

## Minutes

### APA Iowa Chapter Board Meeting

Friday, May 20, 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 10:06 AM at the Greater Burlington Partnership in Burlington, Iowa.

#### 2. Roll Call

Present (11) – Champ, Hamlett, Chambers, Wanderscheid (phone), Wilwerding (phone), Lynch, Sturms, Shires (phone), Tiedemann, Cowell (phone), Ditzler (phone).

Absent (10) – Russell, Tallman, Connerly, Owusu, Schoon, Scott, Brown, Mullenix, Berzina, Perkins

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

Jordan Brown, Chelsea Tolle, Eric Tysland, Zach James, Steve Frevert

#### 4. Approval of Agenda and Minutes

- a. Approval of Agenda for Friday, May 20, 2016

*Motion by Hamlett to approve agenda; Second by Lynch. (MCU)*

- b. Approval of Minutes from Friday, March 18, 2016

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

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

None

#### 6. Business Items

- 6.1 Appointment of U of I Graduate Student Representative- Jay Fieser

*Motion by Sturms to approve the appointment. Second by Lynch. (MCU)*

- 6.2 Request for Proposals for the 2018 and 2019 Chapter Conferences

Lynch summarized the RFP. Discussion on when to have them returned. Deadline remained the same at July 15<sup>th</sup>. *Motion by Sturms to approve the Chapter Conferences RFP. Second by Tiedemann. (MCU)*

- 6.3 Partnership with IARC for Fall Conference- Discussion & Possible Action. Champ provided

a report. IARC is wanting to have an independent conference next year due to internal re-tooling. Not action.

#### 7. Discussion Items

- 7.1 Update on Request from National for Percentage Based Dues Structure

Chap reported that the percentage based dues structure is now a requirement. Lynn Jorgenson will be providing chapters information. A memorandum from Ohio on the dues changes was reviewed. Sturms to look into how this works for Chapter Only membership.

- 7.2 Discuss 2016 APA IA Conference in Burlington

Chelsea Tolle, Greater Burlington Partnership provided an update to the board. The progressive dinner is confirmed and will be \$50.00 per person which includes transportation. Locations are Martini's, Drake, and Ivy. Discussion of other venues for

the conference- Capitol Theater for the reception and McConnell Cafe. Discussion about breakfast. Discussion regarding healthy options for meals, noting breakfast in particular, based on survey feedback.

Eric Tylsand, City of Burlington, provided a handout of the mobile tours.

Discussion regarding sponsorship; Shires will provide sponsorship letter.

Champ reported that 2 of the 3 keynote speakers and secured.

Discussion on welcome bag and conference schedule. Discussion regarding electronic schedule and what is printed.

- 7.3 Discuss 2017 APA Upper Midwest Conference in Dubuque  
Discussion on the conference. Planning is on track.

## **8. Officer Reports**

- 8.1 President (Champ)  
Champ reported on the CPC meeting in Phoenix. Noted new national website and the positive direction of the organization
- 8.2 Vice President (Hamlett)  
Hamlett reported that the Iowa Chapter reception in Phoenix was well attended and noted that the location was good. Hamlett noted that the reception is becoming and expectation and that the Universities seem happy. Hamlett noted that the poster contest was good and that Iowa hand a 2<sup>nd</sup> place poster.
- Hamlett reported on the "Tomorrow's Economy" presentation
- 8.3 Immediate Past-President (Russell)  
No report
- 8.4 Secretary (Chambers)  
Chambers reviewed membership summary.
- 8.5 Treasurer (Wanderscheid)  
Wanderscheid provided a more detailed treasurer's report which gave a present picture of invoices out and payments in. Tax Return completed. Wanderscheid obtained a debit card.

*Motion by Hamlett to accept the treasurer's report; seconded by Tiedemann. (MCU)*

## **9. Executive Board Reports**

- 9.1 Professional Development Officer (Wilwerding)  
Wilwerding reported on the PDO exchange in Phoenix. Wilwerding also attended the Exam Prep session in Phoenix.
- 9.2 Planning Board Member(Tallman)  
No report

- 9.3 University of Iowa (Connerly)  
No Report
- 9.4 Iowa State University (Owusu)  
No Report
- 9.5 At Large Representatives (Lynch/Schoon/Scott)  
No report
- 9.6 Chapter Development Program (Sturms)  
Plan4Health grant closeout will be completed by the end of May. Nutrition project complete with HACAP training and stipends for implementation went to 50± pantries. Marion project and plan being wrapped up next week. Jeneane Moody with IPHA and I will meet next week to work on a program/plan to launch the statewide effort between APA IA and IPHA. That will be presented to the subcommittee for review. We had a great reception and attendance at our Iowa Governor's Conference session and display. Amy Lepowsky with Linn County Public Health gets a shout out for all of her help.
- Discussion of baseball game- rainy and cold. Sold 20 tickets, 12 came. Discussion of the use of the City of DSM Sky Box.
- 9.7 Professional Development (Shires)  
Discussion on the location of the next board meeting. Shires suggested DART and would coordinate on that for a location.
- 9.8 Outreach/Advocacy Program (Brown/Tiedemann)  
Tiedemann reported about establishing a cooridor planners group. Discussion that the CR planners have felt that the organization is to Central Iowa focused.
- Discussion regarding Trees Forever and building a relationship to APA.
- 9.9 Legislative and Policy Program (Mullenix)  
Champ reviewed legislative summary from Mullenix.
- 9.10 Recognition/Awards Program (Berzina/Cowell)  
No report
- 9.11 Public Relations/Communication Program (Perkins/Ditzler)  
Ditzler commented on reviewing the mission and the need for a general communications strategy. Ditzler noted a need to step back and understand what the mission and goals are. Ditzler suggested conducting an exercise to develop the communications strategy.
- 9.12 University of Iowa Graduate Program  
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**

- 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 11:28 AM. Second by Lynch. (MCU)*

These minutes of the Friday, May 20, 2016 Executive Board meeting were approved by a majority of those Executive Board Members present at the July 15, 2016 Executive Board Meeting

  
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J. Benjamin Champ, AICP, EDFP, ASLA  
President Date: 11.17.17

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