



## **7.0 Discussion Items**

- 7.1 ISU Extension Intro to Planning & Zoning Workshops (Guest: Eric Christianson – ISU Extension)
- 7.2 2020 Calendar of Events
- 7.3 Coordination of Events and Activities
- 7.4 Small Cell Workshops Sponsored by APA-IA
- 7.5 Year Long Sponsorships

## **8.0 Officers Reports**

- 8.1 President (Mullenix)
- 8.2 Vice President (Sturms)
- 8.3 Immediate Past-President (Champ)
- 8.4 Secretary (Micheel)
- 8.5 Treasurer (Young)
  - 8.5.1 Chapter Treasurers Report- *Attachment* - Receive and Accept Report

## **9.0 Executive Board Reports**

- 9.1 Professional Development Officer (Wilwerding)
- 9.2 Planning Board Member (Flack)
- 9.3 University of Iowa (Connerly)
- 9.4 Iowa State University (Owusu)
- 9.5 At Large Representatives (Holz/Nichols/Fleener)
- 9.6 Chapter Development Program (Janson/Russett)
- 9.7 Professional Development (Cowell)
- 9.8 Outreach/Advocacy Program (Schroder/Tiedemann)
- 9.9 Legislative and Policy Program (Van Steenhuyse)
- 9.10 Recognition/Awards Program (Bothell/Shires)
- 9.11 Public Relations/Communication Program (Seabert)
- 9.12 University of Iowa Graduate Program (Begay)
- 9.13 Iowa State University Undergraduate Program (Hertaus)
- 9.14 Iowa State University Graduate Program (Runkel)
- 9.15 County Planning and Zoning Officials of Iowa (VandeLune)
- 9.16 Iowa Floodplain and Stormwater Management Association (Land)

## **10.0 Other Items Not on the Agenda**

### **11.0 Upcoming Board meeting**

July 17, 2020: Location TBD

### **12.0 Adjournment of Board Meeting**

**DRAFT Minutes**  
**APA-IA Chapter Board Meeting**  
**Friday, March 27, 2020**

**1.0 Call to Order**

President Dylan Mullenix called the meeting of the American Planning Association Iowa Chapter to order at 10:02 am during a virtual meeting using Zoom as a result of social distancing recommendations due to coronavirus.

**2.0 Roll Call**

Executive Board

*Officers*

+	Dylan Mullenix	President
+	Madeline Sturms	Vice President
+	Ben Champ	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*

+	Charles Connerly	University of Iowa
+	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 Schroder	Outreach / Advocacy
+	Steven Van Steenhuyse	Legislative & Policy
+	Charlie Cowell	Recognition / Awards
+	Emily Bothell	Recognition / Awards
+	Liesl Seabert	Public Relations / Communications

*At-Large Members*

NP	Charlie Nichols	
+	Alexsis Fleener	
+	Jim Holz	

*Liaisons (non-voting)*

NP	Leon Begay	University of Iowa Graduate
+	Julia Hertaus	Iowa State University Undergraduate
+	Sarah Runkel	Iowa State University Graduate
+	Bret VandeLune	County Planning / Flood Officials
NP	Mark Land	Floodplain / Stormwater Management

20 (of 21) - Voting Members Present (notated "+") (12 required to achieve quorum)

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

No guests present on the phone.

**4.0 Approval of Agenda and Minutes**

4.1 Approval of Agenda for Friday, March 27, 2020.

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

4.2 Approval of the Minutes, as read, from Friday, November 15, 2019.

*Motion by Sturms, seconded by Shires. Unanimous Approval.*

**5.0 APA Iowa Membership Forum/Input**

Mullenix opened the floor for membership input.

No discussion.

**6.0 Business Items**

6.1 Consider appointment of Charlie Cowell as the Professional Development Chairperson.

Mullenix stated that Cowell and Shires agreed to flip-flop their Board Chair positions.

*Motion to appoint made by Holz, seconded by Bothell. Unanimous Approval.*

6.2 Consider appointment of Chris Shires as Awards Co-Chair

Mullenix indicated Cowell and Shire agreed to flip-flop their Board Chair positions.

*Motion to appoint made by Holz, seconded by Sturms. Unanimous Approval.*

**7 Discussion Items**

7.1 2020 Calendar of Events

Mullenix indicated that we have been working on our calendar of events. In central IA area, they have been having monthly divisional networking events/facilitated discussion. Central IA has had to cancel events recently due to COVID-19 and will continue to do so under current circumstances. Tomorrow Plan Speaker Series from National League of Cities was cancelled.

