



American Planning Association Iowa Chapter Board Meeting

Virtual Meeting Only (Zoom)
May 21, 2021
10:00 AM

American Planning Association
Iowa Chapter

Creating Great Communities for All

Join Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/87648293934?pwd=enZmOWNsb3l3UUZXeHRxcDVJK3NJQT09>

One tap mobile

+13126266799,,87648293934#,,,,*972343# US (Chicago)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 876 4829 3934

Passcode: 972343

Find your local number: <https://us02web.zoom.us/j/kcm8oXyHPS>

Meeting Agenda

1.0 Call to Order

2.0 Roll Call

Officers:

| | |
|-----------------|-----------------|
| President- | Dylan Mullenix |
| Vice President- | Madeline Sturms |
| Past President- | Ben Champ |
| Secretary- | Bill Micheel |
| Treasurer- | Zach Young |

Executive Board Members:

| | |
|-----------------------------------|------------------|
| Professional Development Officer- | David Wilwerding |
| Planning Board Member- | Trina Flack |
| University of Iowa- | Charles Connerly |
| Iowa State University- | Francis Owusu |
| At-Large- | Charlie Nichols |
| At-Large- | Alexsis Fleener |
| At-Large- | Jim Holz |

Program Area Chairpersons

- | | |
|------------------------------------|-----------------------|
| • Chapter Development- | Chris Janson |
| | Anne Russett |
| • Professional Development- | Charlie Cowell |
| • Outreach/Advocacy- | Melissa Tiedemann |
| | Rose Schroder |
| • Legislative & Policy- | Steven Van Steenhuyse |
| • Recognition/Awards Co Chairs- | Emily Bothell |
| | Chris Shires |
| • Public Relations/Communications- | Liesl Seabert |

Liaisons (non-voting)

- | | |
|-------------------------------------|-----------------|
| • University of Iowa Graduate- | Leon Begay |
| • Iowa State University Undergrad- | Ashelyn Daniels |
| • Iowa State University Graduate- | Andre LaFontant |
| • County Planning/Zoning Officials- | Bret VandeLune |
| • Floodplain/Stormwater Management- | Mark Land |

3.0 Introduction and Welcoming of any Guests/Others

4.0 Approval of Agenda and Minutes

- 4.1 Approval of Agenda for Friday, May 21, 2021
- 4.2 Approval of Minutes of Friday, March 19, 2021 – *Attachment*

5.0 APA Iowa Membership Forum/Input

6.0 Business Items

- 6.1 Diversity, Equity, Inclusion Committee Training Recommendation – *Attachment*
- 6.2 Consider appointment of Lucie Laurian as Board representative for the University of Iowa
- 6.3 Consider FAICP nomination from APA-IA for John Peterson

7.0 Discussion Items

- 7.1 APA Climate Champions – Allison Van Pelt
- 7.2 Election slate of candidates for APA-IA
- 7.3 2021 APA IA conference in Des Moines

8.0 Officers Reports

- 8.1 President (Mullenix)
- 8.2 Vice President (Sturms)
- 8.3 Immediate Past-President (Champ)
- 8.4 Secretary (Micheel)
- 8.5 Treasurer (Young)
 - 8.5.1 Chapter Treasurers Report- *Attachment* - Receive and Accept Report

9.0 Executive Board Reports

- 9.1 Professional Development Officer (Wilwerding)
 - 9.1.1 Discuss CPC AICP Exam Study Manual
- 9.2 Planning Board Member (Flack)
- 9.3 University of Iowa (Connerly)
- 9.4 Iowa State University (Owusu)
- 9.5 At Large Representatives (Holz/Nichols/Fleener)
- 9.6 Chapter Development Program (Janson/Russett)
- 9.7 Professional Development (Cowell)
- 9.8 Outreach/Advocacy Program (Schroder/Tiedemann)
- 9.9 Legislative and Policy Program (Van Steenhuyse)
- 9.10 Recognition/Awards Program (Bothell/Shires)
- 9.11 Public Relations/Communication Program (Seabert)
- 9.12 University of Iowa Graduate Program (Begay)
- 9.13 Iowa State University Undergraduate Program (Daniels)
- 9.14 Iowa State University Graduate Program (LaFontant)
- 9.15 County Planning and Zoning Officials of Iowa (VandeLune)
- 9.16 Iowa Floodplain and Stormwater Management Association (Land)

