

American Planning Association Idaho Chapter Board Meeting

Agenda for April 13, 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

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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"/> 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"/> 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 (*Michaella*)
3. President's Announcements (*Hilary*)

Action & Discussion Items:

1. Approval of Board Meeting Minutes March 9, 2023 (*Hilary*) – **attachment**
2. Treasurer's Report March 2023 (*Ethan*) – **attachment**
3. National Planning Conference (NPC23) Debrief (*Hilary & Nicolette*)
 - a. Chapter Presidents' Council (CPC) Discussions
 - b. Trends
 - c. UT/ID Lunch Meetup
4. 2023 Joint Conference Updates (*Hilary, Nicolette & Morgan*)
5. Intern Update (*Nicolette*)
6. Board Member Announcements
7. 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 Michaella (michaellaowens@gmail.com) and Zane (zanecooper@u.boisestate.edu).

American Planning Association Idaho Chapter Board Meeting

Meeting Minutes for March 9, 2023

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Hilary Patterson, President | <input checked="" type="checkbox"/> Tricia Nilsson, L&PA Co-Chair |
| <input checked="" type="checkbox"/> Aaron Qualls, Past President | <input checked="" type="checkbox"/> Jonathan Spendlove, L&PA Co-Chair |
| <input checked="" type="checkbox"/> Nicolette Womack, Vice President | <input checked="" type="checkbox"/> Morgan Landers, E&O |
| <input checked="" type="checkbox"/> Michaella Owens, Secretary | <input 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 |
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| <input checked="" type="checkbox"/> Sheri Freemuth, Region 3 | <input checked="" type="checkbox"/> Jaap Vos, Urban Planning Faculty Rep – U of I |
| <input type="checkbox"/> <i>Vacant, Region 4</i> | <input type="checkbox"/> Jillian Moroney, Urban Planning Faculty Rep - BSU |
| <input 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** - The meeting was called to order by Hilary at 12:01 PM (MT)

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

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

- Great newsletter – thank you Zane and everyone for contributing. Great legislative update.
- ULI Sustainability conferences – thank you for sponsoring. Share photos so we can post on FB.
- Michaella has submitted her resignation. She will graciously stay on until we find a replacement to assist with transition. Send recommendations to Nicky and Hilary.
- Region 4 still needs a replacement.
- Please let Hilary know if you will be attending NPC. Utah wants to do a meet up, if possible.
- Updates to Join page on the website. Thank you to Zane, Stephanie and Sheri. Share concerns with Sheri or me.
- Sent out Letter of Opposition 271.

Action & Discussion Items:

1. Approval of Minutes Board Meeting February 9, 2023

Motion by Alison to approve the minutes with minor edits. There were a few minor typos to correct – Alison's name was misspelled and Cindy didn't attend the meeting. Second by Tricia. All in favor. Motion carried.

2. Treasurer's Reports February 2023

Ethan presented the February Treasurer's Report. Motion by Nicolette to approve the Treasurer's Report. Second by Jaap.

3. 2023 Conference (*Hilary, Morgan & Nicolette*)

