

Minutes

APA Iowa Chapter Board Meeting

Friday, March 18, 2016

1. **Call to Order**

President Ben Champ called the meeting of the American Planning Association Iowa Chapter Officers and Executive Board to order at 10:04 AM at the College of Design at Iowa State University, Ames Iowa.

2. **Roll Call**

Present (17) – Champ, Hamlett, Russell, Wanderscheid (phone), Wilwerding, Tallman (phone), Connerly (phone), Owusu, Lynch, Scott, Sturms, Shires, Tiedemann (phone), Brown, Mullenix, Berzina (phone), Perkins.

Absent (3) – Chambers, Schoon, Cowell.

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

John Peterson, Lorin Ditzler, Kelly Diekmann were present at the meeting.

4. **Approval of Agenda and Minutes**

- a. Approval of Agenda for Friday, March 18, 2016

Motion by Hamlett to approve agenda moving item 7.5 Burlington Conference following item 4.0. Second by Mullenix. (MCU)

- b. Approval of Minutes from Friday, January 22, 2016

Motion by Mullenix to approve the minutes. Second by Lynch. (MCU)

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

None

6. **Business Items**

- 6.1 Confirm Reappointment of Seana Perkins and Appointment of Lorin Ditzler as Communication Program Area Co-Chairs, Term Ending 2020.

The purpose of this appointment is for Seana to focus time on the website and have Lorin work on the new blog features as well as social media. The committee will recruit others to work on committee with them. *Motion by Scott to approve the appointments. Second by Lynch. (MCU)*

- 6.2 Confirm reappointment of Madeline Sturms as Chapter Development Program Area Chair, Term ending March 2020.

Motion by Mullenix to approve the reappointment. Second by Hamlett. (MCU)

- 6.3 Confirm appointments of Rose Brown and Melissa Tiedemann to serve as the Board Representatives to a Joint Committee with the Iowa Public Health Association.

Appointment will serve as a representative of APA-Iowa Chapter to the IPHA. Mullenix is also willing to serve when necessary. *Motion by Hamlett to approve appointments. Second by Lynch. (MCU)*

- 6.4 Contract with Maureen Collins for March 22 Tomorrow's Economy Event.

Clarification was provided on the breakdown of costs for the event, equally sharing the fee with City of West Des Moines, DMAMPO, and APA-Iowa Chapter, \$1,000 each.

Motion made by Brown to approve contract. Second by Lynch. (MCU)

6.5 Blog/Website Training

Item was moved to end of meeting following executive board reports. Perkins provided training on use of website and blog features and indicated she will send out an email to board members with a tutorial and user name/password.

7. Discussion Items

7.1 Discuss Plan4Health Grant Project

Peterson reported that National APA has provided a large amount of resources to the Plan4Health program across the country and continue to share information with all coalition members, additional information is available on the project website. APA has authored success stories with each of the coalitions and posted on the website. Peterson is presenting at National APA with National on Saturday, April 2.

The largest portion of the Iowa project and grant are with physical activity in Marion with RDG on pieces related to active living, active transportation and biophilic design. The group has diverse members which have helped move the project forward. The physical activity project is being created as a guidebook to carry to other communities.

7.2 Discuss Healthy Iowans Priority Health Issues Survey

IPHA is updating their long range plan and want affiliate organizations to complete survey and submit top three priorities. Peterson provided recommendations about top three issues that are related to planners and willing to continue assistance. Brown and Tiedemann will work with Peterson to complete on behalf of APA-Iowa Chapter.

7.3 Discuss Strategic Plan and Budget

Champ stated that board reports should tie back to strategic plan. Next focus is on communication and will work on forming a committee to move forward with blog and website updates.

7.4 Discuss Iowa Reception at 2016 APA Conference in Phoenix

All-Iowa Reception is being hosted at Copper Blues on Monday, April 4th and sponsored by APA-Iowa Chapter, University of Iowa and Iowa State University planning programs.

7.5 Discuss 2016 APA IA Conference in Burlington

Item was moved up on agenda to precede item 5. Chelsea Tolle with Greater Burlington CVB provided an update on the local committee's conference planning efforts. Mobile workshops have been selected and include a downtown redevelopment tour, redevelopment tour, and park tour. The committee has received bids and information on bus transportation for the mobile workshops. The City bus can only provide transportation during the day so committee is looking into additional options for evening transportation for reception and progressive dinner.

Locations have been selected for the Progressive Dinner, appetizer at Martini's Grille, dinner at The Drake and dessert at The Ivy Bake Shoppe. The next board meeting will be in Burlington and board members will be able to visit the conference venue site.