10.0 Other Items Not on the Agenda

11.0 Upcoming Board meeting

July 16, 2021: Location - Zoom

12.0 Adjournment of Board Meeting

DRAFT Minutes
APA-IA Chapter Board Meeting
Friday, March 19, 2021

1.0 Call to Order

President Dylan Mullenix called the meeting of the American Planning Association Iowa Chapter to order at 10:00 am during a virtual meeting using Zoom as a result of social distancing recommendations due to coronavirus.

2.0 Roll Call

Executive Board

Officers

| | | |
|----|-----------------|----------------|
| + | Dylan Mullenix | President |
| NP | Madeline Sturms | Vice President |
| + | Ben Champ | Past President |
| + | Bill Micheel | Secretary |
| NP | Zach Young | Treasurer |

Professional Development Officer

| | | |
|----|------------------|--|
| NP | David Wilwerding | |
|----|------------------|--|

Planning Board Member

| | | |
|----|-------------|--|
| NP | Trina Flack | |
|----|-------------|--|

University Representatives

| | | |
|----|------------------|-----------------------|
| + | Charles Connerly | University of Iowa |
| NP | Francis Owusu | Iowa State University |

Program Area Chairs

| | | |
|----|-----------------------|-----------------------------------|
| + | Chris Janson | Chapter Development |
| + | Anne Russett | Chapter Development |
| NP | Chris Shires | Professional Development |
| + | Melissa Tiedemann | Outreach / Advocacy |
| + | Rose Schroder | Outreach / Advocacy |
| + | Steven Van Steenhuyse | Legislative & Policy |
| + | Charlie Cowell | Recognition / Awards |
| + | Emily Bothell | Recognition / Awards |
| + | Liesl Seabert | Public Relations / Communications |

At-Large Members

| | | |
|----|-----------------|--|
| NP | Charlie Nichols | |
| + | Alexis Fleener | |
| + | Jim Holz | |

Liaisons (non-voting)

| | | |
|----|-----------------|-------------------------------------|
| + | Leon Begay | University of Iowa Graduate |
| NP | Ashlyn Daniels | Iowa State University Undergraduate |
| NP | Andre LaFontant | Iowa State University Graduate |
| NP | Bret VandeLune | County Planning / Flood Officials |
| NP | Mark Land | Floodplain / Stormwater Management |

11 (of 21) - Voting Members Present (notated "+") (12 required to achieve quorum)

3.0 Introduction and Welcoming of Any Guests/Others

Dylan Mullenix asked if there were any guests and recognized Michael Delp Liaison to the Board from the Diversity/Equity/Inclusion Committee.

4.0 Approval of Agenda and Minutes

4.1 Approval of Agenda for Friday, March 19, 2021.

Motion by Holz, seconded by Connerly. Unanimous Approval.

4.2 Approval of the Minutes, as read, from Friday, January 15, 2021.

Motion by Holz, seconded by Connerly. Unanimous Approval.

5.0 APA Iowa Membership Forum/Input

Mullenix opened the floor for membership input. No discussion.

6.0 Business Items

Mullenix acknowledged the fact that no Business Items were listed on the meeting's agenda and moved on to Discussion Items.

7.0 Discussion Items

7.1 Preliminary APA-IA Membership Survey Results

Mullenix indicated that the APA-IA Board issued a survey several weeks prior which closed on March 18. – Champ joined the meeting – 123 of the approximately 400 members responded to the survey (half of those members are students). The Board worked with the DEI Committee to add their questions to the survey. Mullenix indicated that an omission occurred on a question about sexual orientation (“heterosexual” was not included as an option) which was added.

Mullenix started walking through some of the survey questions with the group related to education, tenure, length of APA membership, etc. - Begay joined the meeting - Daniels joined the meeting - Micheel asked if there was any indication as to which sector of employers most often don't pay for their employees membership, AICP, CM credits, level of satisfaction with APA, etc.? Mullenix indicated that more analysis is needed to determine an answer.

