

DRAFT Minutes
APA-IA Chapter Board Meeting
Friday, May 19, 2023

1.0 Call to Order

Vice-President Liesel Seabert 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	
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Planning Board Member

+	Trina Flack	
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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)

+	Elizabeth Brackett	University of Iowa Graduate
	Keegan Haines	Iowa State University Undergraduate
+	Lighton Nakidde	Iowa State University Graduate
+	Bret VandeLune	County Planning / Flood Officials
+	Steve Cooper	Floodplain / Stormwater Management

(13 of 18) - Voting Members Present (notated "+") (9 required to achieve quorum)

3.0 APA Iowa Membership Forum/Input

Seabert welcomed everyone and asked if there were any guests to recognize. Knutson introduced Hector Hernandez, the Planner from Marshalltown. Seabert welcomed Steve Cooper – Stormwater Coordinator for the City of Marion. Cooper indicated that he is on the IFSMA Board. Nakidde introduced herself as a Graduate student at the Iowa State University. Brackett introduced herself as a Graduate student at the University of Iowa.

4.0 Approval of Agenda and Minutes

4.1 Approval of Agenda for Friday, May 19, 2023

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

Motion by Knutson, seconded by Young. Unanimous Approval.

4.2 Approval of the Minutes, as read, from Friday, March 24, 2023

Seabert reviewed several edits to the minutes made by Sturms. Seabert asked for any amendments to the minutes and a motion for approval of the minutes as amended.

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

5.0 Business Item

5.1 Consider recommendation of Nominating Committee for 2024-2025

Seabert turned the floor over to Mullenix to review the results of the Nominating Committee members which included: Madeline Sturms – President, Marcus Coenen – Vice-President, Zhi Chen – Secretary, Thomas Gruis – Treasurer. Mullenix stated that he received a late submission from Sarah Runkel for Vice-President.

Mullenix stated that he views the Nominating Committee's role as ensuring that there are qualified candidates for each position and others can be nominated. Mullenix also stated that several other candidates had expressed interest in running for Vice-President. Knutson nominated Sarah. Russett asked if an individual is nominated, are they then required to put their name in the hat? Mullenix indicated that the Committee is ensuring that there are candidates on the ballot in August and that the people who were on the list of nominees from the nominating committee indicated that they were willing to fill the roles and have submitted the necessary materials to do so and the nominating committee is not forcing them to do so. Mullenix stated that each candidate submitted their materials into the nominating portal and there is nothing the nominating committee needs to do logistically to nominate them. Mullenix stated that, "the by-laws say to do it, so we're doing it."

Wilwerding asked, "don't we have to set who is on the ballot?" Wilwerding stated that in the past, there has been situations in which three candidates were interested in one position and the Board had to narrow the field to two candidates which showed up on the ballot. Wilwerding also stated that the process may have changed because APA (national) is handling it now. Sturms added that, APA-IA has to submit a nomination, however, anyone can be submit to appear on the ballot. Mullenix stated that this is a formality to ensure that there are candidates for each position and we can't prevent anyone else from submitting. Wilwerding asked if three candidates could appear on the ballot for a single position and Mullenix confirmed.

Seabert stated that a link was sent to membership with the Friday update. Seabert stated as this item is wrapped up, the group needs a motion on approving or recognizing the recommendations from the nominating committee. Mullenix stated that Knutson has requested to include Sarah in the motion as well. Mullenix stated he was unclear if we could include five candidates or if we can swap someone out. Mullenix stated that the nominating committee task was to bring four candidates to the Board and the committee has done that.

Seabert asked if anyone had additional questions about this topic. Russett indicated that she was still confused about the process and that we should encourage anyone and everyone to be on the ballot if they are interested. Russett asked if the agenda item is to indicate that the nominating committee met and that certain individuals are going to apply these individuals. Mullenix indicated that APA-IA used to put the ballot together and now APA National is handling the ballots. Mullenix also stated that when the Chapter discussed its by-laws a few years ago and this was discussed, and the Chapter decided to leave it in. Russett stated that this is the first time she remembers this being on the by-laws. Mullenix stated that we haven't done this in the recent past. Seabert stated that the by-laws don't indicate that we can only nominate one person for each position coming out of the nominating committee. Seabert voiced support for including multiple people for each position and that competition is a good thing.

Seabert restated that motion on the floor to accept the recommendation of the nominating committee with the addition of Sarah Runkel. Seabert asked for a second or additional comments. Mullenix suggested that we take a look at this section of the by-laws when they are reviewed again.

Motion by Knutson, seconded by Russett. Unanimous Approval.

