

# American Planning Association Idaho Chapter Board Meeting

Agenda for March 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"/> Michaella 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"/> <b>Vacant, Region 4</b>          | <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 (*Michaella*)
3. President's Announcements (*Hilary*)

### Action & Discussion Items:

1. Approval of Minutes Board Meeting February 9, 2023 (*Hilary*) – **attachment**
2. Treasurer's Reports February 2023 (*Ethan*) – **attachment**
3. 2023 Conference (*Hilary, Morgan & Nicolette*)
  - a. Joint Conference with Utah Proposal – **attachment**
  - b. Vote for Joint Conference or State-Only
  - c. State-Only Conference Director Position - **attachment**
4. Legislative Committee Updates (*Tricia and Jonathan*)
5. Board Member Announcements
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 Michaella ([michaellaowens@gmail.com](mailto:michaellaowens@gmail.com)) and Zane ([zanecooper@u.boisestate.edu](mailto:zanecooper@u.boisestate.edu)).

# American Planning Association Idaho Chapter

## Board Meeting Minutes

February 9, 2023

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

### Zoom Meeting

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| <input checked="" type="checkbox"/> Cindy Donovan, Region 6          |   |

#### 1. Call to Order (*Hilary*)

Hilary called the meeting to order at 12:02 PM MST.

#### 2. Roll Call (*Michaella*)

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

Hilary made the following announcements:

- The Region 4 vacancy continues. Please reach out to anyone you might know that would be interested in filling it.
- National added a Leadership Circles program where we meet with other chapters of similar sizes. The discussions have been helpful for Hilary.
- The National Planning Conference is approaching. Hilary wants to get an Idaho meetup at the conference.
- Hilary met with Lt. Governor Scott Bedke yesterday and brought up legislation.

### Action & Discussion Items:

#### 1. Approval of Minutes Board Meeting January 12, 2022 (*Hilary*)

##### *Motion*

- Nicolette made a motion to approve the minutes with board members' names corrected and Diane's name removed from the ELI section. Diane Kushlan seconded the motion. All voted aye, other than Morgan Landers and Alison Thompkins who abstained from the minutes. Motion carries.

## 2. Treasurer's Reports January 2023 (*Ethan*)

- Ethan presented the Treasurer's Report and made the following comments:
  - He referred the board to see attachment for exact numbers regarding budget.
  - He suggested we have payers pay the fees that Stripe requires for job postings.
  - He said we have to pay VRT for the bikes we used for the conference. Please note, we are paying for them this month, but they are a conference cost from 2022. He asked Morgan to please note that for future reference.
  - He said he will have to be reimbursed for the tip he paid at Barbarian.
  - Membership dues are at 20% of the budget revenue instead of the expected 25%.
  - He encouraged everyone to keep planning events as we have only used 6% of the budget on events so far this year.
- Jaap said that we should have membership renewal reminders go out for chapter-only members. Hilary will ask national if they can send out reminders, if not, we could send out reminders. This is a project that Zane could help with possibly.
- Diane was wondering how our carryover compares with other small chapters. Hilary said that she talked with other chapters about carryover and reserve amounts. They discussed how they can use funds to support the chapter and discussions are ongoing.
- Ethan wants to put some of our funds into a CD at ICCU to take advantage of a promotion. Sheri was wondering if there is value in leaving it liquid. Ethan said there wasn't.

There were two motions presented. The first was to invest money into a 12-month option and a second motion on the treasurer's report.

### *Motion*

- Sheri made a motion to invest ~\$19,000 into a 12-month CD option at ICCU at 5% interest.
- Mauri Knott seconded. All in favor, none opposed. Motion carries.

### *Motion*

- Nicolette made a motion to approve the treasurer's report. Aaron seconded. All in favor, motion carries.

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

- Diane said that last week we taped the first video. We got some good material for future videos. The next steps are to get the content edited. The goal is to get 3 more videos done by the end of June.

## 4. ULI Sustainability Conference Sponsorship Update (*Diane*)

- ULI is hosting two events now instead of one. One is in Boise on March 6 and there will be a shorter one in Coeur d'Alene on March 7. There will be 2.5 CM credits offered for the event in Boise, and less for the one in northern Idaho. We have three free registrations, 2 in Boise and 1 in Coeur d'Alene. They are first come, first served. Please reach out to Sheri to get signed up. Diane asked Zane to please post these events on the APA ID website events schedule.

