

**DRAFT Minutes**  
**APA-IA Chapter Board Meeting**  
**Friday, September 16, 2022**

**1.0 Call to Order**

President Madeline Sturms called the meeting of the American Planning Association Iowa Chapter to order at 10:00 am during a virtual meeting using Zoom.

**2.0 Roll Call**

Executive Board

*Officers*

|   |                 |                |
|---|-----------------|----------------|
| + | Madeline Sturms | President      |
| + | Liesl Seabert   | Vice President |
| + | Dylan Mullenix  | Past President |
| + | Bill Micheel    | Secretary      |
| + | Zach Young      | Treasurer      |

*Professional Development Officer*

|   |                  |  |
|---|------------------|--|
| + | David Wilwerding |  |
|---|------------------|--|

*Planning Board Member*

|   |             |  |
|---|-------------|--|
| + | Trina Flack |  |
|---|-------------|--|

*University Representatives*

|   |               |                       |
|---|---------------|-----------------------|
| + | Lucie Laurian | University of Iowa    |
| + | Francis Owusu | Iowa State University |

*Program Area Chairpersons*

|   |                       |                                |
|---|-----------------------|--------------------------------|
| + | Anne Russett          | Chapter Development            |
| + | Charlie Cowell        | Sponsorship                    |
| + | Melissa Tiedemann     | Outreach                       |
| + | Steven Van Steenhuyse | Legislative & Policy           |
| + | Chris Shires          | Recognition / Awards           |
|   | Steven Stransky       | Communications                 |
| + | Alexsis Fleener       | Conference                     |
| + | Caleb Knutson         | Diversity, Equity, & Inclusion |

*Liaisons (non-voting)*

|   |                 |                                     |
|---|-----------------|-------------------------------------|
|   | Vacant          | University of Iowa Graduate         |
| + | Keegan Haines   | Iowa State University Undergraduate |
|   | Andre LaFontant | Iowa State University Graduate      |
| + | Bret VandeLune  | County Planning / Flood Officials   |
|   | Mark Land       | Floodplain / Stormwater Management  |

(13 of 18) - Voting Members Present (notated "+") (10 required to achieve quorum)

**3.0 Introduction and Welcoming of Any Guests/Others**

Sturms welcomed everyone and asked if there were any guests to recognize. David Gross from ITC recognized as a guest.

#### **4.0 Approval of Agenda and Minutes**

##### **4.1 Approval of Agenda for Friday, September 16, 2022.**

Sturms asked for any amendments to the agenda and a motion for approval of the agenda as amended.

*Motion by Young, seconded by Mullenix. Unanimous Approval.*

##### **4.2 Approval of the Minutes, as read, from Friday, July 15, 2022**

*Motion by Mullenix, seconded by Van Steenhuyse. Unanimous Approval.*

#### **5.0 APA Iowa Membership Forum/Input**

Sturms opened the floor for membership input. No discussion.

#### **6.0 Business Items**

##### **6.1 Consideration of appointment of Communications Chairperson – Ben Curtis**

Sturms mentioned that Steven Stransky has been filling this position and notified the Board that he will be resigning due to work commitments and Madeline has been working to find a replacement and Ben volunteered.

*Motion by Mullenix, seconded by Flack. Unanimous Approval.*

##### **6.2 Consideration of appointment of student representatives:**

6.2.1 University of Iowa Graduate – Haley Boyd

6.2.2 Iowa State University Undergrad – Keegan Haines

6.2.3 Iowa State University Graduate – Andre Lafontant

*Motion by Micheel, seconded by Van Steenhuyse. Unanimous Approval.*

##### **6.3 Ratification of APA-IA election results**

Sturms reminded attendees that the results were included in the packet and mentioned that the by-laws had been approved. Russett asked if Sturms had heard concerns from anyone and she had not. Five people voted against the by-law edits.

*Motion by Russett, seconded by Mullenix. Unanimous Approval.*

##### **6.4 Recommendation and possible action for the 2023 APA-IA annual conference**

###### **Location**

Sturms gave the floor to Fleener who provided an overview of the RFP and proposal review process. Proposals received from Quad Cities, Dubuque, Ankeny, Sioux City, and Cedar Falls. The proposal review group included Fleener, Van Steenhuyse, Seabert, and Holz. The group identified and recommends 3 proposals to host the upcoming conferences including 2023 – Cedar Falls, 2024 (Upper Midwest) – Sioux City; 205 = Ankeny. Sturms asked for action on the 2023 location. One additional look at the budget is required prior to voting on the 2024 and 2025 locations.

*Motion by Young, seconded by Flack. Approval.*

##### **6.5 Consideration of DEI Work Plan and Budget Request**

Sturms gave Knutson the floor. Knutson provided a review of the DEI Workplan. Sturms asked for questions and/or a motion. Young asked for clarity on if we vote yes that we are not also approving requested budget items. Sturms indicated that this vote will affirm that the Board agrees with the items in the work plan and the DEI Committee will need to submit budget requests to received funding for any items that require funding.