6.0 Discussion Items

6.1 Planners Emeritus Network Update

Micheel was absent so Seabert asked for an update. Wilwerding indicated that the Committee was working hard to formalize a process to nominate individuals for FAICP.

6.2 2023 Legislative Session Update

Seabert requested that Van Steenhuyse provide an update. Van Steenhuyse introduced Tom Cope and asked for an update. Cope provided a review of the legislative update that was included in an email to Board members and in the Friday Update. The primary bills reviewed included legislation related to property tax and bond referendums, energy benchmarking, land development trusts, stormwater and topsoil restoration requirements, banning of fuel types in combustion engines, design standards for residential construction, gender balance for point of origin commissions, and self-supporting entertainment districts. Cooper commented on bill 455 and that IFSMA was opposed to the bill and that the bill will likely come back in the next legislative session.

7.0 Officers Reports

7.1 President (Sturms)

Absent. Provided update in the spreadsheet.

7.2 Vice President (Seabert)

Seabert stated that if Committees need assistance, Seabert can provide assistance. Seabert also reminded members to send her information they would like included in Friday Updates.

7.3 Immediate Past-President (Mullenix)

Mullenix mentioned that ballots for the consolidated election will be released on August 10th and will close on September 8th and election results will be certified on

September 14th. APA-IA election results will be certified during the September meeting.

7.4 Secretary (Micheel)

Absent – Included attendance record.

7.5 Treasurer (Young)

Chapter Treasurers Report – *Attachment-*

Young stated that the Executive Committee is considering setting up a money market account. Young also mentioned that he is working on the Event Bright site for the APA-IA conference and looking into purchasing laptops for the Chapter. Young referenced the Treasurer's Report and asked for a motion.

Motion to receive and accept the Treasurer's Report by Tiedemann, seconded by Russett. Unanimous Approval.

8.0 Executive Board Reports

8.1 Professional Development (Wilwerding)

Wilwerding stated that the May AICP exam is open and we should receive a report soon indicating if any member passed the exam. Wilwerding provided a report on the PDO Exchange at the national conference and provided an update on AICP study guidance. Wilwerding indicated that member should contact him if they need assistance studying for the exam.

8.2 Planning Board Member (Flack)

No report.

8.3 University of Iowa (Laurian)

Absent

8.4 Iowa State University (Owusu)

Absent

8.5 Chapter Development Program (Russett)

Russett provided a report on the Planning on Tap series. Russett also indicated that if members have topics that they would like to hear about in a session to contact her.

8.6 Sponsorship (Cowell)

8.7 Outreach Program (Tiedemann)

Tiedemann stated that the Outreach and Advocacy committee is developing an educational piece on planning as a profession for deployment to Universities. The Committee is also reaching out to like-minded organizations to share information. Tiedemann mentioned they are planning an event in Coralville on August 24th with the Iowa Chapter of the Institute of Transportation Engineers including a presentation about the 81st Avenue interchange and bike ride to a local restaurant.

8.8 Legislative and Policy Program (Van Steenhuyse)

Van Steenhuyse reiterated the importance of having Tom Cope on board to track legislative issues and thanked Liesel for coordinating the Friday Updates.

8.9 Recognition / Awards Program (Shires)

Absent.

8.10 Communications Program (Curtis)

Curtis discussed the template for the new newsletter and stated that the newsletter currently does not have content from membership. Curtis asked the group about the value of the newsletter and if we should continue. Seabert stated that the newsletter is not required, however, the Chapter is required to complete four of twelve items listed by APA National of which the newsletter is one.

8.11 Conference Program (Fleener)

Fleener stated that conference planning is going well. Coenen stated that they received 44 submissions for 18 slots. Nakidde asked about submittal dates for poster submissions. Seabert stated that the submittal period typically opens in July or August.

8.12 Diversity, Equity, & Inclusion Program (Knutson)

Seabert indicated that Knutson completed the update spreadsheet.

8.13 University of Iowa Graduate Program (Brackett)

Brackett stated that they are preparing for new students and planning for how to engage them in APA-IA.

8.14 Iowa State University Undergraduate Program (Haines)

Absent.

8.15 Iowa State University Graduate Program (Nakidde)

No report.

8.16 County Planning and Zoning Officials of Iowa (VandeLune)

No report.

8.17 Iowa Floodplain and Stormwater Management Association (Land)

No report.

9.0 Other Items Not on the Agenda

None.

10.0 Upcoming Board Meetings

The September meeting is scheduled for September 15 and will be conducted in person in Iowa City.

11.0 Adjournment of the Board Meeting

Seabert adjourned the meeting.

Madeline Sturms, AICP
President

Date: _____

Liesel Seabert, AICP
Vice President

Date: _____