## 5. FAICP Nomination Discussion (*Diane & Hilary*)

- Hilary said there are a few people seriously interested being nominated. She said Nicolette is willing to help Diane, Hilary, Mary Huff, and Leon Letson with nominations. There were concerns that some of the nominees did not help the chapter so APA ID could not support those nominees without reservations.
- Diane said we now have 12 members of the study group. We are hoping to have a good pass rate in May. The study materials are available on the website. Zane is posting the materials week by week. The consensus is that we want to leave those materials available to everyone without password protecting them.
- Hilary asked if we wanted to make the study materials only available to members, as a perk of membership.
- Diane said the materials have been available to anyone on our website.
- Morgan said we need to have larger discussions about how to make and keep membership attractive.
- Tricia said we could have resources or curriculum for local officials available on our website.
- Diane said the County Associations Legislative Conference made a recommendation to disband Zoom meetings which Bonner County adopted.

6. 2023 Conference (*Hilary, Morgan & Nicolette*)

- Hilary said we are still awaiting a response from Utah on a joint conference. It would be located in Ogden, UT. We need to discuss some approaches today.
- Nicolette said finding a chair is very critical to this process. We need to pay someone or get a strong yes from someone ASAP.
- Morgan said we need to make a decision about Utah ASAP. We need time to plan the conference. She will help with initial steps but is very busy and won't be able to do everything at this point.
- Hilary said we want to have a conference elsewhere in the state, instead of in the Treasure Valley. We might not have the capacity in other parts of the state so we might need to partner or have a joint conference to make it happen.
- Morgan said partnerships are harder to achieve the longer we wait. Staffed organizations plan 3 years in advance for their conferences.
- Sheri said she would love to have a partnership but with ULI, but they don't have a lot of staff and would like us to do more of the work.
- Morgan said hybrid and virtual are possibilities. They are time and people-intensive, even just providing recordings.
- Tricia said maybe we could partner with universities? U of I, BSU, ISU all have virtual capabilities.
- Morgan said we have talked about these before. You have to plan around the class schedule.
- Alison asked if we have not received positive feedback from Utah on the possibility of a joint conference.
- Diane proposed the idea that we could put together 4 sessions we can take on the road and wherever we take it, the host can add their own sessions to it.
- Nicolette said conference planning is a lot of heavy lifting. Nicolette is worried about turnover on the board. We need to budget for someone to manage it.
- Morgan said she agrees with Nicky. We have documentation that serves as a jumping off point from last year. Morgan thinks Diane's proposal would be a lot of work because of the multiple venues.
- Tricia suggested doing an RFQ for a qualified conference planner.
- Sheri said we should not have the conference in Boise. Pocatello would be a good location, or Moscow.

*Motion*

Sheri made a motion to have a small committee (to be identified by Hilary) to press forward with a 2023 conference in Idaho to include the potential for conference planning support with a venue not in Boise. Sheri amended to include the potential of a joint conference upon hearing from Aaron and his boss. Morgan seconded. All in favor, none opposed. Motion carries.

7. Legislative Committee Updates (*Tricia and Jonathan*)

- Tricia and Jonathan will send emails to the entire membership via the newsletter about legislative updates.
- Michaella wanted more information. Hilary is sending it over email.

8. Board Member Announcements

- Tricia said the policy guide on Inclusion and Diversity is on the website. Hilary suggested we add that to the newsletter. Tricia, please send that info to Zane to include.

9. Adjourn

Michaella moved to adjourn, Tricia seconded. All in favor, none opposed. The meeting adjourned at 1:04 PM MST.

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION

**FINANCE REPORT**

January 1-31, 2023

**Cash and Investments**

Beginning Balance Checking (ICCU)	\$26,471.54
Beginning Balance Savings (ICCU)	\$43,184.19
12-mo CD (ICCU)	
Beginning Balance Petty Cash	\$0.00
<b>Beginning Total Cash and Investment</b>	<b>\$69,655.73</b>

**Deposits/Interest - Savings**

<b>Total Savings Deposits</b>	<b>\$0.00</b>
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**Deposits/Interest - Checking**

2/9/23 Transfer from Savings	\$4,203.46
<b>Total Checking Deposits</b>	<b>\$4,203.46</b>

**Deposits/Interest CD**

2/17/23 Transfer from Savings	\$19,825.73
<b>Total CD Deposits</b>	<b>\$19,825.73</b>

<b>Total Revenue</b>	<b>\$24,029.19</b>
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**Withdrawal - Savings**

2/9/23 Transfer to Checking	\$4,203.46
2/17/23 Transfer to CD	\$19,825.73

<b>Total Withdrawn - Savings</b>	<b>\$24,029.19</b>
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**Withdrawal - Checking**

2/13/23 Administrative Support/Student Intern	\$405.00	
2/14/23 Video Library	Check 1481	\$5,000.00
2/16/23 Software and Website	Mailchimp	\$26.50
2/18/23 Software and Website	Zoom	\$24.99
2/24/23 Software and Website	Hostgator	\$12.95
2/28/23 Office Supplies/PO Box	PO Box	\$201.20

