

**DRAFT Minutes**  
**APA-IA Chapter Board Meeting**  
**Friday, January 21, 2022**

**1.0 Call to Order**

President Madeline Sturms 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*

+	Madeline Sturms	President
+	Liesl Seabert	Vice President
+	Dylan Mullenix	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*

	Lucie Laurian	University of Iowa
+	Francis Owusu	Iowa State University

*Program Area Chairs*

+	Chris Janson	Chapter Development
+	Anne Russett	Chapter Development
+	Charlie Cowell	Professional Development
+	Melissa Tiedemann	Outreach / Advocacy
	Rose Schroder	Outreach / Advocacy
+	Steven Van Steenhuyse	Legislative & Policy
+	Chris Shires	Recognition / Awards
	<i>Vacant</i>	Public Relations / Communications

*At-Large Members*

	<i>Vacant</i>	
+	Alexis Fleener	
+	Jim Holz	

*Liaisons (non-voting)*

	Tanner Osing	University of Iowa Graduate
	Keegan Haines	Iowa State University Undergraduate
+	Andre LaFontant	Iowa State University Graduate
+	Bret VandeLune	County Planning / Flood Officials
+	Mark Land	Floodplain / Stormwater Management
+	Michael Delp	DEI Committee
	Allison Van Pelt	APA Climate Champion for Iowa

19 (of 20) - Voting Members Present (notated "+") (11 required to achieve quorum)

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

Sturms recognized Joe Wilensky and Ashlyn Daniels as guests at the meeting, offered an opportunity for them to speak. No comments from Wilensky or Daniels.

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

#### **4.1 Approval of Agenda for Friday, January 21, 2022.**

Sturms asked for any amendments to the agenda and a motion for approval of the agenda as amended.

*Motion by Wilwerding, seconded by Mullenix. Unanimous Approval.*

#### **4.2 Approval of the Minutes, as read, from Friday, November 19, 2021**

*Motion by Van Steenhuyse, seconded by Seabert. Unanimous Approval.*

### **5.0 APA Iowa Membership Forum/Input**

Sturms opened the floor for membership input. No discussion.

### **6.0 Business Items**

#### **6.1 Consider Reappointment of Steven Van Steenhuyse as Legislative & Policy Chairperson**

Sturms introduced the item and explained that Van Steenhuyse's term is up in January of 2022 and has asked him to continue in the position if he so chooses. Sturms asked for a motion. Van Steenhuyse indicated that he may not be able to commit to the full four-year term. Sturms also mentioned that this is a good opportunity to prepare someone on the committee to take over as Chairperson for Van Steenhuyse at some point in the future.

*Motion by Wilwerding, seconded by Mullenix. Unanimous Approval.*

#### **6.2 Consideration of 2022 Legislative Agenda**

Sturms asked Van Steenhuyse to provide an overview of the draft Legislative Agenda. Van Steenhuyse provided highlights of the agenda and asked for questions or comments. Delp mentioned that the DEI Committee had discussed adding some additional language related to social equity to the legislative agenda and indicated that the DEI Committee may offer an amendment to the legislative agenda at some point in the future. Sturms added information about a conversation the DEI Committee had about adding a policy statement related to DEI and the Committee is conducting research on the topic. Van Steenhuyse voiced support. Land mentioned HSB 3512 and provided a brief overview of the bill and associated legislative process. Van Steenhuyse mentioned that water quality professionals spoke at the sub-committee meeting. Van Steenhuyse also read a policy statement in the legislative agenda related to water quality. Wilensky asked if this bill would impact development codes (i.e., stormwater runoff). Van Steenhuyse indicated that it would have an impact on local control of this issue. Sturms indicated that it would have an impact.

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

#### **6.3 Consideration of 2021 APA-IA Chapter Annual Report**

Sturms introduced the topic and asked if anyone had comments or questions related to the report. No discussion. Sturms asked for a motion.

*Motion by Mullenix to approve, seconded by Tiedemann. Unanimous Approval.*

## **7.0 Discussion Items**

### **7.1 RFP for Future Conference Locations**

Sturms turned the floor over to Fleener. Fleener explained that she will be overseeing the RFP process for selecting sites for the upcoming state chapter conferences for 2023 – 2025 and 2023 is an Upper Midwest Conference. Fleener reviewed what the RFP was asking for and the timeline.

### **7.2 ISU College of Design Career Fairs**

Sturms reviewed the event and asked if anyone wanted to staff an APA-IA booth at the Career Fair. There were no volunteers and Sturms stated that APA-IA would not have a booth at the Career Fair.

### **7.3 Design Day on the Hill**

Sturms turned the floor over to Van Steenhuyse who discussed the event, timeline, and APA-IA Coordination. Van Steenhuyse also discussed the Planning on Tap speaker who will give a presentation on the same day.

### **7.4 By-Law Amendment Update**

Sturms kicked-off the discussion and asked Micheel to provide an update. Micheel provided an overview, mentioned that the sub-committee consisted of Seabert, Fixmar-Oraiz, Knutson, and Young and several issues were discussed, including:

