

Minutes
APA-IA Chapter Board Meeting
Friday, November 17, 2023

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	
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Planning Board Member

+	Trina Flack	
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University Representatives

	Haifeng Qian	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 Bracket	University of Iowa Graduate
+	Tyler Whittaker	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 "+"*) ("*+*" denotes joined after roll-call)
(10 required to achieve quorum)

3.0 APA Iowa Membership Forum/Input

Sturms asked for any APA Iowa member input. None.

4.0 Approval of Agenda and Minutes

4.1 Approval of Agenda for Friday, November 17, 2023

Sturms proposed agenda amendment Item 5.7 "Appoint Trey Rouse as Sponsorship Chair beginning January 1, 2024" and asked for any motion for approval of the agenda as amended.

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

4.2 Approval of the Minutes, as read, from Friday, September 15, 2023

Sturms asked for any amendments to the minutes and a motion for approval of the minutes.

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

5.0 Business Item

5.1 Ratification of APA Iowa 2024-2025 Election Results

Sturms reported on election results, including write-in votes, received from APA National and asked for any motion to approve the election results.

Motion by Seabert, seconded by Young. Unanimous Approval.

5.2 Consideration of 2024 Budget Requests and 2023 Chapter Budget

Sturms introduced the topic and passed to Young. Young reported balance remains positive even with the submitted requests that continued from last year's budget, including Legislative Breakfast, DEI sponsorships and trainings, maintain lobbyist, additional money for lunches at in-person board meetings, Planning on Tap speaker fees, and travel costs to include attendance at various events.

Sturms noted that (1) membership is down and to investigate the trend and (2) national has increased membership dues so chapter membership dues will increase as well. Sturms suggested that chapter-only membership may need to be promoted.

Shires asked about the size of the reserve fund, and Young responded that the reserve fund is healthy. Shires commended Zach for a balanced budget.

Sturms brought up a sponsorship request for Better Cities Film Festival might be better suited for outside the Chapter, but the Chapter can still assist in-kind, such as with promotion and CM credits.

Sturms asked for any motion for approval.

Motion by Shires, seconded by Russett. Unanimous Approval.

5.3 Consideration of 2024 Legislative Agenda

Sturms passed to Van Steenhuyse. Van Steenhuyse had a meeting on December 6th and requested members from the meeting to assist with meeting notes, which should be available at the January meeting. Sturms added that the Committee will keep the new agenda similar but with more local control issues. Van Steenhuyse affirmed local control item will be at the top of the list with housing afterwards and strengthening the language with DEI and highlighting Smart Growth principles.

5.4 Consideration of Chapter-Only Membership for Non-Member Conference Attendees

Sturms summarized the difference in conference registration fee between members and non-members is \$50, which is the same as the chapter-only membership price. Non-members were then added to the Chapter. Twelve individuals will be added as chapter-only members for the upcoming year.

Chen asked if those individuals will be notified of being added as chapter-only members.

Sturms answered that National provides those individuals with APA member IDs as well as a welcome email from the Chapter. Sturms will work with Chen on that process.

Sturms asked for any motion for approval.

Motion by Shires, seconded by Russett. Unanimous Approval.

5.5 Appointment of Sarah Constable Runkle as Conference Chair for remaining term

Sturms noted that Alexis Fleener has moved out of state and the Chapter reached out to Sarah about her interest. The current term will go through 2026.

Sturms asked for any motion for approval.

Motion by Seabert, seconded by Tiedemann. Unanimous Approval.

5.6 Appointment of Charlie Cowell as Professional Development Officer beginning January 1, 2024

Sturms stated Wilwerding's term is ending and that Cowell has expressed interest. The term will last until end of calendar year.

Van Steenhuyse asked if Wilwerding could be acknowledged for his many years of service, and Sturms answered Wilwerding was awarded at the conference but open to other types of recognition. Van Steenhuyse added to let Wilwerding know that the Board appreciates him.

Sturms asked for any motion for approval.

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

5.7 Appointment of Trey Rouse as Sponsorship Chair beginning January 1, 2024 (Amended)

Sturms introduced Trey Rouse, who will have a new four-year term starting January 1.

Sturms asked for any motion for approval.

Motion by Mullenix, seconded by Shires. Unanimous Approval.

6.0 Discussion Items

6.1 Strategic Plan Update

Sturms informed that James Hoelscher from UNI Institute for Decision Making will help update Strategic Plan on January 26th in-person at IEDA office in downtown Des Moines. Board members will receive email asking to identify priorities before the meeting, and Chapter will ask for lunch orders.

6.2 APA National All Iowa Reception

Sturms updated that the APA National Conference will be in Minneapolis and is expecting more lowan attendance due to the closer distance. Sturms asked if university partners would be interested in assisting the host the event. Owusu agreed to partner to host the event. Sturms brought up there might need to be a bigger revenue and more funds to accommodate the potentially larger event. Sturms asked which of the Board Members will be attending by show of hands. Owusu agreed that planning might be needed for a bigger group of attendees. Sturms asked about ISU alumni in the Twin Cities, and Owusu responded there are many ISU alumni there and

students are encouraged to attend.

7.0 Officers Reports

7.1 President (Sturms)

Sturms thanked Seabert, Young, and Micheel for their service. Sturms announced APA Iowa is hosting the national Legislative Summit on December 5 and 6 in Des Moines and the Chapter is hosting a reception on Tuesday December 5. Trina Flack is on the Board and so Catch Des Moines is helping to sponsor the event. Sturms extended offer to Board Members to attend the event at the Iowa Tap Room in the East Village, Des Moines. Sturms mentioned Lighton Nakidde the ISU Grad Representative is graduating and elections being held at ISU to fill the position.