- a. **Joint Conference with Utah Proposal** - There was discussion about the proposal by the Utah Chapter to have APA ID join their conference. There was consensus that this was a fair proposal and would cost less than if we did the conference as a State-Only effort. Aaron questioned our role with awards, sessions, listening sessions. He also said that SCJ Alliance might be able to cover graphic design costs as part of their sponsorship. Nicolette said she supports doing a joint conference – there would be less cost for the chapter with costs, graphics, and videographer. Sheri likes the idea of Utah and she is happy to work on the program and session. Maybe it is ok if we don't have awards this year. Morgan said it could give us a head start for future years if we do the Utah conference this year. Nicolette added that our sponsorship options might be greater if we do a joint conference. Aaron asked if we should do a virtual mini conference this year – possibly in May or June up north. Sheri asked about a keynote speaker and CM credits – and how we could promote this as an Idaho conference and not just Utah's conference. Morgan asked how we could market/brand with both chapters. We need to make sure it is marketed as a joint conference. There was concern expressed that we make sure to commit to serve the North Idaho planners since a conference in Utah would likely be better attended by planners in central and southern Idaho. Hilary agreed to reach out about the Priest Lake Conference as a partnering opportunity with APA WA. There was consensus to push to have an Idaho Chapter Annual Meeting during the conference and to work to have Idaho planners as part of the sessions. There was also discussion about possibly offering scholarships to help get more Idaho planners to attend. Nicolette also suggested a carpool option. If we do scholarships, Morgan said we should set parameters for a not-to-exceed amount. Jaap was concerned that the joint conference could appear to not be valuable to Idaho planners or a partnership. Alison suggested that we could have our own conference session track. There was concern that it would be better to integrate the sessions since Utah and Idaho have many similar growth and planning challenges. Motion by Nicolette to partner with the Utah chapter for a joint conference in 2023. Second by Mike. Motion carried.
- b. **Vote for Joint Conference or State-Only** N/A
- c. **State-Only Conference Director Position**

There was discussion about pursuing a Conference Director Position or conference planning company to assist with the 2024 conference and to hire them in advance so that we can get a head start on conference planning for next year. It was suggested that the job description be updated to reflect 2024 and also that it could be an individual or an organization. Sheri mentioned that there are companies and individuals that do this type of thing for other organizations. It was agreed that the RFP wouldn't include a budget, but that we should plan for a cost of upwards of \$7,500 plus an additional \$2,500 to \$3,000 for graphics. Alison suggested outsourcing for graphic design if money was a factor. She has used fiver.com. Mauri was concerned with cost and value/quality of the conference. Tricia asked whether it mattered about the same fiscal year for budgeting. Because the 2023 budget includes conference expenditures, there was no need to discuss a budget amendment at this time. That can be done with the annual budget once we have more information. Sheri suggested looking at conference planning companies – the cost may be reasonable and we could contract with them versus hiring a conference director. Motion by Mauri. Second by Sheri. Motion carried.

4. Legislative Committee Updates

Tricia and Jonathan gave an update on the legislative and the letters of opposition that had been sent. Jonathan mentioned the ADU bill (HB166) that was going to the Commerce committee. APA ID didn't take a position on that bill.

5. Board Member Announcements

6. Adjourn - The meeting adjourned at 1:04 PM (MT)

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION

FINANCE REPORT

March 1-31, 2023

Cash and Investments

Beginning Balance Checking (ICCU)	\$25,004.36
Beginning Balance Savings (ICCU)	\$19,155.00
12-mo CD (ICCU)	\$19,825.73
Beginning Balance Petty Cash	\$0.00
Beginning Total Cash and Investment	\$63,985.09

Deposits/Interest - Savings

Total Savings Deposits	\$0.00
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Deposits/Interest - Checking

Total Checking Deposits	\$0.00
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Deposits/Interest CD

Total CD Deposits	\$0.00
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Total Revenue	\$0.00
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Withdrawal - Savings

Total Withdrawn - Savings	\$0.00
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Withdrawal - Checking

3/7/23 President's Travel	Hilary Reimbursement for NPC 23	\$1,641.41
3/7/23 Administrative Support/Student Intern	Zane's Monthly Paycheck	\$450.00
3/13/23 Partner Participation/Dues	Gnar Initiative Check Cashed	\$1,000.00
3/16/23 Software and Website	Mailchimp	\$26.50
3/18/23 Software and Website	Zoom	\$25.99
3/27/23 Software and Website	Hostgator	\$12.95

Total Withdrawn - Checking	\$3,156.85
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Petty Cash Spent	\$0.00
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Total Withdrawn	\$3,156.85
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Ending Balance Checking (ICCU)	\$21,847.51
Ending Balance Savings (ICCU)	\$19,155.00
12-mo CD (ICCU)	\$19,825.73
Ending Balance Petty Cash	\$0.00

Ending Total Cash and Investment	\$ 60,828.24
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