

**Minutes**  
**APA-IA Chapter Board Meeting**  
**Friday, May 15, 2020**  
 (Approved July 17, 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*

+	Charlie Nichols	
+	Alexsis Fleener	
+	Jim Holz	

*Liaisons (non-voting)*

+	Leon Begay	University of Iowa Graduate
+	Julia Hertaus	Iowa State University Undergraduate
+	Sarah Runkel	Iowa State University Graduate
NP	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**

Dylan Mullenix introduced the following guests participating in the meeting:

- Eric Christianson (Iowa State University Extension)
- Jerry Anthony (University of Iowa School of Urban and Regional Planning)
- Steven Stransky (SE IA Regional Planning Commission)
- John Dornoff (City of Waterloo)
- Jill Gregoire (City of Clive)

### **4.0 Approval of Agenda and Minutes**

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

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

#### **4.2 Approval of the Minutes, as read, from Friday, March 27, 2020.**

*Motion by Holz, seconded by Sturms. 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 transition of 2020 Upper Midwest Conference from in-person to live virtual format.**

Mullenix provided some background about how COVID-19 has impacted APA National events. Specifically, how some have been cancelled altogether and others have been moved to an online format. Dylan also indicated that APA-IA needs to make a decision on transitioning to a virtual format soon to have time to plan, cancel event hall reservation, etc.

Shires asked if we have calculated our max liability of we “called it quits right now.” Dylan responded that liability is \$15,000. Rose shared the concern that even if we continued in person that our numbers would be low and that local governments will be putting restrictions on travel because of budget issues.

Dylan shared that APA-IA can potentially partner with other states to create an online Upper Midwest Conference. Des Moines event center indicated that the only way we can get out of our contract is if there is a state or federal mandate that we can't meet.

Some discussion about how a virtual conference would operate (i.e. can we get the sessions recorded, etc.). Zach asked if we had offered to pay the event center \$15,000 today (to help mitigate any cash flow issues they are having this year) and have that \$15,000 then credited to next year's conference if held at the event center. Micheel agreed with this idea.

Sturms indicated that we have paid a \$4000 reservation fee and an additional \$11,000 will be paid by APA-IA (total of \$15,000).

Holz asked if APA National would be willing to help host APA-IA virtual conference. Dylan said that he has been invited to a webinar on this topic in the next couple of

weeks. Mullenix also mentioned that APA National may be willing to chip in some funding to State/regional conferences.

Sturms indicated that if the event center doesn't agree to work with us to find a solution that does not require the Chapter to forfeit money that she would not feel any obligation to hold future events at the event center. Zach agreed.

Russett voiced support for cancelling the in-person conference.

Flack added that she works for the Convention and Visitor's Bureau and it is good to get an outside perspective. Flack indicated that event centers are making decisions based on July and August because the world may look different at that point.

Mullenix indicated that this item is on the agenda for a vote. Schroder indicated support for exploring the virtual option and putting a "pause" on the vote this month.

Sturms mentioned that to date the Chapter has only received 11 submissions for conference proposals and the deadline is today. Mullenix said that it will be a good idea to check with individuals that submitted a conference proposal to see if they can present virtually. Schroder asked if it is a good idea to send the membership a survey to determine who would show up in person and/or who would attend a virtual conference. Russett indicated that because of the dynamic nature of the situation, survey results may be obsolete quickly.

Young supported exploring both in-person and virtual options and indicated that shifting to the virtual option doesn't add a significant amount of time in terms of planning.

Additional discussion occurred related to whether or not the Board needs to make a decision today. Micheel asked how important the \$15,000 is to the Chapter (can we afford to give it up). Young indicated that the \$15,000 is important and that we should cancel, but not tell the Events Center yet and see if things change and we can get out of the contract.

Wilwerding asked if we could record the virtual sessions and go back and view them later like the national conference if you register for the conference. Dylan indicated that this is possible.

Owusu added that organizing a virtual conference takes a lot of time and not to assume that it is easy. Micheel indicated that this may be a reason to move ahead with a decision to cancel now so that we commit to planning to the virtual conference. Shires added that if we go that route that we need to make a monumental effort to bring in the other states.

Connerly added that he is supportive of moving forward with a virtual conference and is concerned that we have only received 11 submissions. Micheel indicated that a question of a virtual vs. in-person is partly to blame for the lack of submissions.

