

**DRAFT Minutes**  
**APA-IA Chapter Board Meeting**  
**Friday, March 19, 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
NP	Madeline Sturms	Vice President
+	Ben Champ	Past President
+	Bill Micheel	Secretary
NP	Zach Young	Treasurer

*Professional Development Officer*

NP	David Wilwerding	
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*Planning Board Member*

NP	Trina Flack	
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*University Representatives*

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

*Program Area Chairs*

+	Chris Janson	Chapter Development
+	Anne Russett	Chapter Development
NP	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*

NP	Charlie Nichols	
+	Alexis Fleener	
+	Jim Holz	

*Liaisons (non-voting)*

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

11 (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 Connerly. Unanimous Approval.*

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

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

**5.0 APA Iowa Membership Forum/Input**

Mullenix opened the floor for membership input. No discussion.

**6.0 Business Items**

Mullenix acknowledged the fact that no Business Items were listed on the meeting's agenda and moved on to Discussion Items.

**7.0 Discussion Items**

**7.1 Preliminary APA-IA Membership Survey Results**

Mullenix indicated that the APA-IA Board issued a survey several weeks prior which closed on March 18. – Champ joined the meeting – 123 of the approximately 400 members responded to the survey (half of those members are students). The Board worked with the DEI Committee to add their questions to the survey. Mullenix indicated that an omission occurred on a question about sexual orientation (“heterosexual” was not included as an option) which was added.

Mullenix started walking through some of the survey questions with the group related to education, tenure, length of APA membership, etc. - Begay joined the meeting - Daniels joined the meeting - Micheel asked if there was any indication as to which sector of employers most often don't pay for their employees membership, AICP, CM credits, level of satisfaction with APA, etc.? Mullenix indicated that more analysis is needed to determine an answer.

Russett commented that even though that the answers were predominantly positive, but for those that indicated that they were not having a positive experience there is not a follow-up question to determine why they are dissatisfied. Connerly asked how many people responded that they were not satisfied. Mullenix indicated that approx. 3 individuals and Connerly indicated that the individual that responded could have misinterpreted the scale or responded that way as a result of COVID.

Mullenix discussed the question that asked about APA-IA in-person Conference attendance in 2021. Mullenix discussed the survey question about the frequency which members visited the website. Connerly commented that the survey did not provide an option between never and monthly.

Mullenix indicated that we need to follow-up with the individuals that put their name in indicating that they were interested in getting more involved with the Board. Russett asked

if we could pull out non-white from the respondents who answered the question related to safe space to see how they responded.

Mullenix mentioned that he would ensure that if someone wanted access to the data to make a request to him and he would get it to them.

#### 7.2 Diversity Equity and Inclusion Sub-Committee Report

Mullenix gave Delp the floor. Delp indicated that the DEI Committee approved their Mission and Vision Statement at the meeting on March 18. Delp outlined the Committee's discussion on the DEI webpage. There was general consensus to be "attached" to the main APA-IA webpage. – Schroder joined the meeting - Delp explained that the DEI Committee is finalizing their recommendation to the Board on DEI training for the Board. Mullenix spoke a bit more about responding to events related to social justice and grounding any response to the AICP code of ethics. Mullenix also indicated that the Board should discuss if the DEI training should be offered in subsequent years to the entire membership after the Board has gone through the training and if we should do it at the conference. Russett mentioned that the quote for the training is for a virtual session for around 20 individuals so changes may need to be made.

Siebert mentioned that female planners are going to be spotlighted during Women's History Month. May is Asian and Pacific Islander Heritage Month.

Micheel mentioned that we could combine the DEI Training and the Keynote Speaker at the APA-IA Conference. This would be a way to provide the DEI training to the membership.

- Cowell joined the meeting -

#### 7.3 2021 APA-IA Conference Preparation Update

Mullenix indicated that Sturms was not present and Kristina indicated that she has been looking into menus and food to get an idea of what we will do for that. Mullenix mentioned that we were also waiting to get the survey results back to make decisions on details of the conference.

Van Steenhuyse suggested we reach out to the Iowa Rural Water Conference organizers to see how their in-person conference went.

#### 7.4 APA-IA Participation in Consolidated Elections

Mullenix indicated that every two years we participate in elections and that process is starting and more information will come out soon.

#### 7.5 Directors and Officers Insurance Update

Kristina indicated that the Board was searching for a new policy to more appropriately mitigate the types of risks that the organization faces resulting from conferences, etc. A new policy has been found and the old policy has been cancelled. We now have a general liability policy that provides the necessary certificate of insurance for the conference and the add-on of the officers and directors insurance.

### **Officers Reports**

8.1 President (Mullenix)

Mullenix mentioned the discussion of a possible Conflict of Interest Policy and asked Kristina to look into it. Mullenix mentioned that he turned in the Chapter Performance criteria to APA National that is required annually. Mullenix also mentioned that Allison Van Pelt has been identified as the APA-IA Chapter Climate Champion.

Mullenix mentioned that he is on the Iowa Council for Automated Transportation and one of the tasks for that group is to ensure that automated transportation is considered in plans across the state and they are putting together a checklist to accomplish this. Mullenix has also asked Rose to join that group.

Mullenix reminded everyone to refer to the work plan and get him descriptions of their role in the board.

8.2 Vice President (Sturms)

Sturms is absent.

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 is absent and Mullenix asked for a motion to receive and accept the report.

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

Mullenix pointed out that a quorum was now present at the meeting and asked to go back and approve the agenda and the minutes.

**9.0 Executive Board Reports**

9.1 Professional Development (Wilwerding)

Mullenix indicated that Wilwerding was not present at the meeting, however, he did include on the last page of the packet a list of people who are eligible for FAICP. If we want to sponsor someone that we should think about doing so.

9.2 Planning Board Member (Flack)

Flack not present.

9.3 University of Iowa (Connerly)

Connerly explained that they are trying to get through the semester and faculty are being told that they will be back in the classroom in the fall. Connerly also indicated that they hired a new faculty member to teach primarily the Master of Public Affairs curriculum and will be joining this fall.

The Department is transitioning the School Directors and the announcement will come soon.

Van Steenhuyse and Wilwerding thanked Chuck for all of his work on the Board.

9.4 Iowa State University (Owusu)

Owusu absent.

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

No reports.

9.6 Chapter Development Program (Janson/Russett)

No reports.

9.7 Professional Development (Cowell)

Cowell indicated that a tentative Planning on Tap series is being formulated which may include a DEI related topic.

9.8 Outreach / Advocacy Program (Schroder/Tiedemann)

No reports.

9.9 Legislative and Policy Program (Van Steenhuyse)

Van Steenhuyse provided an update on the legislative session including a discussion of a proposed TIF bill. Van Steenhuyse encourage members of the Board to speak to their legislators about it. Van Steenhuyse also mentioned that the Chapter's newly hired lobbyist has been working closely with him on this issue. Van Steenhuyse also discussed a proposed bill focused on local regulation of the retail sale of propane and propane accessories and a bill related to land banks.

9.10 Recognition / Awards Program (Bothell/Shires)

No reports.

9.11 Public Relations / Communication Program (Seibert)

Siebert reminded the Board to fill out the survey and asked people to submit topics for next month's newsletter

9.12 University of Iowa Graduate Program (Begay)

No report.

9.13 Iowa State University Undergraduate Program (Daniels)

Daniels mentioned that the undergraduate club is trying to get going again this semester.

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 21<sup>st</sup> 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: \_\_\_\_\_