

**Minutes**  
**APA-IA Chapter Board Meeting**  
**Friday, September 18, 2020**  
 (Approved November 19, 2020)

**1.0 Call to Order**

President Dylan Mullenix called the meeting of the American Planning Association Iowa Chapter to order at 10:00 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
NP	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*

NP	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
NP	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	
NP	Alexsis Fleener	
+	Jim Holz	

*Liaisons (non-voting)*

NP	Leon Begay	University of Iowa Graduate
NP	Ashlyn Daniels	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 asked if there were any guests and Ashlyn Daniels made an introduction as Julia's replacement starting in the fall.

**4.0 Approval of Agenda and Minutes**

4.1 Approval of Agenda for Friday, September 18, 2020.

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

4.2 Approval of the Minutes, as read, from Friday, July 17, 2020.

*Motion by Holz, seconded by Van SteenHuyse. 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 Approval of the Ottumwa 2021 APA-IA Conference Contract

Mullenix indicated that after the Board negotiated to move the Des Moines conference back a year to 2021, we contacted Ottumwa because we hadn't signed a contract yet. The cost went up from \$5350 to \$5850 to account for inflation. That price includes all of the rental tables, A/V equipment, linens/etc. There is no food/beverage minimum and we have a 50% deposit that will be required once we select all of the food, etc. Contract was located in the agenda packet. Mullenix asked for questions and further discussion and there was none. Mullenix asked for motion to authorize him to enter into the contract on behalf of APA-IA.

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

**7.0 Discussion Items**

7.1 Chapter Board Insurance

Young explained that in preparing for the conference in Ottumwa that we needed to provide proof of insurance so we reviewed our policy with State Farm and Kristina identified some issues that she was concerned about. Young further explained that we have a policy that doesn't do everything that we need it to and does things we don't need like cover damage to an office that we don't have. It also doesn't cover insurance for our officers. Young explained that a policy that covers what we need it to will be a bit more expensive, however, the Executive Committee feels like it is necessary.

Kristina indicated that she checked with National to see if they provided insurance like other organizations and they do not provide insurance for state chapters. Kristina knows of an independent insurance broker that brings multiple policies to the table from different companies as options. Kristina also explained that the policy will provide Officer's insurance and other coverage we need for the conference.

Russett asked about what type of coverage that we need for conference and if the liability was primarily the responsibility of the hotel/conference center. Kristina indicated that the conference centers always require a certificate of insurance. Kristina used the conference in Iowa City as an example with the water main break, which required that people walk through corridors that they wouldn't normally be

walking through and if someone were to fall and sue, they may name the hotel and APA-IA in the lawsuit. Kristina also explained that the policy should cover social events that include alcohol and any consequences of that along with standard business needs.

Young asked what the increased cost of the policy would be. Kristina indicated that what she sees with other organizations is approx. \$800 per year.

Kristina asked if there was any worry or concerns. Van Steenhuyse thanked Kristina for identifying the issues with the policy.

Shires supports this strategy of using an insurance broker to search for a good policy to meet our needs.

#### 7.2 Diversity/Equity/Inclusion Committee Update

Mullenix indicated that Russett, Cowell, and Mullenix have had conversations about this. Russett shared a summary of the email that Mullenix sent out inviting people to apply to be on the Committee. Russett indicated that the Chapter needs to examine how it meets the language in the AICP Code of Ethics regarding equity and inclusion. Russett received seven applications, which includes a mix of individuals from City's, County's, private companies, and academia. Some bipoc individuals applied including Iowa City, Cedar Rapids, Iowa DOT, and Woodbury County.

Russett explained that the Committee could look at the organizations structure, provide training to Board and Planners who are members. Russett asked about priorities. Kristina offered that she believes that the priority is resources and training based on other organizations that she works with.

Cowell offered that the Committee will set priorities as well.

Begay indicated that we should reach out to other interested members who are BIPOC or are working in diverse communities.

Russett asked if this should be a permanent or temporary committee. A number of Board members indicated that it should be permanent. Mullenix indicated that the Chair of this Committee may become a Board position.

Russett recognized Anthony and asked if he wanted to make any comment on the Committee. Anthony asked if this was a standing Committee or a special need Committee.

