

**Minutes**  
**APA Iowa Chapter Executive Board**  
**Friday, March 20, 2015**

**1. Call to Order:**

Vice President Naomi Hamlett called the meeting of the American Planning Association Iowa Chapter Officers and Executive Board to order at 10:07 AM in Meeting Room A of the Council Bluffs Public Library, 400 Willow Avenue, Council Bluffs, IA 51503.

**2. Roll Call:**

**Present (14)**- Champ (phone), Hamlett, Russell, Dissell, Tiedemann (phone), Tallman (phone), Connerly (phone), Schoon (phone), Lynch, Scott, Sturms (phone), Wilwerding, Brown, Shires (phone)

Non-Voting- Lehmann (phone)

**Absent (5)** - Taylor, Owusu, Mullenix, Wanderscheid, Perkins

Non-Voting- Joens, Rashid, VandeLune, Hanson

**3. Introduction and Welcoming of any Guests/Others**

None

**4. Approval of Agenda and Minutes**

**4.1 Approval of Agenda for Friday, March 20, 2015**

*Motion by Wilwerding to approve the agenda. Second by Lynch. (MCU)*

**4.2 Approval of Minutes of Friday, January 23, 2015**

*Hamlett asked Shires for clarification on what was discussed in item 7.1  
Motion by Brown to approve minutes. Second by Wilwerding. (MCU)*

**5. APA Iowa Membership Forum/Input**

None

**6. Business Items**

**6.1 Consider RFP Responses for 2016 and 2017 APA IA Annual Conference**

Sturms outlined the five proposals that were received. Fort Dodge is the only one who had not submitted for the 2015 conference. Des Moines proposal came from the CVB and does not list a conference committee or any mobile tours. Sturms asked Brown if Council Bluffs was also coming from the CVB? Brown stated that the City was not a part of the proposal, although she would be a part of the planning if Council Bluffs was chosen. Sturms noted that the concern last time with Burlington was the lack of Downtown activities, and this proposal aimed to alleviate those concerns. Champ added that Burlington and Dubuque were the two strongest in his opinion and suggested going with those two proposals. Sturms reminded the Board that site visits were built into the proposals, and each location is prepared for site visits if the Board finds it necessary.

*Motion by Shires to approve the Burlington proposal for the 2016 annual conference, and the Dubuque proposal for the 2017 (Upper Midwest) Conference, both contingent on future site visits. Second by Wilwerding.*

Tiedemann noted that she had spoken with Charlie Nichols with the City of Burlington, and Burlington is excited with the possibility to host. Sturms will work on organizing a site visit with Burlington prior to the next Board meeting. Dissell questioned if the venue for the Dubuque conference needed to be chosen by the Board, or if the host committee could work that into their conference budget. Russell also noted that that the summary sheet had listed the Holiday Inn for Dubuque hotels, but it should be the Best Western. Dissell also added that the site visit for Dubuque should take place during the July Board meeting which will take place in Dubuque. (MCU)

- 6.2** Consider Memorandum of Understanding between the Iowa Association of Regional Councils and APA IA regarding the Joint 2015 APA IA Annual Conference  
Hamlett reminded the Board that at our last meeting we approved a partnership with IARC to have a joint conference for the 2015 conference in Sioux City. Mary Beth Foster had worked with the IARC Board and they have agreed to the proposed MOU.  
*Motion by Russell to approve the Memorandum of Understanding between the Iowa Association of Regional Councils and APA IA regarding the Joint 2015 APA IA Annual Conference. Second by Lynch. (MCU)*
- 6.3** Consider APA Iowa Election Process for 2016-2017 Chapter Officers  
Dissell explained that now we have switched to the National election cycle (terms starting on January 1 instead of March 1), National is able to better assist the Chapter with elections. National will handle all points of the election, including call for nominations. Dissell added that even though we got rid of the Teller Committee when National runs the elections, we still have to appoint the Nominating Committee; although this is a good idea as the Chapter can assist National in gathering nominations.  
*Motion by Lynch to approve APA Iowa Election Process for 2016-2017 Chapter Officers. Second by Wilwerding. (MCU)*
- 6.4** Consider Sponsorship of 2015 County Planning and Zoning Officials of Iowa Spring Conference, May 20-22 at Honey Creek Resort  
Dissell explained that the sponsorships levels are similar to what they have been the past few years, although there is an addition of a bronze level for sponsors to contribute, but not attend the conference. Dissell suggested that the Board go with the bronze level as the Chapter did not send an attendee last year, but it has been beneficial to be able to promote chapter –only membership, as well as the fall conference.  
*Motion by Russell to approve sponsorship of 2015 County Planning and Zoning Officials of Iowa Spring Conference, May 20-22 at Honey Creek Resort, at the bronze level. Second by Scott. (Motion carried 13-0, Dissell abstained)*

