

DRAFT Minutes
APA-IA Chapter Board Meeting
Friday, November 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
+	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

	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
	Emily Bothell	Recognition / Awards
	Liesl Seabert	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

14 (of 21) - Voting Members Present (*notated “+”*) (12 required to achieve quorum)

3.0 Introduction and Welcoming of Any Guests/Others

Mullenix recognized Joe Wilensky and Michael Delp as guests at the meeting, offered an opportunity for them to speak. No comments from Wilensky or Delp.

4.0 Approval of Agenda and Minutes

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

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

Motion by Tiedemann, seconded by Van Steenhuyse. Unanimous Approval.

4.2 Approval of the Minutes, as read, from Friday, September 17, 2021

Motion by Holz, seconded by Young. Unanimous Approval.

5.0 APA Iowa Membership Forum/Input

Mullenix opened the floor for membership input. No discussion.

6.0 Presentations

7.0 Business Items

7.1 Consideration of Chapter-Only Membership for non-member Conference Attendees

Mullenix introduced the item and explained that the Chapter has a non-member rate for the conference every year and it gets the person a Chapter-only membership.

Mullenix indicated that 5 conference attendees registered as non-members and asked for a motion to approve.

Motion by Russett, seconded by Van Steehuyse. Unanimous Approval.

7.2 2022 Executive Board Meeting Dates

Mullenix asked Micheel to share the dates. Micheel shared the dates. Mullenix asked for questions and a motion. Holz mentioned that September 16th is the last day of the Iowa League of Cities Conference. Mullenix indicated that the Iowa League of Cities Conference dates are September 28-30. No additional discussion.

Motion by Holz, Seconded by Young. Unanimous Approval.

7.3 Consideration of Contract Renewal for Lobbyist

Mullenix introduced the topic and explained that we are in contract with our lobbyist until the end of December of 2022 and the question is, do we want to end the contract prior to it ending at the end of 2022. If we do, we need to provide notice 30 days prior to the end of this year (2021). Van Steenhuyse provided some comments on the benefits of having the lobbyists on board to sort through the bills in the legislature and highlight the ones that would be important to our organization. This takes the burden off Chapter member's time. Van Steenhuyse recommended that the Chapter allow the contract to continue. Mullenix asked for additional questions.

Motion by Holz to keep the contract intact, seconded by Tiedemann. Champ and Young voted against approval. Wilwerding abstained to avoid any conflict of interest. Motion for approval passed.

7.4 Resolution for Bank Forms/Financial Documents

Mullenix indicated that this item is necessary to allow the incoming President to receive bank statements, sign checks, etc.

Motion by Young, Seconded by Russett. Unanimous approval.

8.0 Discussion Items

8.1 APA-IA Annual Conference Recap

Sturms reported that just under 200 people attended the 2021 annual conference (including speakers) which was in-line with previous years. 75 individuals completed conference evaluations and the Chapter received mostly positive feedback with some concerns about the size of the conference space, specifically the space for the keynote speakers. Sturms also reported that there was a hiccup collecting money for on-site registrants, however, Young has invoiced those individuals and the Chapter will almost break even on the conference.

8.2 RFP for Future APA-IA Conference Locations

Sturms stated that Fleener has agreed to be the lead person on this topic. The conference is scheduled to be in Ottumwa next year, therefore, the RFP will be for 2023 and 2024. Sturms indicated that the hope is to have the locations figured out by May of 2022.

8.3 Strategic Doing Session Recap

Mullenix reported on the outcomes of the Strategic Doing session for 2022.

8.4 By-Law Amendment Update

Mullenix 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:

- Removal of the requirement for an annual meeting
 - o Wilwerding indicated that the annual meeting used to be a requirement from APA-National. Mullenix indicated that APA-National lists this as an “elective” and not a requirement.
- Planner Emeritus Network
 - o There was discussion about whether it is necessary to have this group included in the by-laws. The consensus was that this idea will move forward outside of the by-laws.
- Removal of the position of Immediate Past President
 - o Potential for an unfillable position or uncomfortable situations if an incumbent President loses to a challenger prior to hitting term limits and became the Immediate Past President.
 - o Sturms indicated that this would reduce the Executive Committee to 4 people and was curious if this created an issue with a voting majority on the Executive Committee, though the Exec. Comm. does not vote on items.
 - o Van Steenhuyse voiced support for leaving the position in.
 - Mullenix also voiced support for leaving the position in for continuity.
 - Holz offered to leave the position in if/until the Planner Emeritus Network was established and running well.
 - Sturms/Seabert mentioned that one additional advantage of removing the position is that it reduces the commitment by up to 4 years for individuals serving as President.
 - Consensus to keep the position and reassess in a couple of years.
- Addition of an APA-IA Annual Conference Officer to the Executive Board

