

DRAFT Minutes
APA-IA Chapter Board Meeting
Friday, November 18, 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
	Ben Curtis	Communications
+	Alexsis Fleener	Conference
+	Caleb Knutson	Diversity, Equity, & Inclusion

Liaisons (non-voting)

	Haley Boyd	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 APA Iowa Membership Forum/Input

Sturms explained that the Board will be using Zoom polling to vote moving forward. Micheel took the group through a "test" question. Sturms welcomed everyone and asked if there were any guests to recognize. None.

4.0 Approval of Agenda and Minutes

4.1 Approval of Agenda for Friday, November 18, 2022.

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

Motion by Young, seconded by Russett. Unanimous Approval.

4.2 Approval of the Minutes, as read, from Friday, September 16, 2022

Van Steenhuyse stated that he did not vote against the DEI item during the last meeting. Micheel stated that he would fix the issue by making an amendment to the minutes.

Motion by Wilwerding, seconded by Mullenix. Unanimous Approval.

5.0 Business Items

5.1 Consideration of 2023 budget requests and 2023 APA-IA Chapter budget

Sturms turned the floor over to Young. Young discussed the budgeting processes and highlighted some of the changes from the previous year's budget including: sponsorships are up this year and assumed that the Chapter will receive approx. \$16,000 in sponsorships in 2023; APA-IA will purchase some laptops and "clickers" to make the annual conference run more smoothly; software expenses increased slightly (QuickBooks); every other category is very similar if not the same as last year's budget. Young explained the "budget request" process used this year and outlined the five budget requests submitted totaling \$21,500 and unallocated funds total \$16,000, however, the Chapter could dip into the contingency fund if necessary/desired.

Russett asked what types of travel expenses are eligible for funding. Young replied the funds are used for the President to attend national conference, Policy and Advocacy Conference, and new legislative event (Legislative Summit).

Micheel highlighted the gap between requests and available funds is \$5,634.

Owusu asked for clarification regarding the need for laptops. Young stated that the Chapter would purchase up to 3 affordable laptops for breakout sessions at the annual conference which will cut down on venue costs and the need to scrounge laptops from members. Shires added that the cost would be recuperated after 2 conferences due to reduction in venue fees.

Micheel asked Young to briefly outline the budget requests:

- Travel expenses = \$5000
- Legislative consultant = \$7500
- DEI Training = \$5000
- Education Scholarship for underrepresented student = \$5000
- 3 sponsorships for student rep attendance to national conference for \$1000 each

Young stated that the decision the Board needs to make is whether the Chapter funds all requests using reserves which are at approx. \$50,000, which isn't sustainable long-term or does the Board decide not to fund some requests.

Russett stated that all requests could be reduced with the exception of the legislative consultant. Young confirmed. Micheel asked about the DEI training and Knutson outlined the plan for DEI training included in the budget request.

Shires offered that the \$2500 equipment charge is a 1-time capital expense that can come out of reserves which would be more sustainable and asked Young what a healthy reserve amount would be. Young indicated that \$20,000 to \$25,000 in reserve is a comfortable amount. Sturms added that the Chapter has a policy stating that the Chapter will have reserves in an amount to cover 6 months of Chapter operating expenses.

Laurian asked if the Chapter should add some margin to the conference fund due to possible COVID cancellations.

Micheel asked about the Legislative budget request and how imperative the legislative contract is. Van Steenhuyse discussed the value of the legislative consultant/lobbyist for \$7500. Van Steenhuyse stated comparatively that our Chapter is getting a bargain for the lobbyist because \$10,000 and up is the norm. Van Steenhuyse said that Tom Cope has been very responsive and effective discussing issues with legislators and gave some specific examples including a bill that would have impacted zoning ordinances statewide. Van Steenhuyse also had ideas on how to make use of the lobbyist in the next session and the next few years.

Micheel asked what would be lost if the contract were not renewed and if we are planning on pushing an agenda forward using the lobbyist. Van Steenhuyse stated that the Chapter would not be able to effectively monitor the legislative log and gave some specific examples and the ability to push legislation like the land bank bill. Van Steenhuyse mentioned that due to redistricting, the players in the legislation have changed and how do we work with the majority moving forward.