Russett commented that even though that the answers were predominantly positive, but for those that indicated that they were not having a positive experience there is not a follow-up question to determine why they are dissatisfied. Connerly asked how many people responded that they were not satisfied. Mullenix indicated that approx. 3 individuals and Connerly indicated that the individual that responded could have misinterpreted the scale or responded that way as a result of COVID.

Mullenix discussed the question that asked about APA-IA in-person Conference attendance in 2021. Mullenix discussed the survey question about the frequency which members visited the website. Connerly commented that the survey did not provide an option between never and monthly.

Mullenix indicated that we need to follow-up with the individuals that put their name in indicating that they were interested in getting more involved with the Board. Russett asked

if we could pull out non-white from the respondents who answered the question related to safe space to see how they responded.

Mullenix mentioned that he would ensure that if someone wanted access to the data to make a request to him and he would get it to them.

7.2 Diversity Equity and Inclusion Sub-Committee Report

Mullenix gave Delp the floor. Delp indicated that the DEI Committee approved their Mission and Vision Statement at the meeting on March 18. Delp outlined the Committee's discussion on the DEI webpage. There was general consensus to be "attached" to the main APA-IA webpage. – Schroder joined the meeting - Delp explained that the DEI Committee is finalizing their recommendation to the Board on DEI training for the Board. Mullenix spoke a bit more about responding to events related to social justice and grounding any response to the AICP code of ethics. Mullenix also indicated that the Board should discuss if the DEI training should be offered in subsequent years to the entire membership after the Board has gone through the training and if we should do it at the conference. Russett mentioned that the quote for the training is for a virtual session for around 20 individuals so changes may need to be made.

Siebert mentioned that female planners are going to be spotlighted during Women's History Month. May is Asian and Pacific Islander Heritage Month.

Micheel mentioned that we could combine the DEI Training and the Keynote Speaker at the APA-IA Conference. This would be a way to provide the DEI training to the membership.

- Cowell joined the meeting -

7.3 2021 APA-IA Conference Preparation Update

Mullenix indicated that Sturms was not present and Kristina indicated that she has been looking into menus and food to get an idea of what we will do for that. Mullenix mentioned that we were also waiting to get the survey results back to make decisions on details of the conference.

Van Steenhuyse suggested we reach out to the Iowa Rural Water Conference organizers to see how their in-person conference went.

7.4 APA-IA Participation in Consolidated Elections

Mullenix indicated that every two years we participate in elections and that process is starting and more information will come out soon.

7.5 Directors and Officers Insurance Update

Kristina indicated that the Board was searching for a new policy to more appropriately mitigate the types of risks that the organization faces resulting from conferences, etc. A new policy has been found and the old policy has been cancelled. We now have a general liability policy that provides the necessary certificate of insurance for the conference and the add-on of the officers and directors insurance.

Officers Reports

8.1 President (Mullenix)

Mullenix mentioned the discussion of a possible Conflict of Interest Policy and asked Kristina to look into it. Mullenix mentioned that he turned in the Chapter Performance criteria to APA National that is required annually. Mullenix also mentioned that Allison Van Pelt has been identified as the APA-IA Chapter Climate Champion.

Mullenix mentioned that he is on the Iowa Council for Automated Transportation and one of the tasks for that group is to ensure that automated transportation is considered in plans across the state and they are putting together a checklist to accomplish this. Mullenix has also asked Rose to join that group.

Mullenix reminded everyone to refer to the work plan and get him descriptions of their role in the board.

8.2 Vice President (Sturms)

Sturms is absent.

8.3 Immediate Past-President (Champ)

No report.

8.4 Secretary (Micheel)

No report

8.5 Treasurer (Young)

8.5.1 Chapter Treasurers Report – *Attachment-*

Young is absent and Mullenix asked for a motion to receive and accept the report.