Holz motioned to cancel the in-person event, hold the conference virtually, work with event center to get the Chapter's money back and get out of the contract, and attempt to get assistance from APA National. Young Second. Unanimous Approval

## 7 **Discussion Items**

### 7.1 ISU Extension Intro to Planning & Zoning Workshops

Christiansen made two announcements:

1. ISU Extension is now offering Planning and Zoning courses online on a monthly basis.
2. ISU Extension has added staff members which will allow the organization to add more workshops. This may include a workshop in which a small group, facilitated by Eric, will work through a real world Planning & Zoning issue live.
3. ISU Extension is also going to roll out a Zoning Administrator training primarily for communities that do not have a dedicated zoning administrator. ISU Extension will also release a survey to gauge interest in specific topics for this workshop.

### 7.2 2020 Calendar of Events

Mullenix indicated that the Planning on Tap series has been occurring virtually and will in the future.

### 7.3 Coordination of Events and Activities

Mullenix indicated that we can make the Planning on Tap series a more statewide event in the future and any events that other areas of the state are organizing should do the same. Russett indicated that she would support continued coordination of statewide events. Mullenix indicated that the Chapter should move forward in this direction.

### 7.4 Small Cell Workshop Sponsored by APA-IA

Kristina mentioned that her and Rose have been coordinating with the League of Cities to offer a virtual event. The three in-person events have transitioned into a single virtual workshop.

### 7.5 Year Long Sponsorships

Mullenix started the conversation and Kristina indicated that she had created a list of sponsorship levels. Mullenix indicated that the list will get sent out for review and be on the agenda next month for consideration by the Board.

## **8.0 Officers Reports**

### 8.1 President (Mullenix)

Mullenix mentioned that APA National has been working to get planning support for what APA would like to see in the next stimulus bill.

### 8.2 Vice President (Sturms)

No report.

### 8.3 Immediate Past-President (Champ)

Champ stated that the first Steering Committee meeting for the Public Affairs program.

### 8.4 Secretary (Micheel)

No report.

### 8.5 Treasurer (Young)

Young reported that he and Kristina have been working on the bank account transition from US Bank to the Bank Iowa account. Young also reported that the Treasurer's Report was included in the packet and provided an overview.

*Motion by Wilwerding to receive and Treasurer's Report. Second by Holz. Unanimous approval.*

## **9.0 Executive Board Reports**

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

Wilwerding reported that he has been working with Laura Carstens to transition the Preserve Iowa Summit to a virtual event which has been co-branded as an APA-IA event and are eligible for CM credits. Wilwerding also indicated that the end of May is the end of the 2018-2019 CM credit season. There are 7 or 8 individuals that have not met the minimum number of CM credits. Finally, the AICP exam has been pushed back to June and July and can be completed virtually and the online option will be offered moving forward.

### **9.2 Planning Board Member (Flack)**

Flack discussed continuing the conversation on educating your respective Planning Commission members.

### **9.3 University of Iowa (Connerly)**

Connerly reported that Jerry Anthony would have been inducted as a AICP Fellow at National APA and congrats to Jerry. Connerly also mentioned that he anticipates between 10 to 15 students in the MPA program. Finally, Connerly indicated that he received the letter that the School of Urban and Regional Planning at the U of I has been accredited for another 7 years. The certification identified one unmet need related to gender diversity of staff in the School of Urban and Regional Planning.

### **9.4 Iowa State University (Owusu)**

Owushu indicated that ISU finished its school year last week and it was very unusual for students and faculty due to COVID-19. Owusu also mentioned that ISU is planning on in-person instruction for the fall semester currently. Finally, Owusu discussed how COVID-19 may impact planning issues.

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

Holz no report. Nichols no report. Fleener no report.

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

Janson no report. Russett no report.

### **9.7 Professional Development (Cowell)**

Cowell no report.

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

Schroder indicated that the ISU Student Firm crawl was cancelled due to COVID-19. Schroder also reported that her and a small group interacted with a group of ISU Students. Tiedemann indicated that she is working with John Petersen on the Planning Healthy Iowa Communities Task Force to that going again.

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

Van Steenhuyse reported that the legislature is scheduled to go back in session on June 5<sup>th</sup> and not sure what format that will take.

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

No report.

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

Seabert thanked everyone who submitted for the newsletter.

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

No report.

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

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

**11.0** Upcoming Board Meetings

The July meeting is scheduled for Friday the 17<sup>th</sup> of July at 10 a.m. Location is up in the air right now.

**12.0** Adjournment of the Board Meeting

*Mullenix adjourned the meeting.*

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Dylan Mullenix, AICP  
President

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

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

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