- 7.6 Discuss 2017 Upper Midwest Conference in Dubuque
The conference will be held in partnership with the Dubuque Sustainability Conference in early October 2017. Dubuque staff is working together and looks forward to planning conference.

8. Officer Reports

- 8.1 President (Champ)
Champ reported he will attend CPC events at National APA. Todd Ashby will be representing the chapter at policy guide discussions related to freight planning and water quality issues.
- 8.2 Vice President (Hamlett)
Hamlett reminded those present that APA-Iowa Chapter logoed apparel is available. More information can be found on the Chapter website.
- 8.3 Immediate Past-President (Russell)
No report
- 8.4 Secretary (Chambers)
No report
- 8.5 Treasurer (Wanderscheid)
Wanderscheid reported that she did speak with representatives at US Bank and is ready to transfer the bank account. No treasurer's report was available in the packet.

9. Executive Board Reports

- 9.1 Professional Development Officer (Wilwerding)
Wilwerding reported on the new quarterly PDO conference call meetings hosted by APA and providing additional staffing assistance to chapter PDO's. Items to note are a new CPC committee to assist PDO's in their efforts. There is an update to the AICP exam, and May 2017 exam takers will have new exam with reworked questions. Chapters will need to rethink free resources provided to members for studying.

A recent change to CM reporting allows for up to 8 CM Credits to be reported for pro-bono services as a part of the self reporting process. 1 hour of service provided is equivalent to 1 CM credit. This would include board meetings, conference planning, or other volunteer efforts with the chapter.

Also, will be changes made to the AICP Code of Ethics including administrative changes to make reporting a less formal process and more user friendly.

- 9.2 Planning Board Member(Tallman)
No report
- 9.3 University of Iowa (Connerly)
Connerly reported the Iowa Initiative for Sustainable Communities has announced the work being done next year in Mason City and with ECIA. IISC is doing 10-15 projects with different departments across the University and 4 will be with the School of Urban and Regional Planning.

There are upcoming events being held at the School of Urban and Regional Planning that Connerly will forward information on to publish.

- 9.4 Iowa State University (Owusu)
Owusu reported that the April event with Lynn Ross has been postponed until the fall. CRP is developing a new program on real estate and working with the business school to create a sustainable real estate program.
- 9.5 At Large Representatives (Lynch/Schoon/Scott)
No report
- 9.6 Chapter Development Program (Sturms)
Sturms reported that a RFP for upcoming conferences (2018, 2019) should be available for review at the next board meeting.
- 9.7 Professional Development (Shires)
Shires reported that he is looking for topics for future lunch and learns. Ideas suggested included solar, water quality initiatives, sexually oriented businesses, signs, active living guidebook, partnering with The Tomorrow Plan speaker series, Ben Garret with Knapp for a walking tour of Valley Junction, coordination with ULI, CEO's for Cities Conference is in Des Moines in June and doing a downtown walking tour. Discussion was held about having the sessions recorded to make available for future viewing by others in the state.
- 9.8 Outreach/Advocacy Program (Brown/Tiedemann)
No report
- 9.9 Legislative and Policy Program (Mullenix)
Mullenix sent out a legislative update in early March and the few bills he had been monitoring have since died. He mentioned the Planner's Advocacy Network article that was published related to DART and their visit with Presidential Candidate Clinton.
- 9.10 Recognition/Awards Program (Berzina/Cowell)
No report
- 9.11 Public Relations/Communication Program (Perkins/Ditzler)
Perkins indicated the website statistics were attached and most visited sites continue to be the main page, jobs and RFP/RFQs. Ditzler asked for suggestions on others to recruit to assist with social media and blog posting.
- 9.12 University of Iowa Graduate Program (Curtis)
No report
- 9.13 Iowa State University Undergraduate Program (Joens)
No report
- 9.14 Iowa State University Graduate Program (Schoeneman)
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

None

11. Upcoming Board Meetings

- May 20, 2016 - Burlington for site visit for 2016 conference
- July 15, 2016 - Des Moines metro
- September 16, 2016 – University of Iowa
- November 18, 2016- Newton


12. Adjournment of Board Meeting

Motion by Hamlett to adjourn at 11:31 AM. Second by Mullenix. (MCU)

These minutes of the Friday, March 18, 2016 Executive Board meeting were approved by a majority of those Executive Board Members present at the May 20, 2016 Executive Board Meeting



Date: 11-17-17
J. Benjamin Champ, AICP, EDFP, ASLA
President



Date: 11/17/17
Erin Chambers, AICP
Secretary