT7KOR-Ce886KzdqrdXn?usp=sharing>

Aaron said it looks like we received some really good submissions.

Carl said they closed awards nominations on Tuesday and received a total of seven nominations. The committee is reviewing the nominations to decide how to proceed. They received two for student, two for public outreach, two leadership, and one for outstanding plan awards. The committee needs to coordinate combined award video for the conference.

Aaron asked if we are confident video will work over zoom.

Carl said they will coordinate with same individual on award videos.

Aaron asked if they will do outline for awards ceremony, and if anyone is on point to do that.

Carl said they need to have discussion on that.

Aaron asked who facilitated the awards ceremony last year. Was that Jason?

Carl said he believed so. He said it would be good for awards committee to meet tomorrow or next week on some of these items.

Hilary suggested doing a trial run on Whova! and Zoom to make sure audio will work for video on Zoom since there are technical challenges with the audio at times when playing videos on those platforms.

Aaron suggested working with Elizabeth on that.

Aaron said he is inclined to use all Zoom licenses like we did last year versus using work licenses. He would like to secure 9 Zoom licenses for the conference.

Mauri agreed that it makes more sense and will avoid potential conflicts of needing work Zoom licenses for public meetings/hearings.

Aaron suggested informing members through announcement about conference and what to expect. There will also be a regular newsletter for September with conference information. Aaron said Elizabeth has done a great job.

Elizabeth said she will do a conference post and make it interesting.

Aaron liked her animation from prior posts from last year's conference.

Mauri said to be sure to send to neighboring states to help with registration numbers.

Elizabeth agreed we should do that and suggested we compile a list of other chapters and contact information.

Aaron said we probably have many of them on our mailing list already, but agreed it would be a good idea.

Are there any other general conference comments/questions? No.

e. Other Conference Updates and To-Dos

4. AIC Idaho City Clerks, Treasurers, and Finance Officers Association Conference Presentation
September 22nd from 9:30 – 10:30 am

Aaron announced that the AIC Conference will be in Garden City on September 22. He said it is a good opportunity to promote our conference. They are asking for a similar presentation like was done at previous conference. That is the ask. Is anyone interested in representing APA ID? Diane said Leon had committed.

Leon will use Diane's presentation.

Diane suggested reaching out to Darren ask he helped out in June.

Discussion Items:

1. Open Discussion / Updates

Send agenda items to Hilary as well for September meeting.

Leon – district reps. Are elections coming up?

Aaron – said the elections are happening now. There are some vacancies. Tribal Planning, Student Rep UofI, Legislative and Outreach Committee Chair and Rep,

Leon will reach out to Joel. Asked if anyone could take on the Legislative chair role. Hopefully Joel will take us up on that.

District and regional reps- we will need to appoint all positions if we don't have a ballot. If there's not an election process. Hopefully all regional reps want to serve again.

2. Adjourn

12:40pm (11:40am PT)

Diane moved, Mauri seconded. Approved.

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|--|---|
| <p>Next Month's Agenda Items:</p> | <p>Next Month's Newsletter Items:</p> |
| <p>Please send to Aaron (aaron.qualls@scjalliance.com) and Hilary (handerson@cdaid.org) one week prior to meeting for September.</p> | <p>Please send to Tom (TLaws@achdidaho.org) by the end of the month</p> |

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION
FINANCE REPORT
 July 1-31, 2021

Cash and Investments

| | |
|--|--------------------|
| Beginning Balance Checking (ICCU) | \$45,007.58 |
| Beginning Balance Savings (ICCU) | \$10,800.34 |
| Beginning Balance Petty Cash | \$0.00 |
| Beginning Total Cash and Investment | \$55,807.92 |

Deposits/Interest - Savings

| | |
|-------------------------------|---------------|
| 7/1/21 Interest | 2.69 |
| Total Savings Deposits | \$2.69 |

Deposits/Interest - Checking

| | | |
|--------------------------------|-----------------|-------------------|
| 7/14/2021 APA Idaho Payment | Membership Dues | \$2,068.48 |
| Total Checking Deposits | | \$2,068.48 |
| Total Revenue | | \$2,071.17 |

Charges /Fees

| | | |
|---------------------------|--------------|----------------|
| 7/27/2021 Hostgator | Website/ZOOM | \$11.95 |
| Total Charges/Fees | | \$11.95 |

