

Minutes
APA Iowa Chapter Executive Board
Friday, January 23, 2015

1. Call to Order:

President Ben Champ called the meeting of the American Planning Association Iowa Chapter Officers and Executive Board to order at 10:14 AM at the Iowa State University College of Design Room 416, Ames, Iowa 50011-3091.

2. Roll Call:

Present- Champ, Hamlett, Russell, Dissell, Tiedemann, Taylor, Owusu, Lynch, Sturms, Wilwerding, Brown, Shires, Mullenix, Wanderscheid, Joens

Absent- Tallman, Connerly, Schoon*, Scott, Miller*, Perkins, Lehmann*, Rashid, VandeLune, Hanson*

**Phone access was not available for this meeting due to an error. Schoon, Miller, Lehmann and Hanson had planned to attend by phone.*

3. Introduction and Welcoming of any Guests/Others

- Tim Borich, Iowa State University
- Lorin Ditzler, RDG Planning & Design
- Mary Beth Foster, Iowa Association of Regional Councils

4. Approval of Agenda and Minutes

4.1 Approval of Agenda for Friday, January 23, 2014

Champ requested that item 7.1 be moved to the top of the agenda as Mary Beth Foster was present to discuss.

Motion by Wilwerding to approve the agenda. Second by Lynch. (MCU)

4.2 Approval of Minutes of Friday, November 21, 2014

Motion by Sturms to approve minutes. Second by Wilwerding. (MCU)

5. APA Iowa Membership Forum/Input

Wanderscheid noted that the Iowa State Young Alumni Council contacted her about writing an article on a young planner, and asked if any member of the Board would be interested. Ditzler asked if RDG could host some of the APA Webinars.

6. Business Items

6.1 Consider Expenditure for Iowa Reception at Taphouse Grill during 2015 APA Conference in Seattle.

Sturms noted that this venue was a block away from the convention center where the National Conference will be held. It will include a cash bar and APA Iowa will order some appetizers for the group, and is required to order a \$1,000 minimum. Champ noted the turnout for this event was great last year in Atlanta, and should be even better in Seattle. Dissell asked what would happen if we exceeded the room capacity. Sturms noted that there could be some spillage out into the normal restaurant area.

Motion by Mullenix to approve expenditure for Iowa Reception at Taphouse Grill during 2015 APA Conference in Seattle. Second by Hamlett. (MCU)

6.2 Consider Partnership with The Iowa League of Cities in City Week, October 12-16, 2015.

Champ noted that APAIA was involved with City week last year, and it is at no cost to partner.

Motion by Mullenix to approve partnership with The Iowa League of Cities in City Week, October 12-16, 2015. Second by Wilwerding. (MCU)

6.3 Confirm Reappointment of Dave Tallman as Planning Board Executive Board Member, Term Ending January, 2019.

Motion by Sturms to confirm Reappointment of Dave Tallman as Planning Board Executive Board Member, Term Ending January, 2019. Second by Lynch. (MCU)

6.4 Confirm Resignation of Carissa Miller as Public Relations/Communications Co-chair (Newsletter Editor).

Champ noted that Fort Dodge has promoted Carissa which has taken away from the time she is able to commit to the Board. Champ has some ideas on how to move forward, such as a blog and more social media outreach. Taylor noted that ISU could host the blog.

Motion by Mullenix to Confirm Resignation of Carissa Miller as Public Relations/Communications Co-chair. Second by Hamlett. (MCU)

6.5 Confirm Appointment of Debra Arp as CM Credit Manager, a Position Assisting the Professional Development Officer.

Champ noted that this was discussed last month in an effort to assist Taylor in his duties.

Motion by Wilwerding to confirm Appointment of Debra Arp as CM Credit Manager, a Position Assisting the Professional Development Officer. Second by Sturms. (MCU)

6.6 Consider Approval of 2015 APA IA Legislative Agenda.

Mullenix outlined each policy item, which were formulated after survey to the membership last year. Taylor questioned the water pollution regulation item. Mullenix noted that the item was solely to support funding and regulation through the legislator to protect waterways.

Motion by Russell to approve the 2015 APA IA Legislative Agenda. Second by Taylor. (MCU)

6.7 Consider Approval of Process for APA IA to Engage in Legislative Activities.

Mullenix explained the process and guidelines for APAIA to engage in legislative activities. In instances where APAIA has agreed upon a position, either the President or Legislative Program Area Chair will become involved. If APAIA has not agreed on a position, the membership will be pulled or the President, Vice President, Secretary and Treasurer will determine the position, based on time allowed.

Motion by Hamlett to approve Process for APA IA to Engage in Legislative Activities. Second by Wilwerding. (MCU)

7. Discussion Items

7.1 Discuss 2015 APA IA Conference in Sioux City

Champ discussed the meeting this morning with IARC Director Foster, Sturms, Wilwerding, Wanderscheid, Hamlett and himself. The meeting was in regards to having a possible joint conference this fall in Sioux City. Foster noted that the IARC Board has already agreed to a joint conference at their December meeting. IARC is hoping to help with sponsorships, assistance, volunteers and speakers/sessions. Champ noted that the conference would be co-branded, but APAIA will still run everything. Wanderscheid noted the local planning committee is comprised of eight people who have had several meetings. The reception space is secured; room block at the hotel is reserved. The local planning committee is also planning on doing a progressive dinner once again. Shires asked the local planning committee to reach out to Sioux Falls area planners. Wanderscheid added that they would also reach out to Omaha and Lincoln as well. Wanderscheid added that the theme will be "Reinvest, Reimagine, Retain".