- Follow-up item: Request for review of other state chapter procedures for by-law amendments. Micheel reviewed the information collected and indicated that the current draft language allows for a vote of the entire membership or approval by the Executive Committee on a 2/3<sup>rd</sup> majority vote.
- Consensus items: Micheel reviewed items that achieved consensus during the November 2021 Board meeting including:
  - o Removal of annual meeting requirement
  - o Pursue formation of Planner Emeritus Network
  - o Retain Immediate Past President position on the Board
  - o No need for the addition of a specific Board position for an “Annual Conference Officer”, but President will identify someone to lead the planning process each year.
  - o Retain the position of Planning Board member on the Board and add strategies to make the position easier to fill.
  - o Transition for Co-Chairpersons to a single Chairperson for each Program Area.
  - o Amend language to “up to” 5 non-voting members.
  - o Retain At-Large members and provide more guidance on roles and duties.
  - o Added Definitions section
  - o Addition of DEI Committee to the by-laws (DEI Committee needs to review draft language including board composition.
  - o DEI Committee Board Position added.
- Micheel discussed additional proposed Amendments including making the Planning Board Member position easier to fill by redefining the position to a “Citizen Planner” position. Holz and Russett voiced support. Micheel discussed Action by Chapter Officers and adding a constraint that Executive Committee can only make amendments that do not amend the by-laws, other Chapter Policy, or result in a cost of greater the \$500. No additional discussion.
- Micheel asked for responses to open questions:

- Geographic districts for At-Large members? Van Steenhuyse indicated that geographic diversity is important but indicated that a requirement may not be necessary, but President could focus on that. Micheel indicated that this is an opportunity to take gender balance into account. Seabert indicated she is still supportive of changing At-Large members to specific roles. Seabert also mentioned that for all positions that consideration of geographic/gender/racial diversity is important. Sturms indicated that the DEI statement gets enacted in this situation and voiced support for roles of At-Large positions to be DEI, sponsorship Chair, and a Conference Chair.
- Procedure for by-law amendments to offer both options of the ability for the Executive Committee with constraints and a vote by the entire membership. Russett asked to clarify what the Executive Committee is and what it isn't and make the process language very clear.
- Add Dissolution language: Generally speaking, the Board did not see a need for this.
- Removal of Nominating Committee from the By-Laws.

Sturms requested a draft for review by the Board prior to polling the membership.

#### 7.5 APA National All-Iowa Reception

Sturms explained that she is working with an ISU grad living in San Diego to find a location.

#### 7.6 2022 APA-IA Chapter Annual Conference - Ottumwa

Sturms stated that the Conference Planning Committee met for the first time the day before this meeting and they are working on a theme, logo, etc. Sturms also mentioned that feedback from last year's conference indicated that the membership would like more sessions to focus on climate change and social equity.

#### 7.7 Strategic Doing Update

Sturms turned the floor over to Seabert who provided a recap of this item and requested that speakers be finalized 2-months ahead of time to ensure CM credits are available. Sturms asked Strategic Doing Committee members for any feedback they had. Committee members provided brief reports on who they invited to the event. Mullenix mentioned a white paper about how to make your community autonomous vehicle ready. Seabert reviewed the three theme areas that came out of the Strategic Doing Update and Seabert recommended that the Chapter move forward with two or three projects. Seabert discussed some project options including resurrection the Planning Ambassador program, Planner Emeritus Network, Planning Resource (creation of teaching guides for K-12 teachers to have a "planning day" in their classroom), participate in a Legislative Committee, Planners on the Job, and general website improvements. Seabert asked everyone to vote for which project they would like to see move forward. Seabert indicated that Teacher's Guides and Planners on the Job received the fewest votes. Policy and Legislative Committee, website improvements, and Planner Emeritus Network received the most which touch on the 3 topic areas. Seabert stated that she will be setting up Committee meetings for each project and asked for volunteers for each project and recorded the volunteers.

## **8.0 Officers Reports**

### **8.1 President (Sturms)**

Sturms indicated that a peaceful transition of power occurred. Sturms also disused the Board restructuring that will be discussed at the next Board meeting.

### **8.2 Vice President (Seabert)**

Seabert indicated that she will be sending out material to recruit new members for the Board (i.e., Communications position, etc.).

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

Mullenix indicated that the Chapter received a grant from National for the DEI training.

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

No report.

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

Chapter Treasurers Report – *Attachment-*

Young indicated that the draft 2022 budget and Treasurer's Report were included in the agenda packet and provided highlights from the Report.

*Motion to receive and accept the Treasurer's Report by Van Steenhuyse, seconded by Seabert. Unanimous Approval.*

## **9.0 Executive Board Reports**

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

Wilwerding provided update on AICP Exam process (OnePath).

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

No report.

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

No report.

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

No report

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

No report.

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

No report.

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

No report.

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

No report

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

Van Steenhuyse mentioned that the State Legislative session started on Feb. 10<sup>th</sup>. Bills Van Steenhuyse identified include Home Based Businesses requiring a Conditional Use Permit, Building Code related legislation preventing design review in Historic Districts, Land Bank bill reintroduced, and a TIF bill related to Wind Energy.

9.10 Recognition / Awards Program (Bothell/Shires)

No report.

9.11 Public Relations / Communication Program (Seibert)

No report.

9.12 University of Iowa Graduate Program (Osing)

Not present.

9.13 Iowa State University Undergraduate Program (Haines)

Haines reported he is working on a speaker for one of the Planning on Tap series with program leadership.

9.14 Iowa State University Graduate Program (LaFontant)

No report.

9.15 County Planning and Zoning Officials of Iowa (Van de Lune)

No report.

9.16 Iowa Floodplain and Stormwater Management Association (Land)

No report.

9.17 Diversity/Equity/Inclusion (Delp)

Delp discussed the Committee's work on an annual work plan and indicated a forthcoming request for funding from the budget for a number of work plan items.

**10.0 Other Items Not on the Agenda**

**11.0 Upcoming Board Meetings**

The March meeting is scheduled for Friday, March the 25<sup>th</sup> at 10 a.m. This is one week later than is typical due to the timing of spring break. Location - Zoom

**12.0 Adjournment of the Board Meeting**

*Sturms adjourned the meeting*

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

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

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

Liesel Seabert, AICP  
Vice President