Mullenix asked for upcoming events that may get cancelled and/or for ideas to put on a virtual calendar of events. Sturms indicated the city planning and management event should not be done in-person, however, could be done virtually.

Sturms asked if there was a way to add the fact that CM credits are being offered after an event has already been posted without CM credits because the credits were not approved yet to avoid re-entering the event once CM credits have been approved. Wilwerding indicated that virtual events can be CM credit eligible but APA will not allow us to edit existing calendar events. Mullenix indicated that we should start working on events as early as possible to avoid have "double" events on the calendar as described above.

Mullenix asked how people feel about doing a virtual calendar of events. Micheel indicated that he believes it is a good time to do it to offer virtual social and learning interactions. Sturms indicated she would reach out to line up a couple of speakers to organize a virtual event for the entire membership.

## 7.2 2020 Upper Midwest Conference (Des Moines)

Sturms reported that the Planning Committee had another meeting and the call for sessions went out recently. Mobile tours are being put together and hotels are being locked down and being added to the website. Reception and progressive dinner details are being held up due to the COVID-19 situation.

Mullenix stated that we should send the call for sessions to partner organizations as well (i.e. ASLA, ULI, etc.) Mullenix also asked consultants to send the call for sessions to their clients in other states.

Shires mentioned that he would send out the call for sponsorships and was concerned that sponsorships will be slow to come in due to COVID.

Mullenix stated that the National APA Conference has been cancelled.

## 7.3 ISU Student Firm Crawl

Mullenix indicated that this event has been postponed because students are not on campus right now and we'll look to do this some other time. Julia indicated that she will remain the contact for now until a new student is identified to take over as the contact.

## 7.4 Small Cell Workshop Sponsored by APA-IA

Kristina has secured dates and times and she is moving forward with those as "live interaction" events. Russett indicated that Iowa City has cancelled May Historic Preservation Month activities. Discussion occurred around moving the May 14<sup>th</sup> Davenport event to a virtual event and not doing the other two. Kristina indicated that she would move forward with working on cancelling the two events not in Davenport.

## 7.5 Upcoming Updates to AICP Certification Maintenance Program

Wilwerding discussed the rollout of the new AICP requirements:

- Effective January 1, 2022
- 1.5 ethics credits moving to 1 ethics credit and adding sustainability and resilience
- Consolidating reporting periods

## 7.6 All Iowa Reception

Mullenix indicated this is being cancelled. Young stated that he reached out and cancelled with the venue and the Chapter will receive a full refund of the deposit. Mullenix asked if the Chapter would like to redirect those funds to another activity at the Upper Midwest conference or honoring Jerry Anthony for achieving the FAICP designation. Young indicated that we have already collected funds from the University and it needs to be communicated that we will use that funding towards a different activity. Owushu indicated that University funds will be tight next year and requested that the funding be set aside in case they need it. Connerly indicated that he is fine with using the funding for an event for Jerry Anthony.

## 7.7 Year Long Sponsorships

Mullenix pointed out examples from other State's sponsorship programs that pursue annual sponsorships as opposed to single-event sponsorships. Mullenix stated that he thinks this is a good direction for us to go in. Shires indicated that he thinks this is a good direction to go in as well from a consultant perspective. Some discussion occurred on what additional benefits to sponsors may exist related to this strategy and how to operationalize this strategy occurred. The decision was made to work on this for implementation next year.

## **8.0 Officers Reports**

### **8.1 President (Mullenix)**

Mullenix mentioned that we now have a Chapter Zoom account. Mullenix also discussed the new Chapter e-mail and the practice of having official chapter business routed through Kristina and she will use the official chapter e-mail to send that information out. This will provide long-term consistency. Mullenix indicated that sponsorship requests should come from Shires first and then subsequent communications will come from the official chapter e-mail address.

Mullenix also recognized Jerry Anthony's FAICP designation.

Mullenix discussed that cancellation of the National Conference and his participation in an event for Chapter presidents to discuss how to continue to offer CM credits.

Mullenix indicated that we are going to update our websites with a form for communication so that we can pull email addresses off the website to reduce the likelihood of generating SPAM emails.

### **8.2 Vice President (Sturms)**

Sturms reported that participation in the ISU Career Fair was successful and valuable. Sturms indicated that the trip to the ISU Grad Club was also a success and were invited back again. Hertaus indicated that it was valuable as well. Owushu added that he received positive feedback regarding APA-IA's participation. Sturms offered that it might be a good idea to set up participation in a similar event at the University of Iowa as well if there is interest. Connerly indicated that the U of I is doing this already as a part of their curriculum.

### **8.3 Immediate Past-President (Champ)**

No report.