*Motion by Mullenix, seconded by Fleener. Motion Approved 13-1 (Van Steenhuyse).*

## **7.0 Discussion Items**

### **7.1 Update from APA-Iowa's Climate Champion to National – Allison Van Pelt**

Sturms introduced the topic and gave the floor to Van Pelt. Van Pelt reviewed the 2021 – 2023 APA Climate Strategic Plan, the role of the Iowa Climate Champion, what the APA Climate Champions have been working on, planning tools and resources, and the PAS report that was recently released. Van Pelt also shared the following climate tools and resources:

<https://sustainablecitycode.org/>

<https://planningcommitment.org/>

<https://www.inhf.org/iowa-climate-assessment/>

Russett asked about access the EJ report and the Iowa State of the Climate report. Van Pelt mentioned that she will make them available when they are complete, likely prior to Summer 2023.

### **7.2 2023 APA-IA Budget, Budget Requests, and Work Plan**

Sturms gave Young the floor who reviewed the draft 2023 budget. Young clarified that the draft budget does not include the items in the DEI Workplan. Young asked that everyone send budget requests to him ASAP. Wilwerding asked if the Call to Action and Planning for Health grant programs are still active and Young indicated that they were. Sturms said she will look into whether or not these need to be closed out. Young mentioned that if this money was still available the Chapter should explore leveraging these funds with other funding needs. Laurian asked about using the funding for a Planning awareness PSA or similar. Sturms said that we need to take action on a budget during the November meeting.

### **7.3 2022 Conference Update – Ottumwa**

Sturms introduced the topic and Fleener provided an update on conference planning including challenges with the conference hotels and said that everything else is coming along nicely.

### **7.4 Strategic Doing Update**

Sturms turned the floor over to Seabert who provided an update of where each of the previously selected projects are in terms of progress including Planning on Tap (Russett), Planner Emeritus Network (Micheel), Legislative & Policy Committee (Van Steenhuyse), Website (Seabert). Seabert then mentioned that it is time to select two additional projects to move forward from the following list:

- Operations:
  - o Update 5-year Development Plan (5)
  - o Board Oath Development (1)
  - o Budget Audit / Fundraising (6)\*
  - o Sponsorship Committee (3)
- Resource:
  - o Teaching Guides (2)
  - o Why APA – What we do – How we can help – Marketing (Lots)\*
  - o Planners on the Job Materials (Less than lots)
- Connection
  - o Mentor Match – College/On-going (4)
  - o Planning Ambassador Program (2)
  - o Community College Outreach – Career Pathway (6)\*
  - o AIA Outreach – Program (3)

Seabert facilitated a vote to determine which projects will move forward. The projects receiving the most votes are marked above with a \*.

## **8.0 Officers Reports**

### **8.1 President (Sturms)**

Sturms mentioned that she has applied for a Meet In Iowa Program grant for reimbursement for up to 35% of conference costs so that we can support additional Chapter initiatives.

### **8.2 Vice President (Seabert)**

No report.

### **8.3 Immediate Past-President (Mullenix)**

Mullenix mentioned that he has been working on Board succession planning and asked that anyone interested contact him.

### **8.4 Secretary (Micheel)**

Micheel mentioned that attendance records will continue and was attached to the packet.

### **8.5 Treasurer (Young)**

Chapter Treasurers Report – *Attachment-*

Sturms asked for a motion on the Treasurer's Report

*Motion to receive and accept the Treasurer's Report by Van Steenhuyse, seconded by Micheel. Unanimous Approval.*

## **9.0 Executive Board Reports**

### **9.1 Professional Development (Wilwerding)**

Wilwerding stated that APA improved the scholarship program to include additional scholarships for AICP testing. There is a fall and spring cycle.

### **9.2 Planning Board Member (Flack)**

No report.

### **9.3 University of Iowa (Laurian)**

Laurian indicated that the beginning of the semester went well with 11 planning students and international students will be returning.

### **9.4 Iowa State University (Owusu)**

Owusu stated ISU is supporting students to attend the APA-IA Conference.

### **9.6 Chapter Development Program (Russett)**

No report.

### **9.7 Sponsorship (Cowell)**

No report.

### **9.8 Outreach Program (Tiedemann)**

No report.

9.9 Legislative and Policy Program (Van Steenhuyse)

Van Steenhuyse mentioned the National Policy & Advocacy Conference. Van Pelt signed up for Planners Day on the Hill and is curious if anymore are interested. The Legislative Policy Committee will meet in November to prepare for the legislative session starting in January. Denver is hosting the national APA Policy conference.

9.10 Recognition / Awards Program (Shires)

No report.

9.11 Communications Program (Curtis)

No report.

9.12 Conference Program (Fleener)

No report.

9.12 Diversity, Equity, & Inclusion Program (Knutson)

No report.

9.12 University of Iowa Graduate Program (Boyd)

No report.

9.13 Iowa State University Undergraduate Program (Haines)

No report.

9.14 Iowa State University Graduate Program (LaFontant)

No report.

9.15 County Planning and Zoning Officials of Iowa (VandeLune)

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 November meeting is scheduled for Friday, November the 18<sup>th</sup> at 10 a.m. Location - Zoom

**12.0 Adjournment of the Board Meeting**

*Motion by Young, Seconded by Russett. Unanimous approval.*

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Date: \_\_\_\_\_

Madeline Sturms, AICP  
President

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Liesel Seabert, AICP  
Vice President

Date: \_\_\_\_\_