#### 7.3 Policy and Advocacy Conference Update

APA National holds their conference in September every year and this year it's going virtual. Typically the Legislative Chair and the President attend, but this year it's more accessible for more people to attend. Mullenix indicated the APA Iowa can cover the registration cost for a number of other members this year.

Van Steenhuyse described the conference and the Planner's Day on the Hill.

#### 7.4 2020 Upper Midwest Conference Update

Mullenix indicated that there are 112 registered attendees so far. Iowa=29, Minnesota=38, Wisconsin=42, Other=3. Mullenix reminded people to sign up. Mullenix indicated that we have 8 sponsors for the yearlong sponsorship. Mullenix also provided updates on awards and the mentor match. Siebert indicated that the event needs more Mentees.

Connerly mentioned that they are encouraging their students to participate in the Mentor Match and are paying for their student registrations.

Mullenix provided additional updates on the conference including Whova, final prep items, etc.

## **8.0 Officers Reports**

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

Mullenix mentioned that we need to start looking at the annual work plan and budget. The budget will become more clear once we get through the conference. Mullenix requested that everyone start thinking about what they want to accomplish next year.

Mullenix mentioned the Iowa Automated Transportation Council and how do we ensure that Planning is considering automated and connected vehicles.

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

Mullenix indicated that Sturms could not attend the meeting today and that Sturms submitted the following update: Speaker event on Sept. 23<sup>rd</sup>. James Chung is the speaker and information can be found at Tomorrowplan.org.

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

No report.

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

Micheel mentioned that today is the kick-off for the Eastern Iowa Electric Vehicle Readiness Plan, which includes partners covering the majority of Eastern Iowa.

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

8.5.1 Chapter Treasurers Report – *Attachment-*  
*Young mentioned that we have a little over \$46,000 in our account and the report includes the budget to actual for January through August (revenues and expenditures). Young will be working on the budget for next year.*

*Receive and Accept Report*

*Motion to receive and file the report by Tiedemann, seconded by Shire3s*

*Approved unanimously.*

## **9.0 Executive Board Reports**

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

Wilwerding reported that there is a change to CM requirements and all members will be moved into one reporting period instead of two.

Wilwerding mentioned that the AICP exam was done virtually this year. 4 members took the exam and 3 passed.

9.2 Planning Board Member (Flack)

No report.

9.3 University of Iowa (Connerly)

Connerly explained that they started the fall semester and nearly all courses are online and planning for the spring semester has begun. Spring semester will be starting 1 week later resulting from COVID-19. Connerly indicated that enrollment is down because international students on Fulbright scholarships could not enroll and other international students opted out due to COVID. Connerly indicated that they are expecting to grow in the future.

9.4 Iowa State University (Owusu)

Owusu indicated that ISU's enrollment numbers are down as well. Owusu also mentioned that a new faculty member has been hired to teach environmental planning issues from the University of Arizona. ISU is taking advantage of the opportunity to explore the effectiveness of electronic and alternative public input options.

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

No report.

9.6 Chapter Development Program (Janson/Russett)

No report.

9.7 Professional Development (Cowell)

No report.

9.8 Outreach / Advocacy Program (Schroder/Tiedemann)

No report.

9.9 Legislative and Policy Program (Van Steenhuyse)

No report.

9.10 Recognition / Awards Program (Bothell/Shires)

Shires indicated that we received 11 award submission across 8 categories and the Nebraska jury awarded 9 of those. Shires said that awards will be mailed and an online awards video will be created for each award.

9.11 Public Relations / Communication Program (Seabert)

Seabert explained that the next newsletter will be delayed because of the conference.

9.12 University of Iowa Graduate Program (Begay)

Begay mentioned that they are encouraging students to register for the conference.

9.13 Iowa State University Undergraduate Program (Daniels)

No report.

9.14 Iowa State University Graduate Program (Runkel)

Kevin mentioned that they are still working on getting more people registered for the conference as well. The club has an interest in doing an online APA-IA event for interaction between club members and professional members.

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**

Russett asked how job placements have been going for the graduates. Connerly mentioned that they have not been going as well this year.

Owusu said that they are experiencing the same thing.

**11.0 Upcoming Board Meetings**

The January meeting is scheduled for Friday the 15<sup>th</sup> of January at 10 a.m. Location - Zoom

**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: \_\_\_\_\_