<b>Total Withdrawn - Checking</b>	<b>\$5,670.64</b>
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<b>Petty Cash Spent</b>	<b>\$0.00</b>
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<b>Total Withdrawn</b>	<b>\$29,699.83</b>
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Ending Balance Checking (ICCU)	\$25,004.36
Ending Balance Savings (ICCU)	\$19,155.00
12-mo CD (ICCU)	\$19,825.73
Ending Balance Petty Cash	\$0.00

<b>Ending Total Cash and Investment</b>	<b>\$ 63,985.09</b>
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2023 APA ID Chapter Budget		2023	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD	% of Budget
<b>ACCOUNTS</b>																
	Savings	\$ 17,863.84													\$ -	
	Checking (Carryover)	\$ 30,675.00													\$ -	
	Savings (CD)	\$ 19,825.73													\$ -	
															\$ -	
															\$ -	
															\$ -	
<b>REVENUE</b>																
	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%
															\$ -	
	<b>Total Revenue less Carryover</b>	<b>\$ 50,525</b>	<b>\$ 2,132.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,084.45</b>	
	<b>Total Revenue</b>	<b>\$ 81,200</b>	<b>\$ 32,807.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,807.50</b>	40%
<b>Strategic Planning Evaluation</b>																
<b>EXPENSES</b>																
															\$ -	
Conferences	Annual Conference	\$ 45,000	\$ 300.00												\$ 300.00	1%
	Spring Regional Mini Conference	\$ -													\$ -	
		<b>\$ 45,000.00</b>													\$ -	
															\$ -	
Initiatives															\$ -	
	Legislative Outreach	\$ 500													\$ -	
	Student and Professional Development	\$ 1,000													\$ -	
	Partner Participation/Dues	\$ 2,500													\$ -	
	Video Library	\$ 10,000		\$ 5,000.00											\$ 5,000.00	50%
	Regional Events	\$ 5,000	\$ 300.00												\$ 300.00	6%
		<b>\$ 19,000</b>													\$ -	
															\$ -	
Operations															\$ -	
	Software and Website	\$ 1,500	\$ 64.44	\$ 64.44											\$ 128.88	9%
	Administrative Support/Student Intern	\$ 6,240	\$ 170.00	\$ 405.00											\$ 575.00	
	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		\$ 201.20											\$ 201.20	101%
		<b>\$ 17,200</b>													\$ -	
															\$ -	
	Initiatives/Operations not including Confs.	\$ 36,200													\$ -	
															\$ -	
															\$ -	
	<b>Total Expenses</b>	<b>\$ 81,200</b>	<b>\$ 834.44</b>	<b>\$ 5,670.64</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,505.08</b>	8%
	<b>Total Revenue - Total Expenses</b>	<b>\$ -</b>	<b>\$ 31,973.06</b>	<b>\$ (5,670.64)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,302.42</b>	
	<b>Total Revenue less Carryover - Total Expenses</b>	<b>\$ (30,675)</b>	<b>\$ 1,298.06</b>	<b>\$ (5,670.64)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,420.63)</b>	

## Utah-Idaho Joint Conference Proposal

Regarding a joint conference, I think it just took us a while to figure out what that might entail since so much of our leadership is new this year. For instance, while I have been involved in leadership with other divisions, I haven't been involved with the chapter before I was elected to be President. Our past president has also just retired/is not very involved and we are losing our Executive Director this year, so we didn't have the institutional knowledge to make that decision at the start.

Our incoming Executive Director, Nikki Masson, CC'd, has just started our planning meetings for the fall conference, and we are happy to partner if you still need options. It will be held in Ogden, Utah on September 28th and 29th this year at the Eccles Conference Center, and we have capacity to host APA ID under the following conditions:

- APA Idaho takes on all planning related to 8 sessions for the conference.
- APA Utah will pay for the venue and food costs and will collect and keep all registration fees for the event. This will help us cover our costs to have you join.
- APA Idaho will collect all sponsorships funds from any organization that APA Idaho petitions and secures funding from.

This is how it has been run in the past and covers the cost of hosting/attendance. If you are looking for options, please let us know if you would like to move forward on this. We are happy to go either way this year, and if this doesn't work, we can definitely talk about 2024. We always have a spring and a fall conference in Utah. Just let us know!

