

Minutes
APA-IA Chapter Board Meeting
July 15, 2016

1. Call to Order

President Ben Champ called the meeting of the American Planning Association – Iowa Chapter Officers and Executive Board to order at 10:05am at the Des Moines Area Regional Transportation Authority (DART) at 620 Cherry Street in Des Moines, IA.

2. Roll Call

Present (19) – Champ, Hamlett, Wanderscheid (phone), Russell, Wilwerding, Tallman (phone) Connerly (phone), Lynch, Scott, Sturms, Shires, Tiedemann, Mullenix, Berzina (phone), Cowell (phone), Perkins, Ditzler, Fieser, VandeLune

Absent (7) – Chambers, Owusu, Schoon, Brown, Joens, Schoeneman, Hanson

3. Introduction and Welcoming of Any Guests/Others

There were five guests in attendance: Allison Riley with the MPO; Jim Holz with MSA; Tony Fillipini with the City of Ames; Clint Sloss with JEO; and John Peterson.

4. Approval of Agenda and Minutes

- a. Approval of Agenda for Friday, July 15, 2016

Motion by Mullenix to approve agenda; second by Hamlett

- b. Approval of Minutes from Friday, May 20, 2016

Hamlett made a suggestion for a change to the Minutes.

Motion by Sturms to approve Minutes as amended; second by Lynch

5. APA Iowa Membership Forum/Input

No comments.

6. Business Items

6.1.1 Legislative and Policy Chair Attendance at National APA Federal Policy Briefing

Champ asked for Board input and possible action regarding the possibility of sending the Chapter's Legislative Chair (Mullenix) to the APA Federal Policy Briefing in Washington DC in September. The Legislative Chair has attended the Briefing the past two years. The first year his employer paid for the trip. APA-IA paid for the trip the second year. The cost of the trip is \$1100-\$1750.

Mullenix reported that APA recently hired Jeff Bates who will be focusing on legislative issues. Bates plans to come to the APA-IA Conference in October and will be part of two sessions: skill-building on working with legislators and how to put together a legislative agenda. There will also be a session on what's happening in the Iowa legislature. Bates won't have specific knowledge, but may also be part of that session. The September meeting will be a good opportunity for Mullenix to solidify details with Bates.

Motion by Wilwerding to approve expenditure of Chapter funds to send Legislative Chair to the APA Federal Policy Briefing; second by Lynch

7. Discussion Items

7.1. 2018 and 2019 Annual Conference Locations – RFP’s due July 15th

Lynch reported that she has received two proposals so far: Ottumwa and Council Bluffs. She expects to receive at least four more before the end of the day. Lynch will prepare a spreadsheet similar to what has been done in previous years. The Board will discuss options at the September Board meeting and may create a subcommittee if needed.

7.2. Update on Request from National for Percentage Based Dues Structure

Champ reminded the Board that National has requested that all Chapters change their dues structure from a flat fee (presently APA-IA Chapter membership is \$34) to a % of National dues. Champ passed out information regarding the financial effects of changing Chapter dues structures based on various percentage levels. At this point, no action is requested. Board members should review information and discuss/take action at a later meeting.

7.3. Discuss 2016 APA-IA Conference in Burlington

Nobody from the local conference committee was in attendance. Sturms reported that the local committee is solidifying transportation options for mobile workshops, progressive dinner, and the reception.

Many session proposals have been received; could use a few more. The keynote speaker for Wednesday and one of the speakers for Thursday have been confirmed. Mullenix will verify about Thursday’s second speaker.

The Board discussed securing Jason Broadwater as the keynote speaker for Friday. Champ and Sturms explained that they were concerned about the cost. They called Broadwater, who said he reduces his fee for non-profits and that he’d be willing to entertain an offer.

Motion by Shires to allow \$1000 in travel expenses and to offer Broadwater \$1500 for a speaking fee with authority to go up to \$2000 if needed; second by Russell.

Shires updated the Board on sponsorships. Platinum (jump drives) – Snyder; Gold – MSA; Silver (lanyards) – Confluence; Silver – Teska, HBK, Marvin. The Board discussed and decided that the jump drives would contain any information that Snyder would like to pre-load, but APA-IA would not attempt to collect speaker presentations ahead of time. Presentations would be loaded onto the Chapter website after the conference.

Hamlett indicated she needs to follow-up with APA National on registration dates to finalize the agreement on electronic registration.

7.4. Discuss 2017 APA Upper Midwest Conference in Dubuque

No action since last meeting.

7.5. Update on Communications Work Session & Committee Development

Ditzler summarized efforts thus far. Presently, there are 7-8 people on the committee, but there is room for more if more people are interested. The Board met

to discuss the messages APA-IA would like to send and the audiences APA-IA would like to reach. Ditzler sent out the resulting document to the Board earlier. Efforts will focus on the creation of a blog, highlighting planning in the news, and continuing the dissemination of information about events and awards.