## **7. Discussion Items**

- 7.1** Discuss 2015 APA IA Conference in Sioux City  
Wilwerding informed the Board that the conference committee had a conference call a few weeks ago. The local host committee is doing an excellent job at organizing the conference. The committee is looking to get call for session out by early April, and is still in need of keynote speakers and sessions.
- 7.2** Discuss 2015 APA Conference in Seattle  
Hamlett noted that quite a few people are planning on attending the Seattle conference and reminded the Board of the all-Iowa reception on Monday, April 20 at the Tap House Grill.
- 7.3** Discuss National APA Grant Application from CDC Grant Funds  
Champ noted that this project is moving forward. John Peterson is working hard, and the group is waiting on National to announce before the project can be fully rolled out. Peterson may be at the next meeting to discuss the project.
- 7.4** Discuss Strategic Planning Workshop, Feb. 20th, 2015, 10:00–2:00, Pleasant Hill City Hall  
Hamlett noted that the workshop, which was held in the Council Chambers of the Pleasant Hill City Hall, had a great turnout. Hamlett explained the outline of the proposed strategic plan, which is similar to the last plan that was done. That last plan was heavy on organizing CM events with the inception of CM requirements at the National level, and APAIA has done a great job of achieving that strategic planning goal. Dissell informed the Board of the differences between the “life” membership category and the “retired” membership category, which was questioned during the planning session. Dissell added that the chapters membership is going up, which shows we are achieving most of our goals. There are a few membership categories

which are really low, and it may be a good idea to start focusing on those categories, as well as retention of our current members. Naomi added that Matt Flynn with the City of Davenport is trying to organize events for the Eastern Iowa Planners. Previously the Board had discussed allocating funds for these types of events. Lehmann asked about other events in Eastern Iowa and noted that many students from the University of Iowa would be interested. Sturms noted that each program area is allowed a committee according to the by-laws, and establishing these committees will be imperative to making sure the strategic planning goals are met. Champ is planning on sending out an e-mail to the membership explaining each committee and seeking volunteers. Hamlett discussed the "Chapter Historian" idea with the Board. Champ added that it's a good goal to have, but questioned if we needed to add an entire new position for it. Dissell recommended passing those responsibilities onto the Chapter Secretary. Lynch discussed the new mentorship program, and added that it should be a goal of the Board to make sure the program continues to evolve. Scott discussed how the Board could do a better job on promoting FAICP membership for its members through the Awards program. Hamlett discussed the outreach component of the plan and how APA IA needs to start educating civic leadership and the public on the importance of planning.

## **8. Officers Reports**

### **8.1 President (Champ)**

No Report

### **8.2 Vice President (Hamlett)**

No Report

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

No Report

### **8.4 Secretary (Dissell)**

Dissell noted that membership is still trending up, and adding the chapter-only members helped.

### **8.5 Treasurer (Tiedemann)**

Tiedemann summarized her attached reports, noting that the deposit for the fall conference was paid.

*Motion by Dissell to receive and accept treasurer's report. Second by Lynch. (MCU)*

## **9. Executive Board Reports**

### **9.1 Professional Development Officer (Taylor)**

No Report

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

No Report

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

Connerly updated the Board on his recent illness, and hopes to be back in full force by the start of the fall semester. University of Iowa students are continuing their work on their 3 projects and Sioux City and two in Decorah.

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

No Report

### **9.5 At Large Representatives (Lynch/Schoon/Scott)**

Lynch noted that she and Sturms have received several inquiries about starting interest area groups, such as transportation, health and planning, emerging professional, etc. There was a thought to make the monthly happy hours themed based, but there was some hesitation that might turn people away from those. Lynch is exploring an idea of doing theme based networking lunches where panelists can give short presentations. Lehmann noted that students at the University of Iowa would be interested in these.

Scott attended the National Bike Summit in Washington DC and has some good idea for the Chapter from there. Scott informed the Board of the Vision Zero Act which focuses on ending

- transportation-related fatalities by establishing a grant program for cities to develop a plan.
- 9.6** Chapter Development Program (Sturms)  
No Report
- 9.7** Professional Development Program (Wilwerding)  
Wilwerding summarized the February lunch and learn that was hosted by Shive Hattary in West Des Moines and informed the Board that the next lunch and learn will be held in June.
- 9.8** Outreach and Advocacy Program (Brown/Shires)  
Shires reminded the Board of the Urban Land Institute in Iowa. Shires also added that he is in full support of APAIA helping out organizations like CoZO.
- 9.9** Legislative and Policy Program (Mullenix)  
No Report
- 9.10** Recognition and Awards Program (Wanderscheid)  
No Report
- 9.11** Public Relations and Communications Program (Perkins)  
Hamlett noted that her, Perkins and Champ meet with the website developers on various items such as embedding social media buttons, blogs, reorganizing the homepage, etc. Look for items at the next Board meeting that will need approval.
- 9.12** University of Iowa Graduate Program (Lehmann)  
Lehmann noted that the University of Iowa is half way through their semester. Lehmann added that there will be a contingent of students who will be attending the National Conference in Seattle.
- 9.13** Iowa State University Undergraduate Program (Joens)  
No Report
- 9.14** Iowa State University Graduate Program (Christianson)  
No Report
- 9.15** County Planning and Zoning Officials of Iowa (VandeLune)  
No Report
- 9.16** Iowa Floodplain and Stormwater Management Association (Hanson)  
No Report

**10. Other Items Not on the Agenda**

*Motion by Scott to adjourn the meeting of the American Planning Association Iowa Chapter Executive Board at 12:06 PM. Second by Lynch. (MCU)*

These minutes of the Friday, March 20, 2015, Executive Board meeting were approved by a majority of those Executive Board Members present at the May 15, 2015, Executive Board meeting.

\_\_\_\_\_ Date: \_\_\_\_\_  
J. Benjamin Champ, AICP, EDFP, ASLA  
President

\_\_\_\_\_ Date: \_\_\_\_\_  
Charlie E. Dissell, AICP  
Secretary