

**Minutes**  
**APA-IA Chapter Board Meeting**  
**Friday, November 16, 2018**

**1.0 Call to Order**

1.1 President Dylan Mullenix called the meeting of the American Planning Association Iowa Chapter to order at 10:00 am at the Mason City Chamber of Commerce, 9 N Federal Way, Mason City, IA.

**2.0 Roll Call**

Executive Board

*Officers*

+	Dylan Mullenix	President
+	Madeline Sturms	Vice President
+	Ben Champ	Past President
+	Tony Filippini	Secretary
NP	Zach Young	Treasurer

*Professional Development Officer*

+	David Wilwerding	
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*Planning Board Member*

NP	Dave Tallman	
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*University Representatives*

NP	Charles Connerly	University of Iowa
NP	Francis Owusu	Iowa State University

*Program Area Chairs*

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

*At-Large Members*

+	Charlie Nichols	
+	Amber Lynch	
+	Jim Holz	

*Liaisons (non-voting)*

NP	Chanel Jelovchan	University of Iowa Graduate
NP	Bridget Williams	Iowa State University Undergraduate
+	Sarah Runkel	Iowa State University Graduate
NP	Bret VandeLune	County Planning / Flood Officials
NP	Mark Land	Floodplain / Stormwater Management

17 (of 22) - Voting Members Present (notated "+") (12 required to achieve quorum)

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

Guests in attendance: Claire Ziller

**4.0 Approval of Agenda and Minutes**

4.1 Approval of Agenda for Friday, November 16, 2018.

*Motion by Wilwerding, seconded by Holz. Unanimous Approval.*

4.2 Approval of the Minutes, as read, from Friday, September 21, 2018.

*Motion by Voges, seconded by Wilwerding. Unanimous Approval.*

**5.0 APA Iowa Membership Forum/Input**

Mullenix opened the floor for membership input. No input was presented and forum was closed.

**6.0 Business Items**

6.1 Approve appointment of Charlie Nichols to the board as At-Large Representative

*Motion made by Wilwerding, seconded by Holz. Unanimous Approval.*

6.2 Approve appointment of Charles Connerly to the board as University of Iowa Representative

*Motion made by Van Steenhuyse, seconded by Holz. Unanimous Approval.*

6.3 Accept the Results of the APA-IA Chapter Bylaws Vote

Mullenix presented the results of the APA-IA Chapter Bylaws amendments with voting via online survey open from October 22, 2018 – November 2, 2018. All questions received the required “majority” of those voting to pass.

Question 1: Fiscal Year Change

Yes: 65

No: 0 (zero)

Question 2: Attendance and Participation Requirements of Executive Board

Yes: 59

No: 6

Question 3: Updated Language to Remove Unnecessary items in the Election and Voting Process

Yes: 66

No: 0 (zero)

*Motion made by Holz, seconded by Voges. Unanimous Approval.*

6.4 Chapter only membership for 2018 Iowa APA Conference non-member registrants.

Mullenix presented that in past years, non-APA members who registered for the APA-IA conference have been extended one-year APA-IA Chapter membership. 14 names from the APA-IA Conference in Council Bluffs were determined to not be members and proposed to receive a year of Chapter Only membership.

*Motion made by Janson, seconded by Holz. Unanimous Approval.*

**6.5 Approve 2019 Board Meeting Dates**

Mullenix presented the proposed 2019 meeting dates.

January 18, 2019 - Des Moines  
March 15, 2019 - Iowa State University (Ames)  
May 17, 2019 - Iowa City  
July 19, 2019 - TBD  
September 20, 2019 - University of Iowa (Iowa City)  
November 15, 2019 - TBD

*Motion to approve the 2019 board meeting dates and locations as presented and to send out a request for proposals from agencies to host the July and November meeting, made by Holz, seconded by Van Steenhuyse. Unanimous Approval.*

**6.6 Approve 2019 Legislative Agenda**

Van Steenhuyse presented progress on the development of the APA-IA legislative agenda for the 2019 session. He reported that the agenda will likely be similar to last year due to previous items still in need of action and the composition of the Iowa legislative chambers retaining same majorities as the last session. No action was taken.

**6.7 All Iowa Reception at 2019 National Planning Conference Funding (San Francisco)**

Mullenix presented to the board that the chapter historically contributes \$600 to an all-Iowa reception along with participation from Iowa State and University of Iowa. The 2019 National Planning Conference will be located in San Francisco, CA, which Sturms mentioned the local planning committee can assist us with locating a place to have the reception.

*Motion to approve funding by Holz and seconded by Janson. Unanimous Approval.*

**7.0 Discussion Items**

**7.1 Review of 2018 Iowa-APA Conference (Council Bluffs)**

Brown reported a review of the state conference activities. Lynch updated the board on the Mentor Match program activities of the conference.