8. Officers Reports

8.1 President (Champ)

Champ explained that he, Sturms, and Mullenix would all be absent from the September meeting if held on the 16th. Given that we may be discussing both future conference locations and Chapter dues structure changes, Champ asked about the possibility of moving the meeting date to September 30th. Those present were agreeable to the change of date. Connerly said that he already has a speaker lined up for the 16th, but will check to see if that can be changed to the 30th. Connerly will let Champ know.

8.2 Vice President (Hamlett)

No report.

8.3 Immediate Past-President (Russell)

No report.

8.4 Secretary (Chambers)

8.4.1 Membership Update – attached to agenda

No report (absent).

8.5 Treasurer (Wanderscheid)

8.5.1 Chapter Treasurer's Report – attached to agenda

Motion by Sturms to accept the Treasurer's report; second by Wilwerding

Wanderscheid reported that she will start using Quickbooks.

9.0 Executive Board Reports

9.1 Professional Development Officer (Wilwerding)

Wilwerding reported that the Chapter has three new AICP members: Heather Johnson, Tony Phillipini, and Liesle Vogel

9.2 Planning Board Member (Tallman)

No report.

9.3 University of Iowa (Connerly)

The speaker for September will be addressing water quality.

9.4 Iowa State University (Owusu)

No report. (absent)

9.5 At-Large Representative (Lynch/Schoon/Scott)

No report.

- 9.6 Chapter Development Program (Sturms)
No report.
- 9.7 Professional Development (Shires)
Liesle Vogel contacted Shires about the Art Summit on August 5, 2016. She asked if APA-IA would be interested in partnering in any way. One session in particular, “Arts in Community” could be appropriate for planners. Sturms explained that the policy has been that if CM opportunities are not provided, information is not placed on the website or sent to the listserve, but could be posted on social media.
- Shires also reported that Iowa Land Records is going to start accepting online subdivision plats done by land surveyors. He asked the Board if they thought the topic would be a good subject for a lunch and learn. The Board agreed to suggest this topic for the November meeting in November.
- 9.8 Outreach/Advocacy Program (Brown/Tiedemann)
Tiedemann reported that the first IC-CR Corridor event was held. Three people attended; 167 were invited. They intend to plan another event. Phillipini asked how the event was advertised. Tiedemann explained that there was a direct email sent to people with addresses in the Corridor area, and included people as far west as Grinnell. Perkins reported that it was posted on the website as well. Phillipini suggested that a state-wide notification for the next one might be nice as he might make the drive, as might others.
- 9.9 Legislative and Policy Program (Mullenix)
Mullenix reported that the legislature will be convening in November to discuss water quality issues. Planners could potentially get involved in the conversation.
- 9.10 Recognition/Awards Program (Berzina & Cowell)
Berzina reported that Kansas would be serving as the jury for APA-IA this year. Plans are progressing for this year’s awards.
- 9.11 Public Relations/Communication Program (Perkins/ Ditzler)
Website statistics are attached. Jobs and RFP/RFQ’s continue to be the most popular items on the site.
- 9.12 University of Iowa Graduate Program (Fieser)
No report.
- 9.13 Iowa State University Undergraduate Program (Joens)
No report. (absent)
- 9.14 Iowa State University Graduate Program (Schoeneman)
No report. (absent)
- 9.15 County Planning and Zoning Officials of Iowa (VandeLune)
No report.
- 9.16 Iowa Floodplain and Stormwater Management Association (Hanson)
No report. (absent)

10.0 Other Items Not on the Agenda

Champ asked John Peterson for an informal update on the Plan for Health grant. Peterson reported that although two key people left during the project, all has progressed very well. The training manual for food pantries has received rave reviews from food pantry directors. Fifty-six pantry directors were at the initial training, and 150 copies of the manual were produced. Hawkeye Area Community Action Program (HACAP) was the lead agency in the project. They deferred accepting the grant dollars and sent the money to food pantries instead. The report for the Marion project turned out well. The main themes of the report were active living, active transportation, and biophilic design.

Peterson continues to be involved with planning and health efforts. He's on a committee for the Iowa Hospital Association regarding how planners can be more involved in health issues and is also involved with the University of Iowa Pediatric Department regarding social determinants of health and community design. If anybody has interest in getting involved, let him know.

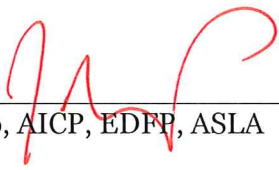
11.0 Upcoming Board Meetings

Champ will be communicating to the Board soon regarding whether the date of the Sept 16, 2016 Board meeting will change to Sept 30, 2016.

The November meeting is scheduled for Newton on November 18, 2016.

12.0 Adjournment of Board Meeting

Motion by Sturms to adjourn at 11:08am; second by Scott.



J. Benjamin Champ, AICP, EDFP, ASLA
President

Date: 11.17.17



Naomi Hamlett, AICP
Vice President

Date: 11-17-17