*Motion to receive and file the report by Siebert, seconded by Connerly
Approved unanimously.*

Mullenix pointed out that a quorum was now present at the meeting and asked to go back and approve the agenda and the minutes.

9.0 Executive Board Reports

9.1 Professional Development (Wilwerding)

Mullenix indicated that Wilwerding was not present at the meeting, however, he did include on the last page of the packet a list of people who are eligible for FAICP. If we want to sponsor someone that we should think about doing so.

9.2 Planning Board Member (Flack)

Flack not present.

9.3 University of Iowa (Connerly)

Connerly explained that they are trying to get through the semester and faculty are being told that they will be back in the classroom in the fall. Connerly also indicated that they hired a new faculty member to teach primarily the Master of Public Affairs curriculum and will be joining this fall.

The Department is transitioning the School Directors and the announcement will come soon.

Van Steenhuyse and Wilwerding thanked Chuck for all of his work on the Board.

9.4 Iowa State University (Owusu)

Owusu absent.

9.5 At-Large Representative (Holz/Nichols/Fleener)

No reports.

9.6 Chapter Development Program (Janson/Russett)

No reports.

9.7 Professional Development (Cowell)

Cowell indicated that a tentative Planning on Tap series is being formulated which may include a DEI related topic.

9.8 Outreach / Advocacy Program (Schroder/Tiedemann)

No reports.

9.9 Legislative and Policy Program (Van Steenhuyse)

Van Steenhuyse provided an update on the legislative session including a discussion of a proposed TIF bill. Van Steenhuyse encourage members of the Board to speak to their legislators about it. Van Steenhuyse also mentioned that the Chapter's newly hired lobbyist has been working closely with him on this issue. Van Steenhuyse also discussed a proposed bill focused on local regulation of the retail sale of propane and propane accessories and a bill related to land banks.

9.10 Recognition / Awards Program (Bothell/Shires)

No reports.

9.11 Public Relations / Communication Program (Seibert)

Seibert reminded the Board to fill out the survey and asked people to submit topics for next month's newsletter

9.12 University of Iowa Graduate Program (Begay)

No report.

9.13 Iowa State University Undergraduate Program (Daniels)

Daniels mentioned that the undergraduate club is trying to get going again this semester.

9.14 Iowa State University Graduate Program (LaFontant)

No report.

9.15 County Planning and Zoning Officials of Iowa (Van de Lune)

No report.

9.16 Iowa Floodplain and Stormwater Management Association (Land)

No report.

10.0 Other Items Not on the Agenda

11.0 Upcoming Board Meetings

The May meeting is scheduled for Friday the 21st at 10 a.m. Location - Zoom

12.0 Adjournment of the Board Meeting

Mullenix adjourned the meeting.

Dylan Mullenix, AICP
President

Date: _____

Madeline Sturms, AICP
Vice President

Date: _____

TDIEM Series (Training in Diversity, Inclusion & Equitable Mindfulness)
2-part Anti-Racism Training

Submitted by: Tiara Cash, MS and Tristen Johnson, M.S.Ed.

Purpose:

The purpose of the two-part Anti-Racism (Intersectionality/Implicit Bias) training of the TDIEM Series is to engage in discussion and dialogue with teammates surrounding the constructs of race and racism and how it impacts who we are, our organizations, and our ways of thinking in our interactions with others through a mindfulness lens. The term, anti-racist, is more than being either “racist” or “not racist” (Kendi, 2019). Being an anti-racist means you are actively working against and disrupting systems and ideologies that uphold racism in our everyday lives and work environments. In order to become an anti-racist, one must understand the historical foundations of race and how racism ingrained itself as a global phenomenon centuries before any of us existed and how systemic racism still plays a large role in our society.

Conceptualizing race, racism, and anti-racism can be enhanced with the practice of Equitable Mindfulness. Equitable Mindfulness works to present the concept of mindfulness (present moment experience) to everyone while being active in our respective communities – removing personal and systematic barriers that work against inclusivity and transformative change.

Definitions:

Anti-Racist - “One who is supporting an antiracist policy through their actions or expressing an antiracist idea” (Kendi, 2019, p. 13). Making daily, conscious choices to be anti-racist.