7.2 Discuss Merger of Slash Web Studios and Shift Interactive as it relates to APA IA Website.

Champ noted that our current company Slash Web Studios has merged with Shift Interactive. In the past, Slash would do a lot of our work at no cost, but due to the merger, they will need to charge \$125/hour. Perkins would like to change the way we place events on our webpage, and it will cost \$375-\$500.

Motion by Russell to spend up to \$500 on website enhancements. Second by Wilwerding. (MCU)

7.3 Discuss National APA Grant Application form CDC Grant Funds.

Champ noted that APAIA did apply for this grant application. John Peterson has been key to putting everything together. Timeline from here is unknown, and it sounds like APA is struggling to get people to review the applications.

7.4 Discuss Strategic Planning Workshop, Feb. 20th, 2015, 10:00 – 2:00, Pleasant Hill City Hall.

Champ noted that the Board needs to update the Chapter's strategic plan prior to adopting a budget, and will need to work with each program area to strategize. Champ noted the proposed date of February 20th at Pleasant Hill City Hall for the strategic planning session, and asked for feedback on the date. As many indicated they would be able to attend that date, the Board will move forward.

8. Officers Reports

8.1 President (Champ)

Champ noted that Connerly got ill around the holidays, and his health is improving.

8.2 Vice President (Hamlett)

Hamlett noted that the t-shirt order information is not located on the website.

8.3 Immediate Past-President (Russell)

No Report.

8.4 Secretary (Dissell)

Dissell noted that membership just got over 500, which is a nice benchmark. This was helped by the addition of the chapter-only members from the non-members registrants from the fall conference.

8.5 Treasurer (Tiedemann)

Tiedemann summarized her attached reports.

Motion by Dissell to receive and accept treasurer's report. Second by Sturms. (MCU)

9. Executive Board Reports

9.1 Professional Development Officer (Taylor)

Taylor noted that four people took the AICP exam in November, 2014, and three of them passed. Those three were Matthew Bauman, Andrew Kass and Benjamin Kohout. Mullenix asked if any Iowa Planners had taken the specialties exams. Taylor is not aware of any.

9.2 Planning Board Member(Tallman)

No Report.

9.3 University of Iowa (Connerly)

No Report.

9.4 Iowa State University (Owusu)

Owusu noted that Iowa State has hired three new faculties, two of which are already teaching. Community and Regional Planning enrollment is up again this year by almost 20%

9.5 At Large Representatives (Lynch/Schoon/Scott)

No Report.

9.6 Chapter Development Program (Sturms)

Sturms noted that the RFP for the 2016 and 2017 Conferences have been sent out, and are due back mid-February. The next Central Iowa social outing will take place at the Royal Mile on January 29.

9.7 Professional Development Program (Wilwerding)

Wilwerding noted that Shive Hattery will host a lunch and learn on mini roundabouts on February 19. Wilwerding is hoping to host one of these every quarter, and asked for ideas to be e-mailed to him.

- 9.8 Outreach and Advocacy Program (Brown/Shires)
Shires noted that he talked with AIA about sponsoring. The Board has agreed to not sponsor AIA's conference this year. Shires also mentioned that APA Iowa should work with the new ULI Chapter. Champ noted that partnership would be good, but need more info. Brown noted that she and Shires would be helping Champ with budgetary stuff.
- 9.9 Legislative and Policy Program (Mullenix)
Mullenix noted that Transportation Day on the Hill is January 28; Public Health Day on the Hill in February 3, and Design Day on the Hill is February 9.
- 9.10 Recognition and Awards Program (Wanderscheid)
Wanderscheid noted this is a slow time of year for awards. Will review the awards program and make changes where appropriate.
- 9.11 Public Relations and Communications Program (Miller/Perkins)
No Report.
- 9.12 University of Iowa Graduate Program (Lehmann)
No Report.
- 9.13 Iowa State University Undergraduate Program (Joens)
No Report.
- 9.14 Iowa State University Graduate Program (Christianson)
No Report.
- 9.15 County Planning and Zoning Officials of Iowa (VandeLune)
No Report
- 9.16 Iowa Floodplain and Stormwater Management Association (Hanson)
No Report.

10. Other Items Not on the Agenda

Motion by Mullenix to adjourn the meeting of the American Planning Association Iowa Chapter Executive Board at 12:05 PM. Second by Hamlett. (MCU)

These minutes of the Friday, January 23, 2015, Executive Board meeting were approved by a majority of those Executive Board Members present at the March 20, 2015, Executive Board meeting.

J. Benjamin Champ, AICP, EDFP, ASLA
President

Date: _____

Charlie E. Dissell, AICP
Secretary

Date: _____