Mullenix stated that all requests are important and voiced concerns about funding all and dipping into the reserves. Mullenix discussed that the lobbyist was funded during his tenure as President and that the increase in revenue through the use of the professional association manager didn't pan out and a decision now has to be made about whether the lobbyist is sustainable year over year given that we have other ways to get information. Mullenix moved approval of the budget with removal of the legislative lobbyist, second by Russett.

Sturms asked for additional discussion. Van Steenhuyse stated that he does not believe that he and the legislative committee would be able to put in the time necessary to be as effective in the legislative arena without the lobbyist due to the time commitment required. Shires stated that he does not support removal of the lobbyist and consider removing the item next budget year particularly with the large amount of reserves that the Chapter has. Cowell supported Shires comments and stated that we can re-evaluate next year in light of sponsorship levels in the 2023.

Laurian asked if we could support the League of Cities and their lobbyist. Sturms stated that she spoke with Robert Palmer at the League of Cities, and he is responsible to their Board, and they are balancing the urban/rural issues and other items that would make it difficult for them to cater to our organization's needs.

Curtis supported Shires and Cowell and asked if there is enough demand for DEI training on an annual basis or can it be scheduled every other year. Knutson responded that annual DEI training supports planners/members that are not in the

majority and represents value to those who we plan for in our communities. Russett stated that the training would be required for all Board members.

Young stated that from the Treasurer's standpoint that he could be convinced to dip into the reserves this year but does not want to see that occur on an annual basis and find ways to generate more revenue. Young would support an amendment to the current motion.

Shires stated that as a part of any amendment there would be a statement that the Chapter would not continue to dip into reserves every year.

Russett stated that she does not feel like our Chapter is in any position to have any real impact on legislation coming out of the Statehouse and wants to be sure that the lobbyist contract is evaluated next year.

Van Steenhuyse stated that working with other organizations and allies with similar opinions and needs continues to be important. However, those organizations cannot necessarily represent our organization's opinion. The Legislative Committee wants to push hard on the land bank bill this year and we will need a lobbyist who can push our specific agenda to do that.

Mullenix amended his motion to include the lobbyist in the budget and re-evaluate next budget year.

Micheel stated that initially he was supportive of removing the lobbyist from the budget. If we are going to play "offense" vs. "defense" then he believes that it is worth the cost of the lobbyist.

Sturms restated the motion which is to approve the budget as presented to include all recognizing that we will have negative expenditures which will be a one-time event and the Chapter will not have deficit spending next budget year. Curtis added that the Chapter needs to add justification for budget requests in the future. Russett added that we need to be sure that we ensure that we actually re-evaluate this contract next year.

Motion by Mullenix, seconded by Russett. Unanimous Approval.

5.2 Consideration of 2023 – 2024 Services Agreement with Cope Murphy + Co

Sturms indicated that the Chapter had discussion previously. Van Steenhuyse added the Chapter may want to add a clause that if the contract is cancelled with 30-day notice that the remaining time on the contract should be pro-rated.

Motion by Van Steenhuyse, seconded by Mullenix. Unanimous Approval. Wilwerding abstained to avoid perception of conflict of interest due to the fact the Cope Murphy + Co. is the lobbyist for his employer.

5.3 Consideration of 2023 APA-IA Chapter Work Plan

Sturms stated that the Work Plan is a requirement from APA National and reviewed the Work Plan and asked for a motion.

Motion by Young, seconded by Micheel. Unanimous Approval.

5.4 Consideration of 2023 Legislative Agenda

Sturms gave the floor to Van Steenhuyse who described the meeting on November 11th and generated the legislative agenda and reviewed the document.

Motion by Mullenix, seconded by Micheel. Unanimous Approval.

5.5 Consideration of Chapter-only Membership for Non-Member Conference Attendees

Sturms provided an overview of the non-member rate of \$50.00 for the conference and asked for a motion.

Motion by Young, seconded by Micheel. Unanimous Approval.

5.6 Consider reappointment of Trina Flack as Planning Board Member/Citizen Planner

Sturms indicated that Flack is willing to continue in this role and is open to suggestions on how to be effective in this role.

Motion by Micheel, seconded by Van Steenhuyse. Unanimous Approval

5.7 Consider reappointment of Alexis Fleener as Conference Chair

Sturms asked for questions and a motion

Motion by Curtis, seconded by Young. Unanimous Approval

6.0 Discussion Items

6.1 Status of Call to Action and Planning for Health Grants

Sturms introduced the topic and turned the floor over to Micheel who explained that this is a follow-up item from the Chapter's last meeting and that there had been some questions from Wilwerding about the status of these grants and questions from Laurian about whether or not we can use these funds for initiatives that the Chapter has in front of them now.