Best,

Tippe

**Tippe Morlan, M.Sc., MTA, AICP**

President, [APA Utah Chapter](#)

Director of Membership, [APA Asian and Pacific Islander Interest Group](#)

TEDxSaltLakeCity 2020 Speaker, [Binge Travel](#)

[\(808\) 232-8194](tel:(808)232-8194) |

[beatricemorlan@gmail.com](mailto:beatricemorlan@gmail.com) |

[www.justonemoretrip.com](http://www.justonemoretrip.com)

# Conference Director – APA Idaho Chapter (Remote)

## Overview

The American Planning Association Idaho Chapter (APA ID) is looking for a 2023 Conference Director to successfully assist the Board of Directors with the execution of the fall 2023 Annual Conference! Reports at the monthly Board meetings are required; meetings are held on the 2<sup>nd</sup> Thursday of the month at 11 AM Pacific Time/12 PM Mountain Time and are also recorded. Reports must include a written memo with conference planning updates and a list of outstanding questions or items for board direction. This position will be paid monthly once detailed invoices are submitted. Conference event lodging, travel and food expenses will be covered for the Conference Director. Travel prior to the conference is not anticipated, all work is anticipated to be remote until the event date. This is an independently contracted position.

## About APA Idaho

APA ID advocates for effective planning programs, practices and legislation statewide. To this end, we provide resources, training, monitoring, mentoring, communications, lobbying, and other services to, and for all Idaho professional, student, and citizen planners. These activities help to assure that Idaho's planners are professionally knowledgeable and empowered to create and implement balanced, informed and visionary plans for their communities. For more information, visit us at <https://idahoapa.org/>

The APA ID Annual Conference typically rotates between Treasure Valley (2022) and more remote Idaho locations (2023). The following 2023 event locations have been discussed: Moscow, McCall, Sun Valley/Ketchum, Idaho Falls/Pocatello. Conference attendance in remote locations typically range from 120-150 in person attendees. APA ID has successfully hosted two remote, one hybrid and five in-person conferences. Previous conference chairs will be available as a limited resource on an as needed basis. The conference is typically held in September/October, depending on conflicting partner organization events and venue availability. This year's conference is expected to be in a more remote location and potentially as a hybrid conference. The 2023 Annual Conference budget has been approved for \$45,000 which is required to include the Conference Director's total compensation.

## Responsibilities

In order to ensure a successful conference for APA ID, close coordination with the Board of Directors and a conference committee will be required. Duties are to commence immediately which include, but are not necessarily limited to:

- Conference location, date and format selection (in person or hybrid). Coordination on all logistics, including setup and audio visual. Existing research completed to date will be provided.
- Conference theme and logo design creation. Input on pressing planning topics will be provided.
- Management of the conference budget including research of costs, creation of budget worksheet, and regular updates to the conference budget including all expenses (venue, audio/visual, food/beverage, awards/awards ceremony, printing, swag, and speaker fees) and anticipated revenues (event registration and sponsorship).



- Development and management of a conference planning timeline with key dates for executing conference coordination goals, before, during and after the event.
- Development of a master conference summary guide for ease of reference.
- Coordination with and regular reports to the Board of Directors.
- Facilitation of the Conference Committee and regular coordination with Committee Chairs which include: Sponsorships Chair, Logistics Chair, Awards Chair and Sessions Chair on various duties assigned. Chairs will be selected by the Board of Directors.
- Creation and execution of conference graphics, social media/newsletter announcements, webpages, event session schedule and session information. This includes integration with the virtual conference platform (previously Whova) if hybrid format selected, and ensuring its successful integration with Zoom.
- Managing Excel Spreadsheets, virtual conference platform, attendee registration website and zoom account for the Conference Schedule.
- Coordination with sponsors/exhibitors to ensure information for the virtual conference platform has been uploaded and is complete.
- Assistance in coordination of the awards program and awards ceremony.
- Coordination and communication with Session Presenters and Session Moderators prior to and during the conference. Zoom webinar license management.
- Volunteer coordination leading up to and during the conference.

The Director will provide a high-level report of time spent and tasks completed to the Board of Directors on a monthly basis and will be paid monthly.

## Qualifications

- Excellent verbal and written communication skills
- Positive attitude and an impressive work ethic
- Clear sense of urgency and self-initiative to meet deadlines
- Attention to details and ability to contribute to a positive work environment
- Passion and demonstrated drive to achieve goals
- Experience in Microsoft Office (Excel/Word), Creative Cloud, Canva, Mailchimp, Survey Monkey, Wordpress, Zoom and Social Media (Facebook, LinkedIn) a plus, but are willing to train. No equipment will be provided; however the Director will have access to APA ID software programs.
- Experience in event management, planning, budgeting, and on-site directing required.
- Experience with social media, graphic design, content creation, and digital marketing desired.

## To Apply

Please submit the following to [apaidaho@gmail.com](mailto:apaidaho@gmail.com) by **March 26, 2023**:

- A cover letter including desired total compensation (to be paid in equal installments monthly at the end of April, May, June, July, August, September, and October 2023)
- Resume
- Three references with email/phone number and one letter of recommendation