

American Planning Association Idaho Chapter Board Meeting

Agenda for February 9, 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 type="checkbox"/> Hilary Patterson, President | <input type="checkbox"/> Tricia Nilsson, L&PA Co-Chair |
| <input type="checkbox"/> Aaron Qualls, Past President | <input type="checkbox"/> Jonathan Spendlove, 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 Board Meeting January 12, 2022 (*Hilary*) – **attachment**
2. Treasurer's Reports January 2023 (*Ethan*) – **attachment**
3. Video Library Updates (*Diane*)
4. ULI Sustainability Conference Sponsorship Update (*Diane*)
5. FAICP Nomination Discussion (*Diane & Hilary*)
6. 2023 Conference (*Hilary, Morgan & Nicolette*)
 - a. Joint Conference with Utah update
 - b. State-Only Options (location possibilities, chair needs, venue, etc.)
 - c. Virtual Option
 - d. Other Joint Conference Option
7. Legislative Committee Updates (*Tricia and Jonathan*)
8. Board Member Announcements
9. 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).

American Planning Association Idaho Chapter Board Meeting Minutes

January 12, 2023 Board Meeting
12:00 pm MT (11:00 am PT)

Zoom Meeting

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

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<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"/> <i>Vacant, L&PA Co-Chair</i>
<input checked="" type="checkbox"/> Nicolette Womack, Vice President	<input type="checkbox"/> Morgan Landers, E&O
<input checked="" type="checkbox"/> Michaela Owens, Secretary	<input checked="" type="checkbox"/> Diane Kushlan, PDO
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<input type="checkbox"/> <i>Vacant, Region 4</i>	<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	<input type="checkbox"/>

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*)

Hilary made the following announcements:

- We received \$2,500 from the Chapter Presidents' Council from APA National to use for the training videos. Thank you, Diane, for your efforts to pursue this grant funding.
- Thanks to Sheri, we have 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.
- There is still a vacancy in Region 4.

Action & Discussion Items:

1. Approval of Minutes Board Meeting December 8, 2022 (*Hilary*)

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

2. Appointment of Jonathan Spendlove as Legislative Co-Chair (*Hilary*)

Hilary noted that Jonathan is up for appointment as our new Legislative Co-Chair. Jonathan introduced himself. He is the Planning and Zoning Director at the City of Twin Falls. He's been at Twin Falls for 10 years. Twin Falls 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, Tricia seconded. All in favor, motion carried.

3. Video Library Updates (*Diane*)

Diane said we have \$10,000 in the budget for the video library and we are about to enter into agreement for matching

\$5000 to fund the first part of the video library in partnership with AIC. Three M legacy planners (Jerry Mason, Jim McNall, and Jerome Mapp) will be featured. They will 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, who has worked with a lot of non-profits before.

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

Diane said we have had about 16 people show interest in the study group, and 10 are meeting weekly from now until May. Zane is helping put the resources on the website. For FAICP, we have 8 people interested (50 eligible). Nicolette said she is happy to help with those efforts. Tricia said she 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 with the nomination process. A chapter-only member was interested in joining the AICP study group, but the requirement for AICP is to be a national APA member.

Other website update discussions ensued. Sheri indicated that Zane is working on the Join page for the APA Idaho Chapter website to make the requirements of the test clearer. There was a request for 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*)

Diane said she has 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. She asked if the chapter would authorize \$500 towards this conference. There will be discussions about timber and energy. Nicolette asked what was our yearly budget for partnerships. Ethan said \$1950 is allocated, \$1000 is going to an existing initiative, and \$950 is leftover.

Diane asked 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 said we should support each other with logos/promotion rather than money, if possible. Hilary said that there have been discussions and proposals to do reciprocal sponsorships with several of these organizations.

Diane asked should we use education money for this sponsorship or regional events money. There was discussion about the best budget line item for this request. Ethan moved to sponsor the ULI event at a \$500 level that comes from the "regional events" budget. Alison seconded. Tricia already registered and paid for herself and Diane said she would as well. All in favor. Motion carried.

6. Treasurer's Reports December 2022 (*Ethan*)

Ethan presented the reporting for the 2022 calendar (December) and referred the board to see attachment for dollar amounts and their sources. We gave both interns we had last year \$500 bonuses, purchased software, and spent \$300 on a ULI holiday event. Tricia moved to approve. Seconded by Mauri. All in favor, motion carried.

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

Ethan shared the proposed 2023 Budget with the changes and requests from the previous meetings and the 2022 Budget with YTD Expenses (for comparison). Ethan said he 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. Ethan said, we discussed giving the intern a raise to \$15 and increasing the hours to 8 hours/ a week. As part of the budget approval, we need to address the increase. Diane suggested that we could put some additional money into some of these areas such as the sponsorship area since we are feeling some pressure already and proposed that we increase sponsorship/partner participation to \$2500 instead of \$1900. Nicolette and Alison expressed support to increase the Sponsorship/Partnership funding. 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 amended (including the intern's hours/rate increase), Sheri seconded. All in favor. Motion carried.

