

**Minutes**  
**APA-IA Chapter Board Meeting**  
**Friday, July 20, 2018**

**1.0 Call to Order**

1.1 President Dylan Mullenix called the meeting of the American Planning Association Iowa Chapter at 10:02 am at Riley Resource Group, Pleasant Hill, IA. Quorum established at 10:06 am.

**2.0 Roll Call**

**Executive Board**

*Officers*

+	Dylan Mullenix	President
+	Madeline Sturms	Vice President
+	Ben Champ	Past President
+	Tony Filippini	Secretary
+	Zach Young	Treasurer

*Professional Development Officer*

+	David Wilwerding	
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*Planning Board Member*

+	Dave Tallman	
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*University Representatives*

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

*Program Area Chairs*

+	Chris Janson	Chapter Development
NP	Anne Russett	Chapter Development
NP	Chris Shires	Professional Development
NP	Melissa Tiedemann	Outreach / Advocacy
NP	Rose Brown	Outreach / Advocacy
+	Steven Van Steenhuyse	Legislative & Policy
+	Charlie Cowell	Recognition / Awards
NP	Emily Bothell	Recognition / Awards
NP	Seana Perkins	Public Relations / Communications
+	Liesl Voges	Public Relations / Communications

*At-Large Members*

+	Brian Schoon	
+	Amber Lynch	
+	Jim Holz	

*Liaisons (non-voting)*

-	<i>vacant</i>	University of Iowa Graduate
NP	Bridget Williams	Iowa State University Undergrad
NP	Morgan Bradley	Iowa State University Graduate
NP	Bret VandeLune	County Planning / Flood Officials
NP	Mark Land	Floodplain / Stormwater Management

**14** (of 22) - Voting Members Present (*notated “+”*) (*12 required to achieve quorum*)

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

Guests in attendance: Shannon Gapp, Naomi Hamlett, Katie Maki, John Petersen, Clint Sloss and Chris Widmer.

### **4.0 Approval of Agenda and Minutes**

4.1 Approval of Agenda, as amended, for Friday, July 20, 2018.

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

4.2 Approval of the Minutes, as read, from Thursday, May 24, 2018.

*Motion by Champ, seconded by Wilwerding. Unanimous Approval.*

*Chris Janson arrived at 10:06 am, quorum established*

*Champ made a motion to ratify approval of the agenda and minutes, seconded by Wilwerding. Unanimous Approval.*

### **5.0 APA Iowa Membership Forum/Input**

John Petersen presented on Planning Healthy Iowa Communities project and the Plan for Health and Planners for Health grant. Encouraged the chapter to include inclusion of Planning Healthy Iowa Communities effort in the chapter strategic plan. New website available at <https://www.iowapha.org/Planning-Public-Health>

*Steven Van Steenhuyse arrived at 10:21 am*

### **6.0 Business Items**

#### **6.1 APA-IA Chapter Website**

Mullenix presented that the APA National is providing Chapters and Divisions an opportunity to have their page hosted on the National webpage. Chapters need to send an official notice to APA National office that the Chapter is interested. Motion to notify APA National that the APA-IA Chapter is interested in having the chapter website hosted by the national webpage, made by Champ, seconded by Young. *Unanimous Approval.*

### **7.0 Discussion Items**

#### **7.1 2018 Iowa-APA Conference (Council Bluffs)**

Sturms presented on the progress of the conference planning committee.

Cowell announced that award application submission information has been distributed. Due midnight, Friday August 24, 2018.

Lynch presented on sessions planned for the emerging professionals track.

Voges discussed a panel on non-traditional planning jobs.

#### **7.2 APA-IA Mobile Workshop – Maharishi Vedic City & Fairfield**

Hamlett and Maki presented on the upcoming program on August 7 and 8, 2018. The event has been shared with APA-IA, ASLA, AIA, COG directors, and ULI Iowa.

#### **7.3 Board Retreat – August 24, 2018**

Mullenix presented on the upcoming board retreat scheduled for Friday, August 24, 2018 in the Des Moines Metro area. The purpose of the retreat is to prepare all chapter documents required by APA National for all chapters to have. Board has been asked to review previous documents to prepare for the August retreat.