6.2 Strategic Doing Update

Sturms introduced the item and turned the floor over to Seabert who stated that there are 3 projects underway and that all project groups will be meeting soon if they haven't already.

6.3 2023 Executive Board Meeting Dates and Locations

Sturms reviewed the draft of the meeting dates for 2023 and proposed that the March meeting be held at ISU and the September meeting at the U of I with the March meeting being pushed a week later than usual to the fourth Friday of March.

6.4 APA National All Iowa Reception

Sturms stated she will confirm with Laurian and Owusu that they are still willing to host the event with APA-IA.

7.0 Officers Reports

7.1 President (Sturms)

Sturms stated that she had an idea for DEI training that she would pass along to Knutson and that she has a conference call with MN and WI President's to discuss the Upper Midwest Conference. Sturms also mentioned that the comment period is still open for the Chapter Zoning and Equity Policy Guide and are due by December 15th.

7.2 Vice President (Seabert)

No report.

7.3 Immediate Past-President (Mullenix)

Mullenix mentioned that the PEN meeting was held and there will be a follow-up meeting inviting long-tenured members. Mullenix also mentioned that the Chapter has an Amazon Smile account, and the APA-IA Chapter will receive .05% of any purchase made.

7.4 Secretary (Micheel)

No report.

7.5 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 Mullenix, seconded by Sturms. Unanimous Approval.

8.0 Executive Board Reports

8.1 Professional Development (Wilwerding)

Wilwerding included the report in the chat and offered a Strategic Doing idea related to identifying and notifying members who are eligible for FAICP. Mullenix added that the PEN discussed helping with this also.

8.2 Planning Board Member (Flack)

No report.

8.3 University of Iowa (Laurian)

No report.

8.4 Iowa State University (Owusu)

Owusu stated that ISU is interested in hiring a faculty member with expertise in Community Development.

8.6 Chapter Development Program (Russett)

Russett stated that the Planning On Tap group would like to send out a schedule for 2023 and asked who to work with to accomplish that. Sturms replied that Seabert made the template last year. Van Steenhuyse asked who was coordinating Planning on Tap for 2023 and Russett indicated it was her.

8.7 Sponsorship (Cowell)

Cowell mentioned that he is evaluating the Chapter survey on what members find valuable.

8.8 Outreach Program (Tiedemann)

Tiedemann stated that she is looking at options for partnerships on sponsorships with other organizations.

8.9 Legislative and Policy Program (Van Steenhuyse)

Van Steenhuyse stated that a Committee meeting was held on the 11th to complete the Chapter legislative agenda and he attended the legislative summit in Denver and is

planning another Committee meeting prior to the start of the 2023 legislative session and identify key legislators that the Chapter should speak with. Sturms mentioned that the Statewide Zoning and Building codes will come back in the next legislative session.

8.10 Recognition / Awards Program (Shires)

Shires stated he would like to be a part of the FAICP nomination process. Shires also stated that he would like to refresh the award program.

8.11 Communications Program (Curtis)

Curtis stated that all the awards from the annual conference were posted and that he will look at necessary website updates.

8.12 Conference Program (Fleener)

No report.

8.12 Diversity, Equity, & Inclusion Program (Knutson)

Knutson stated that the DEI Committee is considering starting a support group for international planners and students and discussed Change Ambassadors.

8.12 University of Iowa Graduate Program (Boyd)

No report.

8.13 Iowa State University Undergraduate Program (Haines)

No report.

8.14 Iowa State University Graduate Program (LaFontant)

No report.

8.15 County Planning and Zoning Officials of Iowa (VandeLune)

No report.

8.16 Iowa Floodplain and Stormwater Management Association (Land)

No report.

9.0 Other Items Not on the Agenda

10.0 Upcoming Board Meetings

The March meeting is scheduled for Friday, March the 17th at 10 a.m. Location – Iowa State University

11.0 Adjournment of the Board Meeting

Sturms adjourned the meeting.

Madeline Sturms, AICP
President

Date: _____

Liesel Seabert, AICP
Vice President

Date: _____