

**DRAFT Minutes**  
**APA-IA Chapter Board Meeting**  
**Friday, July 16, 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	Left at 10:30AM
----	------------------	-----------------

*Planning Board Member*

+	Trina Flack	
---	-------------	--

*University Representatives*

	Lucie Laurian	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 – Joined at 11:09AM
+	Charlie Cowell	Recognition / Awards
	Emily Bothell	Recognition / Awards
+	Liesl Seabert	Public Relations / Communications

*At-Large Members*

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

*Liaisons (non-voting)*

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

17 (of 21) - Voting Members Present (notated "+") (12 required to achieve quorum)

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

Dylan Mullenix recognized Tom Cope, Partner with Cope Murphy + CO, a lobbyist firm hired by the Iowa-APA chapter to assist with legislative priorities.

**4.0 Approval of Agenda and Minutes**

**4.1 Approval of Agenda for Friday, July 16, 2021.**

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

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

**4.2 Approval of the Minutes, as read, from Friday, May 21, 2021.**

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

**5.0 APA Iowa Membership Forum/Input**

Mullenix opened the floor for membership input. No discussion.

**6.0 Presentations**

**6.1 State of Iowa Legislative Update**

Tom provided an update on the legislative session and how it relates to the APA-IA chapter legislative priorities. Cope also indicated that he would be in touch with the Legislative Committee regarding some questions related to issues that have come up during the legislative session.

Holz asked about content of Senate File 619 and if the bill focused on funding only or if it impacted the rules and uses of the State Housing Trust Fund. Cope indicated that it simply changed the amount of funding (same with the Brownfield Program).

Mullenix asked Micheel if the group had achieved a quorum. Micheel responded that the group had achieved a quorum and Mullenix moved back to items 4.1 and 4.2 on the agenda.

**6.2 APA Climate Champions Program**

Mullenix introduced Allison Van Pelt who is the Climate Champion for Iowa (APA). Van Pelt provided a history of the APA Climate Champions Program her appointment as a Climate Champion for Iowa. Van Pelt provided an explanation of the Program and the Sustainable Communities Division of APA.

**7.0 Business Items**

**7.1 Consideration of submitting 2021 CPC (Chapter President's Council) Grant application to fund the DEI Board Training**

Mullenix provided information on the annual grant cycle and indicated that, even though the Chapter has budgeted for the DEI training, it makes sense to apply for funding for the training. Mullenix asked for questions and/or a motion to apply.

*Motion by Schroder, seconded by Janson. Unanimous Approval.*

**7.2 DEI Committee Recommendation to begin APA-IA Chapter by-law amendment process**

Fixmer-Oraiz provided an overview of the DEI Committee and provided a recommendation for the Board to have two permanent position for members of the DEI Committee and that the positions be held by individuals who are, for example, people of color, LBGTQ+, people with disabilities, and/or immigrants. Fixmer-Oraiz

also provided a recommendation from the DEI Committee that the Board membership reflect the State's demographics (i.e. 15% non-white and 85% white). Mullenix added that looking at our organizational structure was a part of our annual work plan and that this discussion is a good time to look at our by-laws and organization structure as well. Micheel volunteered to work on the by-laws and Mullenix asked for additional individuals to work on the by-laws. Young and Siebert also volunteered. Mullenix asked for members of the DEI Committee to volunteer as well.

Mullenix indicated that we may not need a vote on the recommendations at this point, however, Mullenix asked if Board members were supportive of creating Board positions specifically for DEI Committee members. Young and Micheel voiced support. Holz voiced support for one position and questioned the need for two positions in case additional committees are formed that recommend a permanent Board position from that Committee.

Mullenix wants the by-law committee to look at number of board members from DEI in the context of the overall size of the Board.

Delp added that the DEI Committee had finalized training and the application for a call for an additional member of the Committee.

## **8.0 Discussion Items**

### **8.1 Recommendation from APA-IA Nominating Committee for election slate of candidates for APA-IA**

Tiedemann indicated that the Nominating Committee approved the slate of candidates which included:

- Sturms: President
- Seabert: Vice-President
- Young: Treasurer
- Secretary: Micheel

### **8.2 2021 APA-IA Conference in Des Moines**

Sturms indicated that the conference committee is moving forward. The presentation proposals are in and a group is selecting those. Sturms moved forward with keynote speakers. Micheel provided an explanation of the idea to have the Executive Director of NACOLE to be the keynote speaker. Sturms went on to conclude the update about the conference (i.e. mobile tours, schedule, registration, progressive dinner prices, reception location, etc.).

Sturms mentioned that the location for the 2022 conference is Ottumwa and APA-IA will be putting out an RFP for future conference locations after the conference in October.