Dave Tallman joined at 11:00 am

**8.0 Officers Reports**

**8.1 President (Mullenix)**

Mullenix reported the following items:

- Mullenix will not be at the September Board meeting but will join via phone. Champ will preside over the meeting.
- Working on retreat and chapter requirements. Nationals will send out a checklist in November and needed to return by January 2019.
- Working with Young on chapter budget. Board members are asked to send budget ideas to Young or Mullenix for inclusion into the FY2019 budget which starts Oct. 1, 2018.
- Attended Iowa Advisory Council on Autonomous Vehicles recently and volunteered APA-IA to participate in the land use subcommittee
- ULI Iowa is planning to do a monthly breakfast series and interested in partnering with APA-IA on topics.
- October is National Planning Month. Interested in having the Governor sign a resolution.

**8.2 Vice President (Sturms)**

Not report.

**8.3 Immediate Past-President (Champ)**

Champ reported that he will be in attendance to the Policy and Advocacy conference in Washington, D.C.

**8.4 Secretary (Filippini)**

Filippini provided a membership update through June 2018.

**8.5 Treasurer (Young)**

8.5.1 Chapter Treasurer's Report was accepted - *motion by Wilwerding, seconded by Sturms. Unanimous approval.*

8.5.2 Young presented an option to upgrade the Quickbooks account for the chapter to add a 'Budgeting' component for an additional \$900 a year. *Motion to purchase the budgeting component made by Champ, seconded by Wilwerding. Unanimous approval*

**9.0 Executive Board Reports**

**9.1 Professional Development Officer (Wilwerding)**

Wilwerding presented the results of the May AICP exam period. 6 took exam, 5 passed, 4 AICP candidates took the exam and 3 passed. Next exam window is in November and there are 6 pending applicants. One scholarship is available for those eligible for the exam.

Wilwerding updated the board on his activity on the AICP update committee. He mentioned that PDOs are able to take the AICP exam, only cost is \$75 fee.

**9.2 Planning Board Member (Tallman)**

No report.

**9.3 University of Iowa (Connerly)**

No report.

**9.4 Iowa State University (Owusu)**

Approval of the new Masters in Real Estate Development, which an interdisciplinary graduate degree established in conjunction with the Iowa State University Ivy College of Business. This online program is designed for workers. Application information will be available this fall, and enrollment will begin in fall 2019. (<https://www.design.iastate.edu/news/2018/06/mred-kuhlmann/>)

**9.5 At-Large Representative (Lynch/Schoon, Holz)**

No report.

**9.6 Chapter Development Program (Janson/Russett)**

Met with Iowa Parks and Recreation Association to explore potential partnerships.

**9.7 Professional Development (Shires)**

No report.

**9.8 Outreach / Advocacy Program (Brown/Tiedemann)**

No report.

**9.9 Legislative and Policy Program (Van Steenhuyse)**

Going to conference in D.C. Will meet with Craig Patterson, the PDI lobbyist.

**9.10 Recognition / Awards Program (Cowell/Bothell)**

No report.

**9.11 Public Relations / Communication Program (Perkins/Voges)**

Voges presented a draft Strategic Communications Plan. The Board was asked to review it prior to the August board retreat.

**9.12 University of Iowa Graduate Program (vacant)**

No report.

**9.13 Iowa State University Undergraduate Program (Williams)**

No report.

**9.14 Iowa State University Graduate Program Bradley)**

No report.

**10.0 Other Items Not on the Agenda**

- Voges announced that the Iowa Arts Summit is on Aug 3<sup>rd</sup> in Ankeny.
- Van Steenhuyse announced that the Upper Midwest Conference is in Rochester MN Sept 26-28, 2018

**11.0 Upcoming Board Meetings**

The September meeting is scheduled to be in Iowa City on the 21<sup>st</sup> of September at 10 a.m. The November meeting is scheduled to be in Mason City on Friday the 16<sup>th</sup> of November at 10 a.m.

**12.0 Adjournment of the Board Meeting**

*Motion by Wilwerding, seconded by Champ to adjourn. Meeting adjourned at 11:27 a.m.*

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Dylan Mullenix, AICP  
President

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

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Madeline Sturms, AICP  
Vice President

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