Equitable Mindfulness – the practice of mindfulness (present moment experience) for everyone, achieved by removing barriers to social, cultural, and systematic change.

Intersectionality -Intersectionality is a buzz-word in the higher education field. Intersectionality was developed as part of the critical theory (CT) paradigm (Mayberry, 2018). CT presents an oppositional gaze to systems of power and domination. Researchers from this paradigm typically “explore the scientific study of domination, oppression, alienation, and struggle within institutions, organizations, and social groups for the purpose of transformation and social change” (Mayberry, 2018, p. 14). How do organizations and companies perpetuate a system of power and how does it affect those who work within the organization?

Mayberry, K. R. (2018). African American women leaders, intersectionality, and organizations (Order No. 10813958). Available from ProQuest Dissertations & Theses Global. (2040504028).

Implicit Bias - We develop biases for groups or individuals by our social experiences such as: upbringing, school, friends, media and social media, and other aspects of our surroundings. These ideals get ingrained in our subconscious and can impact how we view and communicate with others. A common example of implicit bias is a stereotype (Agarwal, 2018). Agarwal (2018) also says that implicit bias can “be a huge setback for creating a truly diverse and inclusive



workspace”. (<https://www.forbes.com/sites/pragyaagarwaleurope/2018/08/26/here-is-why-organisations-need-to-be-conscious-of-unconscious-bias/#1fea367c726b>)

The 2-part Anti-Racism presentation taught by Tiara Cash and Tristen Johnson that include the following components:

Day 1: Historical Overview of Race and Racism

1. Introduction

- a. Opening Practice
- b. Introductions

2. Community Agreement

3. Land Acknowledgement

4. Definition of Terms

5. Historical Foundations of Race

- a. History
- b. Debrief

6. What is Racism?

- a. Defining racism
- b. Who historically benefits from racism?
 - i. What groups have been harmed by racism?
- c. Equitable Mindfulness connection activity
- d. Meaning Making
- e. Group Debrief
- f. Ideology, Institutional, & Interpersonal

7. Privilege

- a. Breakout Groups

8. Closing Practice

Day 2: Using History to Inform: Anti-Racism

1. Introduction

- a. Opening Practice
- b. Introductions

2. Community Agreement

3. Land Acknowledgement

4. Revisiting Day 1

- a. Recap

5. Stereotypes

6. Intersectionality

- a. Activity/Breakout Groups
- b. Debrief

7. Implicit Bias

- a. Define Implicit Bias

- b. Cycle of Socialization
- c. Mindfulness
- 8. Anti-Racism/Allyship**
 - a. Discussion
 - b. Debrief
- 9. Closing Practice

APA Iowa
Balance Sheet Standard
As of April 30, 2021

| | <u>Apr 30, '21</u> |
|---------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Bank Iowa | 55,313.42 |
| Total Checking/Savings | <u>55,313.42</u> |
| Total Current Assets | <u>55,313.42</u> |
| TOTAL ASSETS | <u><u>55,313.42</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Balance Equity | 39,871.61 |
| Retained Earnings | 11,700.38 |
| Net Income | 3,741.43 |
| Total Equity | <u>55,313.42</u> |
| TOTAL LIABILITIES & EQ... | <u><u>55,313.42</u></u> |