- Holz voiced the idea that this is the role of paid staff and Mullenix voiced support for this idea and discussed that this role may be a part of an existing role. Consensus to leave this position out and possibly discuss paid staff or which of the program areas this may fall into.
- Deletion of Planning Board Member
 - Van Steenhuyse voiced support for a non-professional planner on the Board, but not necessarily on the Executive Committee.
 - Mullenix thinks that it is ideal to have this position on the Board, however, it is challenging to find people to fill the role and what the expectations of the role are.
- Addition of the Chairperson of the DEI Committee to the Executive Committee.
 - Mullenix indicated that the DEI Committee Chairperson could simply be put on the Board without reference in the by-laws, however, this route would send a powerful message and not allow future Presidents to remove the position without action by Board.
 - Russett indicated that there was an interest in having two members of the DEI Committee on the Board, however, not necessarily the Co-Chairpersons.
- Removal of Co-Chairpersons to simply Chairperson per program area serving on the Board.
 - Russett indicated the Co-Chairperson system does not work well for the Program Areas, however, it works well for the DEI Committee.
 - Seabert indicated that the Chairpersons of each program area would have their own Committees. Mullenix discussed this and Sturms voiced support for each Program Area having a Committee and it should be up to the Chairperson to decide if they want a Committee to help them complete the work that they are responsible for.
- Up to 5 no-voting liaison positions to bring by-laws into line with reality.
- Removal of At-Large members of the Board
 - Micheel asked if the group is duplicating efforts currently and could the group ask one of the program area Chairpersons to fulfill those roles.
 - Van Steenhuyse voiced support for keeping the At-Large member positions and fill the vacant one. Van Steenhuyse also indicated that the At-Large members have been Chapter members who represent areas outside of the metro.
 - Mullenix indicated that the by-laws do not indicate that the At-Large members need to be elected from areas outside of the metro, however, that has been recent practice.
 - Sturms indicated that if we keep the At-Large members, they should have a role that is more well defined.
 - Van Steenhuyse asked about creating districts for At-Large Board members.
- Authorization of Executive Board to amend by-laws by 2/3 majority vote an Executive Board meeting instead of a vote by the entire membership.
 - Russett requested that some comparable states be reviewed.
 - Mullenix indicated that it is cumbersome to have the entire membership vote, however, maybe that is the point.
- Language for Chapter Dissolution

8.5 Work Plan & Budget Update/Request for Items

Mullenix kicked-off the discussion by indicating that the Work Plan and Budget is required by APA National and asked that any requests come in prior to the next Board Meeting. Young indicated that he recommends adding some book-keeping services to create consistency in the Treasury documents. Young and Shires discussed the conference/annual membership structure. Consensus to cut annual Chapter sponsorships from budget and lump all sponsorships into the Conference sponsorships. Finally, Young indicated that the Chapter will need to find additional revenue if we want to continue pay for services like lobbyists and other paid staff.

8.6 APA National (San Diego) All-Iowa Reception

Mullenix stated that U of I, ISU, and APA-IA team up to sponsor an All-Iowa reception.

9.0 Officers Reports

9.1 President (Mullenix)

Mullenix thanked everyone for participation in the Strategic Doing session. Mullenix mentioned that he put out a statement in support of DEI initiatives.

9.2 Vice President (Sturms)

No report.

9.3 Immediate Past-President (Champ)

No report.

9.4 Secretary (Micheel)

No report.

9.5 Treasurer (Young)

Chapter Treasurers Report – *Attachment-*

Young indicated that the Treasurer’s Report was included in the agenda packet and provided highlights from the Report.

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

10.0 Executive Board Reports

Professional Development (Wilwerding)

No report.

Planning Board Member (Flack)

No report.

University of Iowa (Laurian)

No report.

Iowa State University (Owusu)

No report

At-Large Representative (Holz/Nichols/Fleener)

Fleener discussed the Planning on Tap series and how to sign-up to be responsible for a session.

Chapter Development Program (Russett)

No report.

Professional Development (Cowell)

No report.

Outreach / Advocacy Program (Tiedemann)

– No report

Legislative and Policy Program (Van Steenhuyse)

Van Steenhuyse mentioned that the State Legislative Summit in Michigan is scheduled for December 7th and 8th which he will be attending.

Recognition / Awards Program (Bothell/Shires)

No report.

Public Relations / Communication Program (Seibert)

No report.

University of Iowa Graduate Program (Osing)

Not present.

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.

Iowa State University Graduate Program (LaFontant)

Not report.

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

No report.

Iowa Floodplain and Stormwater Management Association (Land)

Land reported that he appreciated the conversation that the group had about DEI. IFSMA has the fall conference soon.

11.0 Other Items Not on the Agenda

12.0 Upcoming Board Meetings

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

13.0 Adjournment of the Board Meeting

Mullenix adjourned the meeting.

Madeline Sturms, AICP
President

Date: _____

Liesel Seabert, AICP
Vice President

Date: _____