7.2 Vice President (Seabert)

Seabert informed that she will continue with the weekly Friday emails.

7.3 Immediate Past-President (Mullenix)

Mullenix reached out to Board Members to see if they will continue their terms and they will. Mullenix reiterated his thanks for the leaving Board Members' service.

7.4 Secretary (Micheel)

Micheel noted that the attendance as attached and that the new secretary will track attendance.

7.5 Treasurer (Young)

Chapter Treasurer's Report – *Attachment-*

Young reported that everything was tracking, noting the money market account and checking account were in good shape. Young is working with bank to get information transferred to Gruis as well as a transition document. Young thanked the Board and noted he will miss seeing the other Board members.

Micheel noted that bank account numbers should be redacted from Treasurer's Reports.

Sturms asked for any motion to receive the Report.

Motion by Wilwerding, seconded by Shires. Unanimous Approval.

8.0 Executive Board Reports

8.1 Professional Development (Wilwerding)

Wilwerding working on some things for Cowell and complimented on the growth of the Chapter. Sturms affirmed acknowledgement for Wilwerding's service and will share with APA National regarding the new officers from the elections.

8.2 Planning Board Member (Flack)

Sturms thanks Flack for her help with the Legislative Summit.

8.3 University of Iowa (Qian)

Not present.

8.4 Iowa State University (Owusu)

Owusu shared news of re-accreditation, which may be the best they ever had, and thanked everyone for their support of encouraging and exciting students about planning. Owusu also informed about some changes and challenges regarding DEI at ISU. Sturms shared her experience interacting with ISU graduate students, and Owusu thanked everyone again for their support of ISU students.

8.5 Chapter Development Program (Russett)

Russett shared about the previous Planning on Tap (research on disaster vulnerabilities as part of DEI sessions) as well as the Planning on Tap in December (City of Waterloo neighborhood revitalization) and January (parking reform in Des Moines and Fayetteville) and February (Denver's e-bike program). Russett still working on filling up 2024 Planning on Tap and asked for any ideas to be shared due to some members of the Chapter Development Committee leaving.

8.6 Sponsorship (Cowell)

Cowell will reach out to Trey Rouse and informed some have already inquired about conference sponsorship for the next year. Cowell is looking forward to his new position of Professional Development Officer.

8.7 Outreach Program (Tiedemann)

Tiedemann was not able to get a poll out to the Outreach Committee before the conference but was able to send out the poll this week. Tiedemann have been staying in contact with other organizations.

8.8 Legislative and Policy Program (Van Steenhuyse)

Van Steenhuyse informed to mark February 22 for the Legislative Breakfast and invited others to attend. Van Steenhuyse is excited for the Legislative Summit and invited others to attend.

8.9 Recognition / Awards Program (Shires)

Shires noted there were many student posters and that the process will be revamped. Shires also thanked everyone for their feedback on the awards.

Sturms noted that APA National has changed the Student Design Competition, which may not be suited for University of Iowa students, though the Iowa Conference can change improve its poster session. Owusu noted that students should be informed earlier in spring and summer so they can prepare their posters for the fall. Shires invited others to help with the process re-design and Owusu said he can have some faculty members assist.

8.10 Communications Program (Curtis)

Curtis working on updating website and social media and will assist Seabert and Coenen with the Friday updates.

8.11 Conference Program (Fleener)

Sturms informed that Sioux City is excited and already planning for the conference and shared some statistics regarding the successful Cedar Falls Conference. Sturms shared there was a profit from the Cedar Falls Conference but did not make the Food and Beverage minimum though the revenue did not charge for the gap.

Sturms thanked Alexis for her work and is looking forward to the next Conference.

8.12 Diversity, Equity, & Inclusion Program (Knutson)

Chen shared that the DEI Committee requested the same budget as before, working on filling some vacancies, and continuing to work with Planning on Tap for DEI sessions.

Sturms shared Emani Brinkman as the new co-chair for the DEI Committee.

8.13 University of Iowa Graduate Program (Bracket)

Not present.

8.14 Iowa State University Undergraduate Program (Whittaker)

Whittaker affirmed there was passion among undergraduate freshmen and sophomore students, most members of CRP Club will be attending the National Conference due to the close distance, and recruiting new members.

8.15 Iowa State University Graduate Program (Nakidde)

Sturms informed graduate students will be electing a new representative due to Nakidde graduating.

8.16 County Planning and Zoning Officials of Iowa (VandeLune)

VandeLune shared some transitions with CoZo President and thanked Wilwerding for this service.

8.17 Iowa Floodplain and Stormwater Management Association (Cooper)

Not present.

9.0 Other Items Not on the Agenda

Sturms will share information regarding reception at Iowa Taproom and food order for Strategic Planning in January.

10.0 Upcoming Board Meetings

Virtual Board Meeting on January 19th. Strategic Planning meeting on January 26th in-person at IEDA office in Des Moines.

11.0 Adjournment of the Board Meeting

Sturms asked for any motion to adjourn.

Motion by Wilwerding, seconded by Seabert. Unanimous Approval.

Meeting adjourned at 11:00 AM.

Madeline Sturms, AICP
President

Date: _____

Liesel Seabert, AICP
Vice President

Date: _____