

Minutes
APA-IA Chapter Board Meeting
Friday, January 17, 2020
Approved March 27, 2020

1.0 Call to Order

1.1 President Dylan Mullenix called the meeting of the American Planning Association Iowa Chapter to order at 10:02 am during a call-in meeting only as a result of winter weather conditions.

2.0 Roll Call

Executive Board

Officers

+	Dylan Mullenix	President
+	Madeline Sturms	Vice President
NP	Ben Champ	Past President
+	Bill Micheel	Secretary
+	Zach Young	Treasurer

Professional Development Officer

+	David Wilwerding	
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Planning Board Member

NP	Trina Flack	
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University Representatives

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

Program Area Chairs

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

At-Large Members

+	Charlie Nichols	
+	Alexsis Fleener	
+	Jim Holz	

Liaisons (non-voting)

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

15 (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, January 17, 2020.

Motion by Young, seconded by Wilwerding. Unanimous Approval.

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

Motion by Sturms, seconded by Bothell. Unanimous Approval.

5.0 APA Iowa Membership Forum/Input

Mullenix opened the floor for membership input.

No discussion.

6.0 Business Items

6.1 Consideration of Re-appointment of David Wilwerding as the Professional Development Officer.

Mullenix indicated that Wilwerding's term is up this month and Mullenix has asked him to continue. No discussion. Mullenix requested motion to re-appoint Wilwerding.

Motion to re-appoint made by Holz, seconded by Nichols. Unanimous Approval.

6.2 Consideration of 2020 Lobbyist Registration for Chapter President and Legislative & Policy Program Area Chairperson

Mullenix indicated that the Chapter President and the Legislative & Policy Program Chair serve in this person. This includes Mullenix and Van Steenhuyse.

Motion to re-appoint made by Holz, seconded by Wilwerding. Unanimous Approval.

6.3 Consideration of Approval of Re-appointment of Melissa Tiedemann as the Outreach/Advocacy Co-chairperson.

Mullenix indicated that Tiedemann's term is up and she is willing to continue to serve.

Motion to reappoint made by Young, seconded by Russett. Unanimous Approval.

** Melissa Tiedemann joined the meeting at 10:03AM*

6.4 Consideration of Approval for 2019 Chapter Annual Report

Mullenix presented a review of the 2019 Chapter Annual Report and indicated that the plan is required to be completed to conform to the Chapter Performance criteria from APA.

Motion to approve the 2019 Chapter Annual Report, made by Wilwerding, seconded by Holz. Unanimous Approval.

6.5 Consideration of Approval for 2020 Chapter Work Plan

Mullenix presented a review of the 2020 Chapter Work Plan. Some brief discussion of specific contents.

Motion to approve the 2020 Chapter Work Plan by Holz and seconded by Russett. Unanimous Approval.

6.6 Consideration of Approval for 2020 Legislative Agenda

Mullenix explained that two versions of the Legislative Agenda were included in the packet: one that shows the amendments made based on the last Board meeting and one version that is the final including all of the amendments.

Motion to approve the legislative agenda by Russett and seconded by Holz. Unanimous Approval.

7.0 Discussion Items

7.1 2020 Calendar of Events

Mullenix indicated the Chapter is putting together a calendar of events for the year. The Work Program lists a number of training opportunities, networking events, etc. The calendar of events would include these and add dates to these. Shires indicated that the Professional Development Committee decided on a regular schedule for events in the Des Moines area. Sturms indicated that the group had decided this schedule was the second Thursday of every month from 3:00PM to 5:00PM. Sturms indicated that Tony is going to reach out to division leaders to assist with programming these educational and networking events. Starting in February there will be regularly scheduled networking and learning events.

Mullenix requested that if events are scheduled anywhere in Iowa to get them on the APA-IA website so they can be included on the master list of events.

Schroder indicated that other professional organizations have been reaching out to her interested in cross-posting events (i.e. AIA).

Russett indicated that the Eastern Iowa group should meet to discuss a strategy moving forward. Micheel discussed existing regular events.

7.2 2020 Upper Midwest Conference (Des Moines)

Sturms reported that the Planning Committee had their kick-off call yesterday, reviewed surveys from the Iowa City Conference, reviewed possible reception locations, and discussed mobile tours. Please provide any ideas to Sturms.

7.3 2020 Design Day on the Hill

Mullenix discussed the basics of Design Day on the Hill and reported that the date is Feb. 24th, 2020. Mullenix hopes to put together professional development opportunity associated with this event to learn about bills currently being considered. If anyone has ideas, please get them to Dylan.

Sturms indicated that she had met with Kristina and that ASLA presents themselves as experts and sends legislators a letter indicating the date they will be there and that they

are willing to answer questions about topics on which the ASLA are subject matter experts.

Mullenix encouraged anyone with relationships with legislators to ask them to attend.

7.4 ISU Student Firm Crawl

Schroder indicated that she would like to meet with Mullenix to discuss what firms might be interested in hosting and discussed some additional details of what each firm might offer as a host. Schroder indicated that she would like to have this figured out by February or March. Mullenix and Schroder indicated that we could offer this at other schools like the University of Iowa. Schroder indicated approx. 15-20 students attending.

7.5 Small Cell Workshop Sponsored by APA-IA

Kristina (Chapter Administrator) has been tasked with hosting three Small Cell Workshops outside of the central Iowa area. Kristina has been working through setting these up (dates, times, locations, etc.) Focused on communities that can get the most individuals to the workshops. Schroder indicated that she suggested this topic because the chapter gets regulatory questions from local governments related to the State legislation. Schroder also mentioned that the workshop structure and the target audience is still being sorted out. Nichols mentioned that he believes that the workshop will be beneficial for County Zoning Officials.