Bills Paid by Check (Other)

| | |
|------------------------|--------|
| Total All Bills | \$0.00 |
|------------------------|--------|

| | |
|-------------------------|--------|
| Petty Cash Spent | \$0.00 |
|-------------------------|--------|

| | |
|---------------------------|----------------|
| Total Expenditures | \$11.95 |
|---------------------------|----------------|

| | |
|--------------------------------|-------------|
| Ending Balance Checking (ICCU) | \$47,064.11 |
| Ending Balance Savings (ICCU) | \$10,803.03 |
| Ending Balance Petty Cash | \$0.00 |

| | |
|---|---------------------|
| Ending Total Cash and Investment | \$ 57,867.14 |
|---|---------------------|

| Wednesday, October 6th | | | | |
|-------------------------------|--|--|---|---|
| 8:00 - 8:45 | Welcome & Logistics | | | |
| 8:45 - 9:30 | Opening Keynote: Dr. Danya Rumore, "Idaho Past and Present: Using the Past to Envision our Future" | | | |
| 10:00 - 11:30 | ADA County Transportation Action Plan | County Roundtable | The Long and Short of Short Term Rentals | |
| 1:00 - 2:30 | The Times They Are a-Changin': Growth and Demographics in Idaho | Idaho's First Planning and Environmental Linkages (PEL) Study - A Collaborative Effort | Affordable Housing Developments - Private Partnerships | Hybrid Successes and Innovation: Combined Virtual and In-Person Public Engagement and Stakeholder Collaboration (Need Part 2) |
| 2:45 - 3:30 | UAL / Urban Active Lanes. Shifting the paradigm from streets to MOVE to streets to BE | Identifying Opportunities to Improve Resilience-Planning in Idaho | | |
| 4:00 - 5:30 | Awards Ceremony | | | |
| Thursday, October 7th | | | | |
| 8:00 - 9:30 | Keynote: Dr. RYANNE PILGERAM, "Amenity Migration and the Changing Landscape of the Rural West" (CM 2.15) (Need Part 2) | | | |
| 10:00 - 11:30 | How Does Growth Impact My Community's Bottomline (CM 1.25) | Urban Plan Lighting Round Workshop | The Analysis of Impediments to Fair Housing: Planning Implications (CM1.25) | |
| 1:00 - 2:30 | Idaho's Heritage: Preparing Historic Preservation Plans (CM 1.25) | Ethics, Equity & Empathy: A Panel Discussion of the New E's of Transportation (CM 1.25) | | |
| 3:00 - 4:30 | Incorporating Health Equity In Comprehensive Plans, Multi-Sector Approach (CM 1.25) | Understanding Population Change in Idaho: An Analysis of DMV Data from 2010-2021 (CM 1.25) | | |
| Friday, October 8th | | | | |
| 8:00 - 9:30 | Planning Ethics (1.5) Ethics Cases of the Year 2021? | Livable Streets Performance Measures for Bicyclists and Pedestrians (1.25) | Bridging Planning Education and Practice via Emerging Information Technologies (1.25) | |
| 10:00 - 11:30 | Using the wisdom of the crowds to plan for a future your residents will embrace (CM 1.25) | Last One In, Lock the Door. We're all Full! – Land Use Law and Growth Issues in Idaho (CM 1.5) | | |
| 11:45 - 12:15 | Closing | | | |
| All time are MST | | | | |

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION

FINANCE REPORT

August 1-31, 2021

Cash and Investments

| | |
|--|--------------------|
| Beginning Balance Checking (ICCU) | \$47,064.11 |
| Beginning Balance Savings (ICCU) | \$10,803.03 |
| Beginning Balance Petty Cash | \$0.00 |
| Beginning Total Cash and Investment | \$57,867.14 |

Deposits/Interest - Savings

| | |
|-------------------------------|---------------|
| Total Savings Deposits | \$0.00 |
|-------------------------------|---------------|

Deposits/Interest - Checking

| | |
|--------------------------------|---------------|
| Total Checking Deposits | \$0.00 |
|--------------------------------|---------------|

| | |
|----------------------|---------------|
| Total Revenue | \$0.00 |
|----------------------|---------------|

Charges /Fees

| | | |
|---------------------------------------|-------------------|-------------------|
| 8/9 Hat Swag | Annual Conference | \$2,340.00 |
| 8/18 Keynote Speaker Fee + Book Order | Annual Conference | \$1,007.00 |
| 8/25 Zoom Licenses | Annual Conference | \$61.16 |
| 8/25 Zoom Webinar Licenses | Annual Conference | \$446.27 |
| 8/27 Hostgator Webhosting | Website / ZOOM | \$11.95 |
| 8/27 Cloth Conference Swag | Annual Conference | \$228.35 |
| Total Charges/Fees | | \$4,094.73 |

Bills Paid by Check (Other)

| | | |
|--|-------------------|-----------------|
| 8/17 Payment to Emily Barber (Conference | Annual Conference | \$500.00 |
| Total All Bills | | \$500.00 |

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|-------------------------|---------------|
| Petty Cash Spent | \$0.00 |
|-------------------------|---------------|

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|---------------------------|-------------------|
| Total Expenditures | \$4,594.73 |
|---------------------------|-------------------|

| | |
|--------------------------------|-------------|
| Ending Balance Checking (ICCU) | \$42,469.38 |
| Ending Balance Savings (ICCU) | \$10,803.03 |
| Ending Balance Petty Cash | \$0.00 |

Ending Total Cash and Investment

\$ 53,272.41