

American Planning Association Idaho Chapter Board Meeting Agenda

for September 8, 2022

12:00 pm MT (11:00 am PT)

Zoom Meeting

<https://us02web.zoom.us/j/88019019361?pwd=a0h1dW53ajRsbTVFcFNWeE9Lc>

[nl6dz09](#) Meeting ID: 880 1901 9361

Passcode: 741635

By Phone: (253) 215-8782

Present

Hilary Patterson, President

Aaron Qualls, Past President

Nicolette Womack, Vice President

Michaela Owens, Secretary

Ethan Mansfield, Treasurer

Mike Behary, Region 1

Sheri Freemuth, Region 3

Ian Zollinger, Region 4

Mori Byington, Region 5

Cindy Donovan, Region 6

Tricia Nilsson, L&PA Co-Chair

Morgan Landers, E&O

Nathaniel Campbell - Student Rep – BSU

Jaap Vos, Urban Planning Faculty Rep – U of I

Alison Tompkins, Western Planner Rep

Absent

Mauri Knott, Region 2

Joel Plaskon, L&PA Co-Chair

Diane Kushlan, PDO

Alonzo Coby, Tribal Planning Rep

Stephanie Koziol – Student Rep – U of I

Jillian Moroney, Urban Planning Faculty Rep -
BSU

1. Call to Order (Hilary) at 12:01 PM (MT)

2. Roll Call (Michaela)

See above

3. President's Announcements (Hilary) Announcements

Joel is stepping down as co-chair of the legislative committee. Brad Cramer will take on that role. Next month we will be accepting that resignation and appointing Brad.

APA advocacy conference September 28-29 that Brad will join. We can send a few people, first come, first serve.

She thanked Nathaniel for all of his efforts such as stickers and badge tags for the conference, and making the connection with the screen printer for the reception.

Action & Discussion Items:

1. Approval of Minutes Board Meeting August 11, 2022 (Hilary) – **attachment**

Tricia moved to approve. Nicolette seconded. No discussion. All in favor. Motion carries.

2. Treasurer's Report for August 2022 (Ethan) – **attachments**

Started with \$41,000 this month in both checking and savings. \$85,000 total. Earned no money this month- forgot to check PO Box. There may be some goodies waiting that were in August but will be contributed in September. Charges- admin, Erica's second to last paycheck. Zoom subscription. Stickers and magnets for conference. HostGator. Region 1 event, Planners & Pints. We should do one

of these in Region 3. \$36 for appetizers. Alison attended Western Planners Travel. Spent 12% of the annual conference budget, most will be charged after the conference. Spent 1% of regional rep funds. If you have fun events you want to do in your region, we have money for that. Private planners' lunch could use some of those funds. We should be able to use the money to buy beers at a Planners & Pints event so maybe put on one of those. Travel for western planner conference got more expensive. Hilary and Ethan agreed to increase allocation to Alison since prices increased.

Alison made a motion to move money over, Ethan seconded. Ethan clarified that we need a conference category for professional development. Motion carried.

3. October Board Meeting – as Annual Meeting or regular date? (*Hilary*)

She asked the board if they wanted to do the October board meeting as part of the conference at the annual meeting or keep the regular date as a debriefing and to cover typical content. Ethan reminded the board that he will be missing the conference and won't be able to provide an up-to-date treasurer's report. He said he would leave an expense card with Nicky and she can give it to Morgan for conference expenditures. Ethan is going to go with Nicky to the bank to get her own card for expenditures. Hilary asked the board if they were ok skipping a month of budget presentations and confirmed with Aaron that National didn't have any requirement for monthly treasurer's reports, just the quarterly reports they require. Aaron confirmed. Hilary suggested that we wait another month then have Ethan present both reports at the November meeting. The consensus was to have the board meeting at the conference and resume the November board meeting. The treasurer's reports for September and October will be at the November meeting. No formal vote was taken.

