

DRAFT Minutes
APA-IA Chapter Board Meeting
Friday, January 15, 2021

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
+	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

NP	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
NP	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
+	Ashlyn Daniels	Iowa State University Undergraduate
+	Andre LaFontant	Iowa State University Graduate
+	Bret VandeLune	County Planning / Flood Officials
NP	Mark Land	Floodplain / Stormwater Management

16 (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 recognized Michael Delp Liaison to the Board from the Diversity/Equity/Inclusion Committee.

4.0 Approval of Agenda and Minutes

4.1 Approval of Agenda for Friday, March 19, 2021.

Motion by Holz, seconded by Young. Unanimous Approval.

4.2 Approval of the Minutes, as read, from Friday, January 15, 2021.

Motion by Russett, seconded by Holz. Unanimous Approval.

5.0 APA Iowa Membership Forum/Input

Mullenix opened the floor for membership input. No discussion.

6.0 Business Items

6.1 Discussion and possible action on Diversity/Equity/Inclusion APA-IA Board Training

Russett provided an update from the most recent DEI Committee meeting on the Board Chapter DEI Training. Russett indicated that it would be on-going training and the first session would be at a time when the Board could meet together. If future budget issues exist, no cost options exist for future trainings.

Russett also indicated that the DEI Committee would like to see the Chapter By-laws amended to formalize the DEI Committee as well as give the DEI Comm. the authority to review the budget, legislative agenda, and the annual strategic plan prior to adoption. Russett mentioned that the DEI Comm. would like to ensure that the Committee is mentioned on the website and content will be forthcoming.

Mullenix asked how many people were on the Committee. Russett responded that it was important to the Committee to have 60% BIPOC representation and the Comm. is close, but not there yet. Russett also mentioned the survey for demographics and that they do not want additional members. Russett also mentioned that the Comm. has two co-chairs.

Mullenix mentioned that funds for DEI training were allocated in the annual budget and/or the Chapter could take money out of reserves for the training. In addition, Mullenix indicated that he has been speaking with APA National about what resources are available through APA Learn that are low cost. Mullenix asked if the intent of the training is focused on the role of Planners in their individual roles or if the training will be focused on DEI within the Chapter.

Holz mentioned that many members likely already have training through their employers and wondered if the Chapter will be using funds to duplicate training people already have. Russett responded that it is important for this Board to understand what DEI means for this Board and this organization.

Micheel indicated that if what Jim is concerned about becomes an issue that the Chapter may consider looking at structural changes that the organization can make and Russett mentioned that the Comm. has discussed that.

Finally, Russett suggested that Comm. could collect information about what types of trainings people have through their employers. Micheel offered support for the Board participating in training as a group and it would be valuable for the training to be tailored to the Chapter. Additional support was voiced for this idea. Champ said that DEI training will be ongoing and that the ongoing training can and should occur across employers, organizations, etc.

No action was requested.

6.2 Consideration of Adoption of 2021 Work Plan

Mullenix mentioned that he had requested that everyone respond to him what their priority was going to be for the coming year and he got a handful of responses. Mullenix also indicated that the Work Plan was arranged based on the responses of the survey that was conducted to determine Chapter priorities. Mullenix proceeded to review the Work Plan.

Motion to approve annual Work Plan by Holz, seconded Bothell, Unanimous Approval.

6.3 Discussion and possible action on lobbyist contract

Mullenix provided some history on the Chapter's use of lobbyist and the current search for a lobbyist. Holz mentioned that the proposal did not indicate what the scope of services is and what services would be provided for the \$7500 fee. Van Steenhuyse suggested that a motion be made to allow Mullenix and Van Steenhuyse to negotiate a contract with the lobbyist with a not to exceed fee of \$7500 and bring it back to the Board if necessary. Van Steenhuyse provided a brief outline of what the primary services of the lobbyist would need to be.

VandeLune offered his experience with Lobbyist with COZO in between the motion/second and the vote. Van Steenhuyse also requested that a member of the Board who is consultant help draft the scope of services and contract to take advantage of their experience. Kristina the provided an explanation about the firm. More discussion occurred about potential conflicts of interest of lobbyists, Sturms mentioned that access and participation was going to be limited to lobbyists this session due to COVID, the possibility of using the Iowa League of Cities in lieu of a private firm was discussed.

Dylan asked if the Board was still comfortable with the motion given all the previous discussion and that we need to have a vote and a contract now because the next Board meeting is in March and by then the legislative session will be half over. Dylan asked if the Executive Committee could approve the contract. Connerly voiced support for this idea. Young wanted to be sure that the contract did not renew automatically. Shires amended his original motion to allow the Executive Committee to approve the contract. Wilwerding indicated that he would recuse himself from the vote because a member of the consulting firm sits on the City Council in the community he works for.

Motion by Shires, seconded by Young, Unanimous Approval.

6.4 Consideration of Adoption of 2021 Budget

Young reviewed the draft budget proposal and the memo that was provided in the agenda packet. Significant discussion occurred about the annual sponsorships. Shires offered his perspective that the number of annual sponsorships estimated was realistic and that a lot sponsorships would come in close to the annual Chapter conference.