### **8.4 Secretary (Micheel)**

No report.

### **8.5 Treasurer (Young)**

Young reported that the Treasurer's Report was included in the packet and provided an overview.

*Motion by Sturms to receive and accept the report. Second by Micheel. Unanimous approval.*

## **9.0 Executive Board Reports**

### **9.1 Professional Development Officer (Wilwerding)**

Wilwerding reported that he participated in a PDO call yesterday that APA staff is now empowered to remove barriers that have no value. Wilwerding then discussed

changes to the AICP application process. The process includes an increase in the cost of \$15.00. In addition, unsatisfactory essay responses will not preclude individuals from taking the test any longer. Formal employer letters will no longer be required. Finally, self/remote-proctoring is being explored so that candidates wouldn't have to travel to a testing site.

**9.2 Planning Board Member (Flack)**

Flack discussed challenges with virtual Commission meetings and how to deal with those challenges. Flack also discussed Ankeny's zoning code rewrite and implementation challenges. Mullenix asked if the Chapter could be of any assistance and how does the Chapter better serve Commissioners and does a Commissioner track at the Chapter conference make sense. Discussion occurred on how to best assist and provide education to Commissions. Online resources including American Citizen Planner was mentioned. Coordination with the League of Cities was also mentioned. Mullenix mentioned possibility of creating a sub-committee to explore.

**9.3 University of Iowa (Connerly)**

Connerly reported that they are revamping all of their classes to be delivered online and a week was added to spring break to allow for this. Connerly mentioned that Prof. Fuller is retiring on May 15<sup>th</sup>. Finally, Connerly reported that they are in the final stages of re-accreditation as well

**9.4 Iowa State University (Owusu)**

Owushu indicated that they are facing similar issues as the University of Iowa and outlined them.

**9.5 At-Large Representative (Holz/Nichols/Fleener)**

Holz no report.

Nichols no report.

Fleener working on the mentor match for the upcoming conference.

**9.6 Chapter Development Program (Janson/Russett)**

No report.

**9.7 Professional Development (Cowell)**

Reported that he is starting to figure out the responsibilities of the role.

**9.8 Outreach / Advocacy Program (Schroder/Tiedemann)**

No report

**9.9 Legislative and Policy Program (Van Steenhuyse)**

Van Steenhuyse reported that the legislature is on recess until April 15<sup>th</sup> and recessed just prior to the funnel deadline so likely, what is on the table will be all that will be on the table this session. Van Steenhuyse discussed the land bank bill and stated that the design day on the hill was a success.

**9.10 Recognition / Awards Program (Cowell/Bothell)**

No report.

**9.11 Public Relations / Communication Program (Seabert)**

Seabert reported that the next newsletter is coming out on April 9<sup>th</sup> and submissions need to be in on April 3<sup>rd</sup>. Seabert discussed engagement with membership on Facebook.

**9.12** University of Iowa Graduate Program (Begay)

No report.

**9.13** Iowa State University Undergraduate Program (Hertaus)

Hertaus reported that she is graduating May 9<sup>th</sup> and she will work on finding a new representative and will plan on attending the meeting on May 15<sup>th</sup>.

**9.14** Iowa State University Graduate Program (Runkel)

Documenting the events they have been involved in to cut down on the amount of planning necessary for the next representative. Mullenix requested photos of events that members have participated in.

**9.15** County Planning and Zoning Officials of Iowa (VandeLune)

VandeLune indicated that Brian McDonough will be the new Chapter President and Josh Pisarcik will be the new Secretary/Treasurer. VandeLune also mentioned a piece of legislation that impacts County zoning that passed both the House and Senate that placed geographic restrictions on Commissioners. Van Steenhuyse and VandeLune discussed collaboration during legislative sessions.

**9.16** Iowa Floodplain and Stormwater Management Association (Land)

No report.

**10.0** Other Items Not on the Agenda

**11.0** Upcoming Board Meetings

The May meeting is scheduled for Friday the 15<sup>th</sup> of May at 10 a.m. Location is up in the air right now.