**7.2 2019 Iowa-APA Conference (Iowa City)**

Bothell reported that the conference committee is planning to set up an initial planning meeting in January/February.

**7.3 Future Conference Planning / RFP Process**

Mullenix presented to the board that the last round of chapter conference selection was done through a mutli-year RFP process. Brown suggested having a committee review the past proposal to suggest modifications for the next round. Van Steenhuyse volunteered to participate in the review of the RFP document. Mullenix proposed the May 2019 meeting soft target for reviewing the RFP.

**7.4 Chapter Membership Survey Review**

Mullenix reviewed the results of the chapter membership survey to the board. 105 responses were logged. The board discussed themes from the survey results.

7.5 Draft Communications Plan

Voges presented the working draft of the communications plan with changes resulting from board comments provided since the last discussion. A major theme from the membership survey regarded the need for a newsletter for chapter communication. Mullenix asked to include this item on the January 2019 agenda for board consideration.

7.6 Budget / Strategic Plan

Mullenix reviewed the current edition of the strategic plan working document to the board and held a discussion on additional modifications to plan.

**8.0 Officers Reports**

8.1 President (Mullenix)

Mullenix reported he has discussions with the following groups: Iowa League of Cities on preparing initiatives regarding preparing cities for broadband, Drake University regarding a sustainable development code, and ULI Iowa on coordination opportunities.

8.2 Vice President (Sturms)

Sturms reported that she has been investigating the possibility of using the ISU conference planning program for future Chapter conference planning business.

8.3 Immediate Past-President (Champ)

No report.

8.4 Secretary (Filippini)

8.4.1 Filippini provided a membership update through October 2018.

8.5 Treasurer (Young)

8.5.1 Mullenix presented the Treasurer's Report.

*Chapter Treasurer's Report was accepted - motion by Wilwerding, seconded by Janson. Unanimous approval.*

**9.0 Executive Board Reports**

9.1 Professional Development Officer (Wilwerding)

Wilwerding reported that the AICP testing window is open through Monday. Five registered, four applied to take as an AICP-Candidate. APA now produces an AICP-Candidate Report. In Iowa, 29 have applied, three have passed to date.

9.2 Planning Board Member (Tallman)

No report.

9.3 University of Iowa (Connerly)

Connerly reported that University of Iowa is starting the accreditation renewal process with the committee site visit anticipated in September 2019. In addition, the University of Iowa is proposing a new Master of Public Affairs program. The proposal for the program went to the Graduate Council in October and was approved. The schedule for Board of Regents meeting is not yet set. Finally, Connerly reported on a downward trend in planning student enrollment particularly in the Midwest, the

University of Iowa is discussing ways to develop more curriculum to increase enrollment.

9.4 Iowa State University (Owusu)

No report.

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

Holz reminded the board that the National APA has sent out information seeking members to volunteer on APA committees.

Nichols reported to the board that he is willing to be on the upcoming conference planning committee.

9.6 Chapter Development Program (Janson/Russett)

Janson reported that there was a planners social in Ames on Oct. 14. The next event is scheduled for December 13 at The Foundry in Valley Junction, West Des Moines.

9.7 Professional Development (Shires)

No report.

9.8 Outreach / Advocacy Program (Brown/Tiedemann)

Brown reported that they have been in contact with Iowa Chapter of the Green Building Council.

9.9 Legislative and Policy Program (Van Steenhuyse)

No report.

9.10 Recognition / Awards Program (Cowell/Bothell)

No Report from the program chairs. Mullinex reported that FAICP nominations are forthcoming.

9.11 Public Relations / Communication Program (Perkins/Voges)

Perkins presented website statistics.

Voges requested that members “like” Facebook posts from the APA-IA Chapter page to help boost activity. She reported that Facebook activity has increased over the past month. Voges announced that they will soon seek to develop a communications committee and beginning to prepare a chapter newsletter.

9.12 University of Iowa Graduate Program (Jelovchan)

No report.

9.13 Iowa State University Undergraduate Program (Williams)

No report.

9.14 Iowa State University Graduate Program (Runkel)

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**

Voges announced that she is looking for people to help review Iowa Great Places applications.

**11.0 Upcoming Board Meetings**

The January meeting is scheduled in Des Moines on Friday the 18<sup>th</sup> of January at 10 a.m. Specific location will be announced

**12.0 Adjournment of the Board Meeting**

*Motion by Mullinex, seconded by Holz to adjourn.* Meeting adjourned at 12:13 p.m.



\_\_\_\_\_  
Dylan Mullenix, AICP  
President

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

3/15/19



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Madeline Sturms, AICP  
Vice President

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

3.15.19