### **8.3 Chapter Demographic Information Presentation**

Mullenix shared the information provided by APA National on chapter demographics and indicated that the information is available.

### **8.4 APA-IA Board Meeting Attendance**

Mullenix kicked-off discussion of in-person vs. virtual Board meetings. One idea is to hold some amount of virtual meetings and some in-person throughout the year. Holz encouraged hybrid meetings and in-person meetings.

Young indicated that some discussion amongst the Officers had occurred about completing a comparative analysis of attendance pre and “post” Covid.

Micheel indicated a desire to hold the goal setting meeting in-person along with at least one other Board meeting in-person based less time required for participation.

Young agreed and indicated that hybrid meetings create challenges due to the unknown of in-person and virtual attendance.

Schroder indicated that she is an advocate for in-person meetings, though we should consider holding the Board meeting in winter months virtually to avoid hazardous winter travel conditions.

### **Officers Reports**

#### **9.1 President (Mullenix)**

Mullenix mentioned that he received an email from Charlie Nichols that he is stepping down from his At-Large roll. Mullenix suggested waiting until we have a better idea of the outcomes from the review of the by-laws and board size before we fill the position.

#### **9.2 Vice President (Sturms)**

No report.

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

No report.

#### **9.4 Secretary (Micheel)**

Micheel indicated that he would complete the pre/post Covid analysis of board meeting attendance and that he would organize the by-law committee meeting.

#### **9.5 Treasurer (Young)**

##### **9.5.1 Chapter Treasurers Report – Attachment-**

Young indicated that the Treasurer’s Report was included in the agenda packet and provided highlights from the Report. Young did indicate that the Chapter is coming up short on annual sponsorships.

*Motion to receive and accept the Treasurer’s Report by Micheel, seconded by Sturms. Unanimous Approval.*

### **10.0 Executive Board Reports**

#### **10.1 Professional Development (Wilwerding)**

Mullenix explained that Wilwerding had to leave the meeting early, however, he provided information for Mullenix to share including:

- The chapter has 4 new AICP members.
- Wilwerding has been selected to serve on the Planning Advisory Committee for the University of Wisconsin, Madison.

- 10.2 Planning Board Member (Flack)  
No report.
- 10.3 University of Iowa (Laurian)  
No report.
- 10.4 Iowa State University (Owusu)  
No report.
- 10.5 At-Large Representative (Holz/Nichols/Fleener)  
Holz indicated that MSA has a webinar coming up on healthy neighborhoods if people want to sign up.
- 10.6 Chapter Development Program (Janson/Russett)  
No report
- 10.7 Professional Development (Cowell)  
Cowell indicated that he is working on DEI Committee work (i.e. mission, goals, initiatives) and discussed the Planning on Tap series.
- 10.8 Outreach / Advocacy Program (Schroder/Tiedemann)  
Schroder started a discussion about sharing events with APA's allied professional organizations and getting them on the same list on the APA-IA's website. Tiedemann – No report
- 10.9 Legislative and Policy Program (Van Steenhuyse)  
Van Steenhuyse reported that the national APA is working on three new policy guides and Van Steenhuyse serves as the APA-IA delegate to the assembly at national and will try to get some information on those policy guides and how to provide input. Mullenix mentioned that Tom Cope suggested getting together with the Legislative Committee prior to the next legislative session. Van Steenhuyse indicated that he would also like to align with other professional organizations to work towards getting legislation passed. Mullenix asked if there were any legislators who we may want to give an award to. Van Steenhuyse said that he couldn't think of anyone off the top of his head.
- 10.10 Recognition / Awards Program (Bothell/Shires)  
Shires reported that they would be releasing the award nomination packets soon including the student poster contest. Shires also indicated that Nebraska will be our jury and vice versa.
- 10.11 Public Relations / Communication Program (Seibert)  
Seibert thanked everyone who submitted to the newsletter and indicated that the next newsletter will go out the last week in October. Seibert also mentioned that the chapter's Facebook page traffic is down and asked everyone to "like" the posts.
- 10.12 University of Iowa Graduate Program (Position vacant)  
N/A
- 10.13 Iowa State University Undergraduate Program (Daniels)  
Not present

10.14 Iowa State University Graduate Program (LaFontant)

Not report.

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

No report.

10.16 Iowa Floodplain and Stormwater Management Association (Land)

Not present

**11.0 Other Items Not on the Agenda**

**12.0 Upcoming Board Meetings**

The September meeting is scheduled for Friday the 17<sup>th</sup> at 10 a.m. Location - Zoom

**13.0 Adjournment of the Board Meeting**

*Mullenix adjourned the meeting.*

\_\_\_\_\_  
Dylan Mullenix, AICP  
President

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

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

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