**12.0** Adjournment of the Board Meeting

*Mullenix adjourned the meeting.*

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

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

\_\_\_\_\_  
Madeline Sturms, AICP  
Vice President

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



APA Iowa  
Balance Sheet Standard  
As of April 30, 2020

	<u>Apr 30, '20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bank Iowa	44,225.97
Checking (6230)	<u>794.86</u>
Total Checking/Savings	<u>45,020.83</u>
Total Current Assets	<u>45,020.83</u>
<b>TOTAL ASSETS</b>	<u><u>45,020.83</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	39,871.61
Net Income	<u>5,149.22</u>
Total Equity	<u>45,020.83</u>
<b>TOTAL LIABILITIES &amp; EQ...</b>	<u><u>45,020.83</u></u>

APA Iowa  
Profit and Loss Budget vs. Actual  
January through April 2020

	Apr '20	Jan - Apr '20	Budget	\$ Budget	% Budget
<b>Income</b>					
All Iowa Reception/Uni Share	0.00	1,200.00	1,200.00	0.00	100.0%
APA Dues Rebate	3,683.20	7,915.61	12,500.00	-4,584.39	63.3%
Conference Income	3,250.00	3,250.00	44,500.00	-41,250.00	7.3%
<b>Grant Income</b>					
Call to Action Income	0.00	0.00	1,200.00	-1,200.00	0.0%
Planner4Health Income	0.00	0.00	1,975.00	-1,975.00	0.0%
<b>Total Grant Income</b>	<b>0.00</b>	<b>0.00</b>	<b>3,175.00</b>	<b>-3,175.00</b>	<b>0.0%</b>
Interest Income	0.38	1.37	5.00	-3.63	27.4%
Other Income	0.00	0.00	500.00	-500.00	0.0%
<b>Total Income</b>	<b>6,933.58</b>	<b>12,366.98</b>	<b>61,880.00</b>	<b>-49,513.02</b>	<b>20.0%</b>
<b>Expense</b>					
Bank Charges	0.00	6.42			
CM Dues/Subscriptions	0.00	0.00	1,254.00	-1,254.00	0.0%
Conference Expense	0.00	0.00	36,220.00	-36,220.00	0.0%
Equipment Expense	0.00	0.00	100.00	-100.00	0.0%
<b>Grants Expense</b>					
Call to Action Expense	0.00	0.00	1,500.00	-1,500.00	0.0%
Planner4Health Expense	0.00	0.00	1,975.00	-1,975.00	0.0%
<b>Total Grants Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>3,475.00</b>	<b>-3,475.00</b>	<b>0.0%</b>
Insurance Expense	0.00	390.00	400.00	-10.00	97.5%
Local Advocacy	0.00	0.00	50.00	-50.00	0.0%
Lunch and Learns	0.00	0.00	250.00	-250.00	0.0%
Metro Planner's Lunch Meetings	0.00	0.00	250.00	-250.00	0.0%
Miscellaneous Events	0.00	68.00	300.00	-232.00	22.7%
<b>National Conference Expenses</b>					
All Iowa Reception	0.00	533.10	1,800.00	-1,266.90	29.6%
<b>Total National Conference Expense:</b>	<b>0.00</b>	<b>533.10</b>	<b>1,800.00</b>	<b>-1,266.90</b>	<b>29.6%</b>
Office Supplies	24.10	24.10	100.00	-75.90	24.1%
Postage and Delivery	0.00	0.00	100.00	-100.00	0.0%
<b>Professional Fees</b>					
Chapter Administrative Services	600.00	2,400.00	7,200.00	-4,800.00	33.3%
Legal/Accounting/Tax Prep	0.00	0.00	500.00	-500.00	0.0%
Miscellaneous	249.61	249.61			
Web Consulting	0.00	62.50			
<b>Total Professional Fees</b>	<b>849.61</b>	<b>2,712.11</b>	<b>7,700.00</b>	<b>-4,987.89</b>	<b>35.2%</b>
Software Expense	160.39	215.07	100.00	115.07	215.1%
Sponsorships Expense	0.00	2,000.00	2,000.00	0.00	100.0%
Training/Continuing Education	0.00	150.00	500.00	-350.00	30.0%
<b>Travel Expense</b>					
Food	0.00	0.00	900.00	-900.00	0.0%
Lodging	0.00	19.99	2,800.00	-2,780.01	0.7%
Miscellaneous	-222.61	-222.61	500.00	-722.61	-44.5%
Registration	0.00	850.00	1,100.00	-250.00	77.3%
Transportation	0.00	471.58	1,500.00	-1,028.42	31.4%
<b>Total Travel Expense</b>	<b>-222.61</b>	<b>1,118.96</b>	<b>6,800.00</b>	<b>-5,681.04</b>	<b>16.5%</b>
<b>Total Expense</b>	<b>811.49</b>	<b>7,217.76</b>	<b>61,399.00</b>	<b>-54,181.24</b>	<b>11.8%</b>
<b>Net Income</b>	<b>6,122.09</b>	<b>5,149.22</b>	<b>481.00</b>	<b>4,668.22</b>	<b>1,070.5%</b>