

**Minutes**  
**APA-IA Chapter Board Meeting**  
**March 24, 2017**

**1. Call to Order**

President Ben Champ called the meeting of the American Planning Association at 10:02 am following a recognition of a quorum at Richard A. Clark Municipal Service Center, 1551 E Martin Luther King Jr. Parkway, Des Moines, IA.

**2. Roll Call**

Present (18) – Champ, Hamlett, Russell, Chambers, Wanderscheid, Wilwerding, Tallman, Connerly, Schoon, Lynch, Scott, Shires, Tiedemann, Brown, Mullenix, Cowell, Ditzler

Absent (7)- Owusu, Sturms, Perkins, Fieser, Joens, Dietz, Hanson

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

Guests in attendance: Tony Filippini, Jonathan Sherwood, John Peterson

**4. Approval of Agenda and Minutes**

a. Approval of Agenda for Friday, March 24, 2017

***Motion by Hamlett to approve the agenda; second by Scott***

Approved.

b. Approval of Minutes from Friday, January 27, 2017

***Motion by Mullenix to approve Minutes; second by Lynch***

Approved.

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

None.

**6. Business Items**

**6.1 Planners for Health Grant & Consultant Contract**

Review and discussion of grant process, contract, and billing.

***Motion by Shires, seconded by Wilwerding to move forward with the contract.*** Approved. Discussion of next steps for the program will be covered during the lunch & learn presentation.

**6.2 Venue Contract for 2018 Conference, Council Bluffs**

Brown renegotiated the contract. The deposit dropped to \$2,000 and food to \$10,700. The rental fees for the reception venue were waived.

***Motion by Hamlett, seconded by Wilwerding to approve the venue contract for 2018 Conference in Council Bluffs.*** Approved.

**6.3 Venue Contract for 2019 Conference, Iowa City**

Discussion regarding the contract.

***Motion by Lynch, seconded by Hamlett to approve the Iowa City venue contracts upon approval by National.*** Approved.

6.4 Consideration of 2017 Budget.

Champ requested committee funding needs. Mullenix suggested travel reimbursement for activities and training beyond President and Legislative Committee Chair.

Discussion of percentage based dues- in effect in October.

7. Discussion Items

7.1. 2017 APA Upper Midwest Conference (Dubuque)

Champ reported on conference call with the local committee. Discussion on ethics session with Carol Ray. Regional Rep also interested in coming. Russell discussed reception venues and workshop ideas. Discussion of hotel room blocks. Conference calls happening now every two weeks

7.2 2017 Elections

Discussion on the elections process handled through the national website. Champ will send message to membership.

7.3 Design Day on Hill 2017

Champ and Mullenix reported that overall it didn't seem very productive. Discussion of other strategies.

8. Officers Reports

8.1 President (Champ)

Discussion on NYC conference and registrations.

Discussion on the Nebraska conference- Wilwerding, Shires and Champ attended. Noted strong participation from board members.

Discussion of May 20<sup>th</sup> Bike event- Bike ride from Ankeny to Bondurant.

Discussion of phone issues and utilizing a conference call speaker through a cell phone. General consensus to continue to explore. ***Motion by Connerly to invest in a system up to \$350.00, seconded Ditzler.*** Approved.

8.2 Vice President (Hamlett) None.

8.3 Immediate Past-President (Russell) None.

8.4 Secretary (Chambers)

Chambers noted volatility in membership by month. Discussion of past ISU practice of signing students up and how the change has possibly impacted the membership.

8.5 Treasurer (Wanderscheid)

8.5.1 Chapter Treasurer's Report – attached to agenda

***Chapter Treasurer's Report was accepted- motion by Hamlett, seconded by Mullenix.***

**9.0 Executive Board Reports**

- 9.1 Professional Development Officer (Wilwerding)  
Nine took the AICP and passed Three approved to take it in May. Wilwerding & Champ sent notes of congratulations.
- 9.2 Planning Board Member (Tallman) None.
- 9.3 University of Iowa (Connerly) None.
- 9.4 Iowa State University (Owusu) None.
- 9.5 At-Large Representative (Lynch/Schoon/Scott)  
Noted the Planners 4 Health task force- two meetings held so far.
- 9.6 Chapter Development Program (Sturms)  
Des Moines area planners reading lunch forming.
- 9.7 Professional Development (Shires)  
Discussion of lunch and learn opportunity in Dubuque.
- 9.8 Outreach/Advocacy Program (Brown/Tiedemann) Brown noted University of Nebraska speaking series.
- 9.9 Legislative and Policy Program (Mullenix)  
Discussion of minimum wage pre-emption. Discussion of small cell, safe passing for bikes, and fireworks. IWILL funding.
- 9.10 Recognition/Awards Program (Berzina & Cowell)  
The committee has been in contact with Dubuque conference committee.
- 9.11 Public Relations/Communication Program (Perkins/ Ditzler)  
Ditzler noted uptick in social media participation. Discussion of reasons to join APA and testimonials. Restarted the meet the planner series. Changed the LinkedIn page.
- 9.12 University of Iowa Graduate Program (Fieser) None.
- 9.13 Iowa State University Undergraduate Program (Joens) None.
- 9.14 Iowa State University Graduate Program None.
- 9.15 County Planning and Zoning Officials of Iowa (VandeLune) Noted the COZO conference May 24-26 in Davenport.
- 9.16 Iowa Floodplain and Stormwater Management Association (Hanson) None.

**10.0 Other Items Not on the Agenda**

**11.0 Upcoming Board Meetings**

The March meeting is scheduled to be located in Dubuque

**12.0 Adjournment of Board Meeting**

*Motion by Hamlett, seconded by Lynch to adjourn.* Meeting adjourned at 11:12 a.m.

  
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J. Benjamin Champ, AICP, EDFP, ASLA  
President

Date: 11.17.17

  
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Naomi Hamlett, AICP  
Vice President

Date: 11-17-17