8.0 Officers Reports

8.1 President (Mullenix)

Mullenix mentioned that he has been working on the Annual Report and the Work Plan over the past few months. There are two vacant positions that need to be filled (Cowell Awards Co-Chair and Shires Professional Development) and Mullenix is working on filling those. Also preparing for the Houston conference.

8.2 Vice President (Sturms)

Sturms reported that Chapter is registered to have a booth at the career fair at Iowa State College of Design on Feb. 20th from 12:00PM to 5:00PM. Wilwerding and Schroder are willing to help staff the booth. If you are interested in staffing the booth contact Sturms. Request out to companies to submit jobs that students could look over and the Chapter will be sharing AICP candidate information to students.

Sturms has been in touch with APA National planning staff to secure recommendations for locations for All Iowa Reception, but has not received any yet.

Holz requested to be kept in the loop about the ISU career fair.

8.3 Immediate Past-President (Champ)

No report.

8.4 Secretary (Filippini)

Micheel indicated that there are three meetings on the schedule that are To Be Determined in March, July, in November. Micheel will be working to get those TBD locations scheduled. Micheel also suggested that the March meeting be held at ISU

to take advantage of the presentation that was scheduled for the meeting, but not taking place because of the weather and phone only meeting.

8.5 Treasurer (Young)

Young reported that he is continuing to work with Kristina to get the Chapter bank account switched over from US Bank to the new bank. Challenges include getting an IRS form to prove that the Chapter has non-profit status. The IRS can provide one; however, the IRS needs a current address. Young had to file a Change of Address form with the IRS, which will take 4 to 6 weeks to process.

Young reported on the Treasurer's Report. End of Year budget items discussed by Young included double payment on CM dues and subscriptions membership in 2019, unbudgeted payments for chapter administrative services, a payment for our retainer of \$1,200, and down payment for 2020 conference. With these items factored in the \$5000 negative balance works out to be a \$600 positive balance for 2019 and puts the Chapter in line with what was budgeted for the year.

Schroder asked if Young had tried all of the former officer's addresses and that the address of record could possibly be the national office address.

Young mentioned that the Chapter has a positive end of year balance of \$40,000 in the bank account.

Motion to accept the Treasurer's Report by Wilwerding, second by Tiedemann. Unanimous approval.

9.0 **Executive Board Reports**

9.1 Professional Development Officer (Wilwerding)

Wilwerding reported that the Chapter has all of the AICP exam prep materials on the Chapter website. Wilwerding also indicated that he secured free registration for the national conference through the national APA office through a program for PDO's.

9.2 Planning Board Member (Flack)

No report.

9.3 University of Iowa (Connerly)

Connerly reported that the Iowa Initiative for Sustainable Communities Program has been moved back into the School of Urban and Regional Planning. Travis Krause (class of 2013) joined the staff January 1 to operate the program for URP. Connerly having discussions with communities who submitted responses to the recent call for projects to be completed during the next two years.

Connerly indicated that the School of Urban Regional Planning have submitted a petition to change the name to the School of Planning and Public Affairs to be acted on by the Board of Regents.

9.4 Iowa State University (Owusu)

No report.

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

Holz indicated that the Ankeny office would be interested in helping out with the Student Firm crawl.

9.6 Chapter Development Program (Janson/Russett)

No report.

9.7 Professional Development (Shires)

No report

9.8 Outreach / Advocacy Program (Schroder/Tiedemann)

Schroder thanked those that have passed along information to individuals from other professional organizations about cross marketing and networking to her and Tiedemann.

9.9 Legislative and Policy Program (Van Steenhuyse)

Mullenix reported that Van Steenhuyse is watching to pieces of legislation currently. Mullenix indicated that Van Steenhuyse attended a national event put on by APA National for members engaged in legislative affairs.

9.10 Recognition / Awards Program (Cowell/Bothell)

No report.

9.11 Public Relations / Communication Program (Seabert)

Seabert reported that the next newsletter goes out in April. The first week in April is the deadline to submit content for the newsletter. Seabert also mentioned that discussion has occurred surrounding the idea of creating new literature about the benefits of joining the APA-IA Chapter. If anyone has ideas, send them to her.

Mullenix indicated that he has been working to get the website updated. Tony volunteered to help get some information on the website and get national to provide more access to some members who need it. National will be holding a training for website design soon and Board members can participate if it makes sense for them to.

9.12 University of Iowa Graduate Program (Begay)

No report.

9.13 Iowa State University Undergraduate Program (Hertaus)

Hertaus reported that students are entering the design competition and wanted to ask if APA-IA would offer a scholarship to travel to Houston if they made the finals. Mullenix indicated that the Chapter does provide a scholarship to each University and they can use them however, they would like. Young indicated that he sent those checks last week.

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

10.1 Russett indicated that Iowa City is hiring an Associate Planner and requested Board member point individuals to the website if they are interested. Mullenix discussed full-year sponsorships as a possibility that is being explored to increase chapter revenue.

11.0 Upcoming Board Meetings

The March meeting is scheduled for Friday the 27th of January at 10 a.m. Mullenix indicated that he liked the idea of holding the meeting at ISU. No objections from anyone on the Board.

12.0 Adjournment of the Board Meeting

Motion to adjourn by Holz, second by Nichols, unanimously approved. Mullenix adjourned the meeting at 11:15 a.m.

Dylan Mullenix, AICP
President

Date: _____

Madeline Sturms, AICP
Vice President

Date: _____