

# American Planning Association Idaho Chapter Board Meeting

Agenda for January 12, 2023

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

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

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

### Action & Discussion Items:

1. Approval of Minutes Board Meeting December 8, 2022 (*Hilary*) – **attachment**
2. Appointment of Jonathan Spendlove as Legislative Co-Chair (*Hilary*) – **attachment**
3. Video Library Updates (*Diane*)
4. AICP Study Group and FAICP Updates (*Diane*)
5. ULI [Sustainability Conference](#) Sponsorship Request (*Diane*) – **attachment**
6. Treasurer's Reports December 2022 (*Ethan*) – **attachment**
7. Adoption of 2023 Budget (*Ethan*) - **2023 Budget**  
**2022 Budget with YTD Expenses** (for comparison)
8. Report on Idaho Department of Lands Resource Coordinating Council (*Mauri*)
9. Board Member Announcements
10. Adjourn

#### Next Month's Agenda Items:

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

#### Next Month's Newsletter Items:

Due by the end of the month. Contact Michaella ([michaellaowens@gmail.com](mailto:michaellaowens@gmail.com)) and Zane ([zanecooper@u.boisestate.edu](mailto:zanecooper@u.boisestate.edu)).

### 1. Call to Order (Hilary)

Hilary called the meeting to order at 12:01 PM MST.

### 2. Roll Call (Michaela)

### 3. President's Announcements (Hilary)

- Received \$2,500 from chapter presidents council from APA National. Thank you to Sheri, Diane. Teri Otten under contract to help with planner list for membership recruitment
- Johnathan Spendlove is joining us for appointment to legislative co-chair.
- Region 3 held a Planning with Pints event yesterday Wednesday January 11th in downtown Boise.
- Vacancy in Region 4.

### Action & Discussion Items:

#### 1. Approval of Minutes Board Meeting December 8, 2022 (Hilary) – attachment

Tricia moved to approve, Allison seconded the motion. All in favor. Motion carries.

#### 2. Appointment of Jonathan Spendlove as Legislative Co-Chair (Hilary) – attachment

Planning and zoning director at the City of Twin Falls. Been at TF for 10 years. TF is stuck on an island on its own and he wanted to break out to connect with other planners in the state. Diane moved to approve Jonathan Spendlove, seconded (by who?). All in favor, motion carries.

#### 3. Video Library Updates (Diane)

We have another \$10,000 for the budget. About to enter into agreement for matching \$5000 to fund the first part of the video library. Three M legacy planners- going to have three recently retired planners speak on the legacy of Idaho planning. The rest of the budget will be on smaller scale, training-focused videos. We have a videographer lined up- Brad Elberry, worked with a lot of non-profits before.

#### 4. AICP Study Group and FAICP Updates (Diane)

We have had about 16 people show interest in the study group, 10 are meeting weekly from now until May. Zane is helping put the resources on the website. FAICP- we have 8 people interested (50 eligible). Nicolette is happy to help with those efforts. Tricia is still interested in putting in a letter of interest. Mary Huff helped in the past. Leon did as well. They might be interested in helping. A chapter-only member was interested in joining but the requirement is to be a national APA member. **Zane is working on the Join page for the APA Idaho Chapter website to make the requirements of the test clearer. Hilary: ask Zane to get all of the resources into one place in the google drive in order to get them on the website.** Ethan: Should we offer a place to pay with a card to become a chapter member? Right now, the payment goes to national. Hilary said that they support chapter only payments already.

#### 5. ULI [Sustainability Conference](#) Sponsorship Request (Diane) – attachment

Been working with ULI with their program committee- they have a half day program on March 6 on sustainability. APA could sponsor and get continuing education credits for any planners that attend it. We would get credits and three free registrations to the conference. For Treasure Valley, it might be worthwhile. Authorize \$500 towards this conference? Going to be discussions about timber, energy. Nicolette: What was our yearly budget for partnerships? \$1950 is allocated, \$1000 is going to an existing initiative. \$950 is leftover.

What other programs/organizations should we offer partnerships/sponsorships to? Western Planner is one, Idaho Smart Growth and ULI (which we are talking about now). Ethan- we should support each other with logos/promotion rather than money.

Should we use education money for this sponsorship or regional events money? Ethan- moved to sponsor the ULI event at a \$500 level that comes from "regional events" budget. Alison seconded. Tricia already registered and paid for herself and Diane said she would as well. All in favor. Motion carries.