Motion by Van Steenhuyse, seconded Holz, Unanimous Approval.

6.5 Consideration of Adoption of 2021 Legislative Agenda

Van Steenhuyse provided a brief synopsis of the legislative agenda and indicated that it has not changed much since it was reviewed at the last meeting. Russett indicated that the DEI Comm. may want to look at the agenda and that she looked at legislative platforms from other Chapters and suggested that we add a social justice and inclusion item based on that review and the Committee could suggest a proposal for what that looks like. Micheel suggested that we could adopt the agenda as is and then amend the agenda when the DEI Comm. has a proposal. Holz suggested that the lobbyist firm review the agenda. Russett voiced support for Micheel's suggestion. Mullenix mentioned there is a procedure for adding items to the agenda. Connerly suggested that we look at agendas from LULAC or NAACP to get ideas for an addition to the agenda that focuses on social justice.

Motion by Holz, seconded Connerly, Unanimous Approval.

7.0 Discussion Items

7.1 2021 APA IA Annual Conference Preparation

Sturms mentioned that she participated in a conference call with reps from Chapters around the country on lessons learned from events that occurred in 2020 during the pandemic. A significant discussion occurred about a virtual vs. in-person, vs. hybrid conference. Sturms indicated that it is desirable to avoid pivoting at the last minute similar to what was required in 2020 and the we extended our contract with the Iowa Events Center. Young was interested to see what the membership thinks about attending an in-person conference.

Officers Reports

8.1 President (Mullenix)

Mullenix mentioned the Board survey and asked if anyone had feedback on the draft. Mullenix also indicated that APA National requires that each Chapter have documentation requirements, including the annual report, which he will be completing soon. Mullenix also followed-up on his request to send him a memo including what their roles and responsibilities as Board members are.

8.2 Vice President (Sturms)

Sturms indicated that she does not have additional comments to share.

8.3 Immediate Past-President (Champ)

No report.

8.4 Secretary (Micheel)

No report

8.5 Treasurer (Young)

8.5.1 Chapter Treasurers Report – *Attachment-*

Young mentioned that the Treasurer's Report has not changed much since last month due to COVID and that we made approx. \$12,000 dollars on the virtual conference,

*Motion to receive and file the report by Connerly, seconded by Siebert
Approved unanimously.*

9.0 Executive Board Reports

9.1 Professional Development (Wilwerding)

Wilwerding reported on the number of candidates that passed the AICP exam in the Zoom chat. Connerly mentioned that this was the first year the students were taking the exam immediately after graduating as opposed to waiting two years and the failure rate went up significantly and further indicated that he is concerned about the success of the AICP candidate program. Owusu indicated that he has not checked the ISU pass/fail rate, which the exam is significantly different, and that comparing the pass/fail rate of the different exams is challenging. Discussion also occurred that students are excited about the opportunity.

9.2 Planning Board Member (Flack)

No report.

9.3 University of Iowa (Connerly)

Connerly explained that the program is in the process of hiring a faculty member for the Public Policy curriculum. Connerly also explained that students were finding field problems challenging during the pandemic.

9.4 Iowa State University (Owusu)

Owusu provided a report on how the first semester of the 2020/2021 school year went during the pandemic and preview of changes that will be implemented during the 2nd semester.

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

Fleener provided a report on her efforts with ICOG related to the strategic plan goal of increasing membership.

9.6 Chapter Development Program (Janson/Russett)

No reports.

9.7 Professional Development (Cowell)

No reports.

9.8 Outreach / Advocacy Program (Schroder/Tiedemann)

Schroder mentioned that joined the Iowa Women in Architecture to make a connection with that organization. Schroder also provided an update on shifting the student events due to the pandemic (i.e. Firm Crawl and the panel discussion at ISU) and taking advantage of opportunities to broaden the audience because of the virtual format.

9.9 Legislative and Policy Program (Van Steenhuyse)

Van Steenhuyse provided an update on support that the National office has been providing to the State legislative subcommittees.

9.10 Recognition / Awards Program (Bothell/Shires)

No reports.

9.11 Public Relations / Communication Program (Seibert)

Seibert mentioned that the quarterly newsletter will go out today and submissions for the next issue will be due April 2nd and encouraged members to submit content. Seibert also provided an update on Chapter social media activity.

9.12 University of Iowa Graduate Program (Begay)

No report.

9.13 Iowa State University Undergraduate Program (Daniels)

Daniels mentioned that the semester starts on the 25th and she will be reaching out to the students to determine interest in events like the Firm Crawl.

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.

10.0 Other Items Not on the Agenda

11.0 Upcoming Board Meetings

The May meeting is scheduled for Friday the 21st at 10 a.m. Location - Zoom

12.0 Adjournment of the Board Meeting

Mullenix adjourned the meeting.

Dylan Mullenix, AICP
President

Date: _____

Madeline Sturms, AICP
Vice President

Date: _____