4. Fall Conference

a. Update (*Morgan*)

Call to action to the board for moderating sessions, need on-call people, if you are attending that session. Two IT people will be on staff for support. Jillian is coordinating student volunteers. Need help with reception set up and take down. Will put together a list of needs and send that out. Conference program is live. Whova platform is working well. Has options for people to RSVP for different events so we can get a headcount for everyone.

Budget- on track and looking good. Did fully fill room blocks at the hotel- will have to stay somewhere else if you haven't booked yet. Getting requests for refunds- no policy currently. Not giving refunds unless there are extenuating circumstances. Just trying to avoid spending money on food.

Want board feedback on policy for allowing refunds. Ethan suggested that the conference can be downgraded but not refunded after a certain cutoff date. September 23rd can act as the cut off day at 5:00 pm. Update the website with that date and time for final refund. Morgan will include a refund policy on communications. No administrative fee for credit cards, if they paid with a check, then we could charge a \$25 processing fee. After the 23rd, will transition to virtual membership- email us directly and explain that. Ask them to consider virtual. Downgrade them to virtual after that date, no cancellations. If check- \$25 fee. Morgan is able to partially refund.

Alison made a motion to adopt a policy to allow refunds until September 23, check payment is subject to a \$25 fee. After the 23rd, we allow partial refunds up to the cost of virtual. Nicolette seconded. Unanimous aye. Motion carried.

Diane was trying to organize videos to be during the conference, but it sounds like it won't work since Jaap is not able to attend the conference.

Morgan- One session fell off, and was able to backfill with Chris and Don from Vitruvian

Planning that have a podcast. Doing a conference highlight, going to be with us interviewing folks here and there, and they have a session on Wednesday called “Planners for the Win.” They will highlight planners' accomplishments in their areas and will include some challenges- open roundtable dialogue will be recorded and be turned into a podcast.

b. Annual Meeting Agenda Items (*Hilary*)

i. Annual Updates & Strategic Initiatives (*Strategic Plan efforts - Membership Plan, Training Videos, Intern, Sponsorship Updates/Changes*)

ii. 2023 Goals – Strategic Plan

iii. Elections announcement

iv. any votes? - *Financial Plan? Bylaw Updates?*

Nicky asked about what we want to accomplish next year and that we should talk about that at this meeting. Joint conference with other chapters? Vote on would people be interested in a multi-chapter conference. Suggestions for possible joint conferences included Planning Association of Washington (PAW), Western Planner, Washington Chapter, Utah Chapter, Oregon Chapter, Montana Chapter, and Wyoming Chapter. Board members volunteered to contact various chapters about the possibility of partnering for 2023 or 2024. Hilary will send out a list of draft topics.

5. Approval of Membership Benefits List (*Sheri & Hilary*) – **attachment**

Would send this out to the targeted list of potential members. Want to also include this on the website with pictures. Would direct people to the website for this info. Sheri wants to get this content approved today and work on the presentation later. Checkmarks make distinction between what benefits are from national versus local membership. The menu of choices would be helpful to include distinction between chapter and national membership benefits. If you are a member, you get a login so you can access the videos instead of everyone accessing stuff on our website for free. Get it on the website under the Join tab. Sheri will work with Stephanie and Hilary and Morgan to get the email out for conference + membership email to targeted list of potential members. Alison brings up study sessions regarding membership. Ian suggests APA Ohio for study materials. Hilary questions if there should be a password barrier to study materials if not a chapter member. Nicolette suggests continuing to charge for classes since there could be potential burnout from teachers of those courses. Pending benefit for study materials given to Sheri to add to chapter membership benefit list.

Hilary requests action on the chapter membership benefit list. Aaron motions to approve the chapter membership benefits list. Alison seconds. Unanimous “aye” on passing.

6. Board Member Announcements

No board members had announcements.

7. Adjourn

Motion to adjourn mentioned by Hilary at 1:00 PM (MT). Aaron motions. Alison seconds. Unanimous “aye” on passing. Hilary adjourns the meeting at 1:00 PM