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

Mauri said she serves on the Idaho Department of Lands (IDL) Resource Coordinating Council 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 said the location has 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. She said that the Utah fall conference is in Ogden, UT.

Tricia said we have \$500 in the budget to support the Legislative Committee for the legislative session. She proposed that we want to engage planners with legislators, have a Q & A and provide basic information. She asked that anyone interested would send Jonathan and Tricia an email. When bills are introduced, she will get a meeting for the committee scheduled to see if there is anything to discuss. She also noted that she will be adding Rob McQuade and Kelley Packer from AIC to our distribution list. Conversations are ongoing about a contentious bill from last session, HB 819 and a proposed bill by Senator Lakey regarding Area of City Impact.

10. Adjourn

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

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION

FINANCE REPORT

January 1-31, 2023

Cash and Investments

Beginning Balance Checking (ICCU)	\$25,178.92
Beginning Balance Savings (ICCU)	\$43,178.75
Beginning Balance Petty Cash	\$0.00
Beginning Total Cash and Investment	\$68,357.67

Deposits/Interest - Savings

1/1/2023 Interest Earned	\$5.44
Total Savings Deposits	\$5.44

Deposits/Interest - Checking

1/11/23 Job Posting Revenue	Job Posting Fee	\$48.05
1/25/23 Membership Dues	APA Idaho Chapter Dues	\$2,079.01
Total Checking Deposits		\$2,127.06

Total Revenue \$2,132.50

Charges

1/5/23 Administrative Support (Student Intern)		\$170.00
1/13/23 Annual Conference	VRT Payment	\$300.00
1/17/23 Software and Website	Mailchimp	\$26.50
1/18/23 Software and Website	Zoom	\$24.99
1/18/23 Regional Events	Planning with Pints at Barbarian Brewing	\$300.00
1/27/23 Software and Website	Hostgator	\$12.95
Total Charges		\$834.44

Petty Cash Spent \$0.00

Total Expenditures \$834.44

Ending Balance Checking (ICCU)	\$26,471.54
Ending Balance Savings (ICCU)	\$43,184.19
Ending Balance Petty Cash	\$0.00

Ending Total Cash and Investment \$ 69,655.73

2023 APA ID Chapter Budget		2023	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD	% of Budget
ACCOUNTS																
	Savings	\$ 17,863.84													\$ -	
	Checking (Carryover)	\$ 30,675.00													\$ -	
	Savings/Reserve	\$ 19,825.73													\$ -	
															\$ -	
															\$ -	
REVENUE																
	Membership Dues	\$ 10,200	\$ 2,079.01												\$ 2,079.01	20%
	Job Posting Revenue	\$ 300	\$ 48.05												\$ -	
	Annual Conference - Registration	\$ 25,000													\$ -	
	Annual Sponsorship	\$ 12,500													\$ -	
	Spring Regional Mini Conferences														\$ -	
	Grants	\$ 2,500													\$ -	
	Carryover	\$ 30,675	\$ 30,675.00												\$ 30,675.00	100%
	Interest Earned (to Savings)	\$ 25	\$ 5.44												\$ 5.44	22%
															\$ -	
	Total Revenue less Carryover	\$ 50,525	\$ 2,132.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,084.45	
	Total Revenue	\$ 81,200	\$ 32,807.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,807.50	40%
Strategic Planning Evaluation																
EXPENSES																
															\$ -	
Conferences	Annual Conference	\$ 45,000	\$ 300.00												\$ 300.00	1%
	Spring Regional Mini Conference	\$ -													\$ -	
		\$ 45,000.00													\$ -	
															\$ -	
Initiatives															\$ -	
	Legislative Outreach	\$ 500													\$ -	
	Student and Professional Development	\$ 1,000													\$ -	
	Partner Participation/Dues	\$ 2,500													\$ -	
	Video Library	\$ 10,000													\$ -	
	Regional Events	\$ 5,000	\$ 300.00												\$ 300.00	6%
		\$ 19,000													\$ -	
															\$ -	
Operations															\$ -	
	Software and Website	\$ 1,500	\$ 64.44												\$ 64.44	4%
	Administrative Support/Student Intern	\$ 6,240	\$ 170.00												\$ 170.00	
	Membership Recruitment	\$ 1,000													\$ -	
	Policy Conference	\$ 500													\$ -	
	President's Travel	\$ 4,000													\$ -	
	Western Planners Rep Travel	\$ 2,500													\$ -	
	Board Retreat	\$ -													\$ -	
	CM Provider	\$ 1,260													\$ -	
	Office Supplies/PO Box	\$ 200													\$ -	
		\$ 17,200													\$ -	
															\$ -	
	Initiatives/Operations not including Confs.	\$ 36,200													\$ -	
															\$ -	
															\$ -	
	Total Expenses	\$ 81,200	\$ 834.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 834.44	1%
	Total Revenue - Total Expenses	\$ -	\$ 31,973.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,973.06	
	Total Revenue less Carryover - Total Expenses	\$ (30,675)	\$ 1,298.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250.01	