#### 6. Treasurer's Reports December 2022 (Ethan) – attachment

Reporting for the 2022 calendar (December). See attachment for dollar amounts and their sources. We gave both interns we had last year \$500 bonuses. Purchased software. Spent \$300 on a ULI holiday event. Motion to approve (so moved) by who?, Mauri (?) seconded. All in favor, motion carries.

#### 7. Adoption of 2023 Budget (Ethan) - [2023 Budget](#) [2022 Budget with YTD Expenses](#) (for comparison)

Ethan will be reformatting the budget to be more clear about what money is being carried over from the previous year versus what we earned in that year. Gave the intern a raise to \$15 and increased the hours to 8 hours/ a week- need to vote on increase. Diane- We could put some additional money into some of these areas such as the sponsorship area since we are feeling some pressure already. Let's increase sponsorship/partner participation to \$2500 instead of \$1900. Nicolette seconded. Alison expressed support. Mauri said that in the past month, there are some events that could be approved by a small committee rather than the whole board. Tricia made a motion to approve the budget as shown, Sheri seconded. All in favor. Motion carries.

#### 8. Report on Idaho Department of Lands Resource Coordinating Council (Mauri)

Mauri is on the board and oversees grants, updating and maintaining the forest plan for the State of Idaho and looking at resource use. Mauri wants to encourage cities and counties to participate. There is a lot of funding available to do great work throughout the state but currently IDL lacks the ability to implement. IDL is trying to get contractors in place. Island Park is on phase III of a project that has been led by the community (private property) owners to protect that area. If you have people in your county that could use these funds, the federal govt shifted those grant cycles to become available January 15 and close on March 10th. Apply for these grants to get some funding for your community to protect and maintain land.

#### 9. Board Member Announcements

Alison- Location been selected for Western Planner conference- it is in Anchorage in the downtown Marriott hotel in mid-August. The State of Utah has two conferences a year. The spring one focuses on rural issues and is shorter than the fall conference which is more general and larger. Spring conference in Vernal, UT. Sherwin Racehorse lives in southern Idaho and has some interest in having a tribal rep regularly attending APA Idaho board meetings. Hilary said that our current tribal rep was very busy and didn't have bandwidth to attend the last few meetings. She has some people that might be interested in filling that spot if our current rep steps down. The Utah fall conference is in Ogden, UT.

Tricia- We have \$500 for the legislative session. Want to engage planners, have a Q and A and provide basic information. Send Jonathan and Tricia an email where there is interest. When bills are introduced, she will get a meeting for the committee scheduled to see if there is anything to discuss. Adding Rob and Kelly to our distribution list. Conversations ongoing about a contentious bill. There are some people that are uninterested in working with planners on it and only elected representatives.

#### 10. Adjourn

Sheri moved to adjourn, Alison seconded. All in favor. Meeting was adjourned at 1:03 PM MST.

# American Planning Association Idaho Chapter Board Meeting

Agenda for December 8, 2022

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

## Zoom Meeting

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| <input type="checkbox"/> Aaron Qualls, Past President     | <input type="checkbox"/> Brad Cramer, L&PA Co-Chair                        |
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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](mailto: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](mailto:michaellaowens@gmail.com)) and Zane ([zanecooper@u.boisestate.edu](mailto: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: We will be starting the 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)

January 10, 2022

**To:** APA Idaho Board Members

**Attention:** Hilary Patterson – Chapter President

RE: Legislative Committee Co-Chair

Board Members,

During our yearly conference this past fall I had a few conversations with various attendees around the future of Planning in Idaho and the difficulties we encounter in furthering good planning practice in the face of misinformation and misguided legislation. One person responded to my statements in a rather practical and blunt manner: “Well Jonathan, you’ve been around here for 10 years, when are you going to realize that you can be part of the change?” After that exchange I committed to being more active in the overall Planning Community by volunteering to be part of the Legislative Committee this year, and to be more engaging with my local legislators, City Council, and City Management.

When I heard about Brad Cramer’s change in position, I was shocked and a little dismayed that we were losing a very knowledgeable and steady voice in the Planning Community. I also knew that the time was upon me to volunteer for new roles that I hadn’t done before.

I have not been involved in many statewide organizations or committees that would qualify me to be a Co-Chair on the Legislative Committee. I won’t know the proper order of things or very many people that are currently involved, those issues have not been part of my current career course. However, I am committed to doing my best work as a Co-Chair with Tricia, dedicating the next few months to reading bills, coordinating responses, and furthering the goals of APA Idaho during this legislative session.

