

American Planning Association Idaho Chapter Board Meeting

Agenda for December 8, 2022

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

Zoom Meeting

<https://us02web.zoom.us/j/88019019361?pwd=a0h1dW53ajRsbTVFcFNWeE9Lcnl6dz09>

Meeting ID: 880 1901 9361

Passcode: 741635

By Phone: (253) 215-8782

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|---|--|
| <input type="checkbox"/> Hilary Patterson, President | <input type="checkbox"/> Tricia Nilsson, L&PA Co-Chair |
| <input type="checkbox"/> Aaron Qualls, Past President | <input type="checkbox"/> Brad Cramer, L&PA Co-Chair |
| <input type="checkbox"/> Nicolette Womack, Vice President | <input type="checkbox"/> Morgan Landers, E&O |
| <input type="checkbox"/> Michaela Owens, Secretary | <input type="checkbox"/> Diane Kushlan, PDO |
| <input type="checkbox"/> Ethan Mansfield, Treasurer | <input type="checkbox"/> Alonzo Coby, Tribal Planning Rep |
| <input type="checkbox"/> Mike Behary, Region 1 | <input type="checkbox"/> Stephanie Koziol – Student Rep – U of I |
| <input type="checkbox"/> Mauri Knott, Region 2 | <input type="checkbox"/> Nathaniel Campbell - Student Rep – BSU |
| <input type="checkbox"/> Sheri Freemuth, Region 3 | <input type="checkbox"/> Jaap Vos, Urban Planning Faculty Rep – U of I |
| <input type="checkbox"/> Vacant, Region 4 | <input type="checkbox"/> Jillian Moroney, Urban Planning Faculty Rep - BSU |
| <input type="checkbox"/> Mori Byington, Region 5 | <input type="checkbox"/> Alison Tompkins, Western Planner Rep |
| <input type="checkbox"/> Cindy Donovan, Region 6 | |

1. Call to Order (*Hilary*)
2. Roll Call (*Michaela*)
3. President's Announcements (*Hilary*)

Action & Discussion Items:

1. Approval of Minutes
 - a. Board Meeting November 10, 2022 (*Hilary*) – **attachment**
 - b. Listening Session October 7, 2022 (*Hilary*) – **attachment**
2. Treasurer's Reports November 2022 (*Ethan*) – **attachment**
3. Accept Resignations of Ian Zollinger as Region 4 Representative and Brad Cramer as Legislative & Policy Affairs Co-Chair – **attachments**
4. [2023 Budget](#) (*Ethan*)
5. 2023 Conference (*Morgan & Hilary*)
6. Adjourn

Next Month's Agenda Items:

Please send to Hilary (hpatterson@cdaid.org) one week prior to the monthly board meeting.

Next Month's Newsletter Items:

Due by the end of the month. Contact Michaela (michaellaowens@gmail.com) and Zane (zanecooper@u.boisestate.edu).

Call to Order (Hilary) at 12:02pm (MT)

2. Roll Call (Michaela)

3. President's Announcements (Hilary)

Congratulations to Morgan. She has been promoted to director for Ketchum. Ian is stepping down from Region 4 Rep. Brad Cramer has to step down as the Legislative Co-Chair, he has a new job opportunity. Tricia recruited Jonathan Spendlove to step into that position. We still need to find a Region 4 Rep. Planning with Pints is on January 11. FAICP letters are going to be sent out to those that qualify (there are over 50 in Idaho). Applied for a CPC (Chapter Presidents Council) grant from APA to get funding for the video library. We have plugged some funds into the 2023 draft budget to pay for those videos.

1. Approval of Minutes

a. Board Meeting November 10, 2022 (Hilary) – attachment

b. Listening Session October 7, 2022 (Hilary) – attachment

Sheri has some changes to the "Membership Recruitment Assistance" section. Cindy had a change to a sentence for clarity.

Alison moved to approve minutes from November with changes from Cindy and Sheri and the finished notes for the listening session. Nathaniel seconded. All in favor. Motion carried.

2. Treasurer's Reports November 2022 (Ethan) – attachment

For November expenses, we paid Zane, got money for a job posting (\$50), made a reimbursement to Alison for Western Planner, and received a reimbursement for the conference. Nicky and Morgan had some comments for the charges for Zoom and that it needs to be figured out fully. Nicky said it would be good to have the job posting revenue listed as separate line items for tracking.

Hilary called for a motion to approve the treasurer's report with changes. Aaron moved to approve the treasurer's report with changes, Tricia seconded. All in favor. Motion carried.

3. Accept Resignations of Ian Zollinger as Region 4 Representative and Brad Cramer as Legislative & Policy Affairs Co-Chair – attachments

Tricia moved to accept resignations, Morgan seconded. All in favor, motion carried.

4. 2023 Budget

5. 2023 Conference

The board combined the discussion of agenda items 4 and 5. Ethan: Starting new year off with \$3500 in savings, \$2800 more in checking and \$2500 more in reserve account. Keeping membership dues, conference registration, annual sponsorships the same. Increase in total revenue comes from our increase in our carryover checking account. Hilary: We should get an increase in membership given Sheri's efforts. Morgan: Shared conference in the next year would decrease overall costs for us. Hilary: Utah is interested but we don't have details from them or a cost estimate for sharing a conference. Budget like we are having our own conference but we might get more revenue. Nicolette: We don't know enough to make changes at this point to our budget.

Ethan: Expenses Morgan: Riverside was a good deal because of the minimum spend amount. IT is a large cost. Nicky: Do we want to spend money on a conference in spring or add it to the regional rep budget?

Ethan: We need to allow individuals within APA ID to do events rather than just regional reps. This could also be a newsletter item asking for event champions. Nicky: We should spread out events over time.

Morgan: Outreach doesn't need its own line item. A sub-committee could approve an event if it is less than \$500. Reapportion that money into events. Ethan: Simplify our budget sections because we are very specific in the names of line items when in reality spending is more general.

We are only using 65% of the intern budget. We can increase wages or increase available hours - this can be determined at a later date. Sheri: Allocate some more money to membership recruitment. Morgan: We need to have a conversation about how much to keep in reserve. Ethan: Rolling over money that we didn't spend last year.

Hilary asked for a motion to approve a tentative budget for 2023. Sheri said Ethan should present it in January and Hilary said we could vote on it then. Sheri suggested regional reps sending their events to Ethan and what they would like for a budget for them. Ethan said please get that to him after the holidays but sooner rather than later. He will present the budget at our January mtg. Aaron: Grant funds would go into revenue. Nicolette mentioned we need a line item for job postings.

Aaron: Blue Cross of Idaho has a grant available up to \$30,000 for a comprehensive plan to incorporate health, application is due at the end of the month.

Morgan: We want to partner with Utah if possible for the conference but if not then we should move forward with an individual conference. Aaron is concerned about partnership with Utah for the conference because of the logistics of planning it. Morgan and Hilary will be putting together questions for a meeting with Utah to talk about coordination and whether or not it will be possible. They will have info in January.

6. Adjourn

Morgan moved to adjourn, Ethan seconded. All in favor. Motion carried. The meeting adjourned at 1:00pm (MT)