APA Iowa
Profit and Loss Budget vs. Actual
January through April 2021

| | Apr '21 | YTD | Budget | \$ Budget | % Budget |
|------------------------------------|----------|-----------|-----------|------------|----------|
| Income | | | | | |
| All Iowa Reception/Uni Share | 0.00 | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| Annual Sponsorships | | | | | |
| Gold (\$1,500) | 0.00 | 1,500.00 | 3,000.00 | -1,500.00 | 50.0% |
| Platinum (\$2,500) | 0.00 | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Silver (\$1,000) | 1,000.00 | 1,000.00 | 6,000.00 | -5,000.00 | 16.7% |
| Total Annual Sponsorships | 1,000.00 | 2,500.00 | 14,000.00 | -11,500.00 | 17.9% |
| APA Dues Rebate | 3,600.05 | 8,307.17 | 13,500.00 | -5,192.83 | 61.5% |
| Conference Income | 0.00 | 0.00 | 45,500.00 | -45,500.00 | 0.0% |
| Grant Income | | | | | |
| Call to Action Income | 0.00 | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| Planner4Health Income | 0.00 | 0.00 | 1,975.00 | -1,975.00 | 0.0% |
| Total Grant Income | 0.00 | 0.00 | 3,175.00 | -3,175.00 | 0.0% |
| Interest Income | 0.91 | 3.65 | | | |
| Partnership Income | 0.00 | 0.00 | | | |
| Transfer from Reserves | 0.00 | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Total Income | 4,600.96 | 10,810.82 | 82,375.00 | -71,564.18 | 13.1% |
| Expense | | | | | |
| Bank Charges | 0.00 | 0.00 | 100.00 | -100.00 | 0.0% |
| CM Dues/Subscriptions | 0.00 | 0.00 | 1,254.00 | -1,254.00 | 0.0% |
| Conference Expense | 0.00 | 0.00 | 44,000.00 | -44,000.00 | 0.0% |
| Grants Expense | | | | | |
| Call to Action Expense | 0.00 | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| Planner4Health Expense | 0.00 | 0.00 | 1,975.00 | -1,975.00 | 0.0% |
| Total Grants Expense | 0.00 | 0.00 | 3,175.00 | -3,175.00 | 0.0% |
| Lunch and Learns | 0.00 | 0.00 | 250.00 | -250.00 | 0.0% |
| Metro Planner's Lunch Meetings | 0.00 | 0.00 | 250.00 | -250.00 | 0.0% |
| Miscellaneous Events | 0.00 | 0.00 | 300.00 | -300.00 | 0.0% |
| National Conference Expenses | | | | | |
| All Iowa Reception | 0.00 | 0.00 | 1,800.00 | -1,800.00 | 0.0% |
| Total National Conference Expenses | 0.00 | 0.00 | 1,800.00 | -1,800.00 | 0.0% |
| Office Supplies | 50.00 | 50.00 | 50.00 | 0.00 | 100.0% |
| Postage and Delivery | 40.00 | 40.00 | 40.00 | 0.00 | 100.0% |
| Software Expense | 160.39 | 160.39 | 100.00 | 60.39 | 160.4% |
| Sponsorships Expense | 0.00 | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Equipment Expense | 0.00 | 0.00 | 50.00 | -50.00 | 0.0% |
| Insurance Expense | 0.00 | 994.00 | 1,000.00 | -6.00 | 99.4% |
| Professional Fees | | | | | |
| Chapter Administrative Services | 600.00 | 1,800.00 | 7,200.00 | -5,400.00 | 25.0% |
| Legal/Accounting/Tax Prep | 0.00 | 0.00 | 500.00 | -500.00 | 0.0% |
| Legislative | 3,750.00 | 3,750.00 | 7,500.00 | -3,750.00 | 50.0% |
| Total Professional Fees | 4,350.00 | 5,550.00 | 15,200.00 | -9,650.00 | 36.5% |
| Training/Continuing Education | 150.00 | 275.00 | 5,000.00 | -4,725.00 | 5.5% |
| Travel Expense | | | | | |
| Food | 0.00 | 0.00 | 900.00 | -900.00 | 0.0% |
| Lodging | 0.00 | 0.00 | 2,800.00 | -2,800.00 | 0.0% |
| Miscellaneous | 0.00 | 0.00 | 500.00 | -500.00 | 0.0% |

| | | | | | |
|----------------------|----------|----------|-----------|------------|--------|
| Registration | 0.00 | 0.00 | 1,100.00 | -1,100.00 | 0.0% |
| Transportation | 0.00 | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Total Travel Expense | 0.00 | 0.00 | 6,800.00 | -6,800.00 | 0.0% |
| Total Expense | 4,750.39 | 7,069.39 | 81,369.00 | -74,299.61 | 8.7% |
| Net Income | -149.43 | 3,741.43 | 1,006.00 | 2,735.43 | 371.9% |