Respectfully,

Jonathan Spendlove  
Planning & Zoning Director  
City of Twin Falls



# Idaho

## Sustainability Conference Sponsorships



Help show the importance of building, supporting, and achieving healthier and more sustainable communities.

By taking responsible action addressing these important and pressing challenges, we can maximize our impact.

**Questions?**  
[idaho@uli.org](mailto:idaho@uli.org)

| SPONSORSHIP TYPE & BENEFITS  |         | Speaking Opportunity | Reserved Table at lunch | Number of Registrations | Logo |
|------------------------------|---------|----------------------|-------------------------|-------------------------|------|
| KEYNOTE SPONSOR              | \$2,500 | •                    | •                       | 12                      | •    |
| NETWORKING RECEPTION SPONSOR | \$2,500 | •                    | •                       | 12                      | •    |
| PRESENTING LEVEL SPONSORS    | \$2,000 | •                    | •                       | 10                      | •    |
| BREAKOUT SESSION SPONSORS    | \$1,500 | •                    |                         | 10                      | •    |
| SPONSORS- TIER 1             | \$1,000 |                      |                         | 8                       | •    |
| SPONSORS- TIER 2             | \$750   |                      |                         | 5                       | •    |
| SPONSORS- TIER 3             | \$500   |                      |                         | 3                       | •    |
|                              |         |                      |                         |                         |      |
|                              |         |                      |                         |                         |      |

\*Individual conference registrations can be added on to any sponsorship level

### A Legacy for the Future

ULI Idaho provides **leadership** in the **responsible use of land** and in **creating and sustaining thriving communities** throughout our region.

Contact us with questions or to learn more : [idaho@uli.org](mailto:idaho@uli.org) or 208.370.3233



IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION

**FINANCE REPORT**

December 1-31, 2022

**Cash and Investments**

|                                           |                    |
|-------------------------------------------|--------------------|
| Beginning Balance Checking (ICCU)         | \$25,249.82        |
| Beginning Balance Savings (ICCU)          | \$43,178.75        |
| Beginning Balance Petty Cash              | \$0.00             |
| <b>Begining Total Cash and Investment</b> | <b>\$68,428.57</b> |

**Deposits/Interest - Savings**

|                               |               |
|-------------------------------|---------------|
| <b>Total Savings Deposits</b> | <b>\$0.00</b> |
|-------------------------------|---------------|

**Deposits/Interest - Checking**

|                                          |                   |
|------------------------------------------|-------------------|
| 12/6/22 Annual Conference - Registration | \$905.00          |
| 12/6/22 Annual Conference - Registration | \$150.00          |
| 12/6/22 Annual Conference - Registration | \$300.00          |
| 12/6/22 Annual Conference - Registration | \$220.00          |
| <b>Total Checking Deposits</b>           | <b>\$1,575.00</b> |

|                      |                   |
|----------------------|-------------------|
| <b>Total Revenue</b> | <b>\$1,575.00</b> |
|----------------------|-------------------|

**Charges**

|                                                  |                   |                   |
|--------------------------------------------------|-------------------|-------------------|
| 12/7/22 Administrative Support (Student Intern)  |                   | \$225.00          |
| 12/16/22 Software and Website                    | Mailchimp         | \$23.00           |
| 12/19/22 Software and Website                    | Zoom              | \$84.95           |
| 12/19/22 Partner Participation/Dues              | ULI Holiday Party | \$300.00          |
| 12/23/22 Administrative Support (Student Intern) | Zane's Bonus      | \$500.00          |
| 12/27/22 Software and Website                    | Host Gator        | \$12.95           |
| 12/30/22 Administrative Support (Student Intern) | Erica's Bonus     | \$500.00          |
| <b>Total Charges</b>                             |                   | <b>\$1,645.90</b> |

|                         |               |
|-------------------------|---------------|
| <b>Petty Cash Spent</b> | <b>\$0.00</b> |
|-------------------------|---------------|

|                           |                   |
|---------------------------|-------------------|
| <b>Total Expenditures</b> | <b>\$1,645.90</b> |
|---------------------------|-------------------|

|                                |             |
|--------------------------------|-------------|
| Ending Balance Checking (ICCU) | \$25,178.92 |
| Ending Balance Savings (ICCU)  | \$43,178.75 |
| Ending Balance Petty Cash      | \$0.00      |

|                                         |                     |
|-----------------------------------------|---------------------|
| <b>Ending Total Cash and Investment</b> | <b>\$ 68,357.67</b> |
|-----------------------------------------|---------------------|