

**Minutes**  
**APA-IA Chapter Board Meeting**  
**November 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 10:00am at the Newton Chamber of Commerce, 113 1<sup>st</sup> Avenue W, Newton.

**2. Roll Call**

Present (18) – Champ, Hamlett, Russell, Chambers, Wanderscheid, Wilwerding, Connerly, Schoon, Lynch, Sturms, Brown, Mullenix, Cowell, Ditzler, Fieser, Schoeneman, VandeLune

Absent (8)- Owusu, Scott, Shires, Tiedemann, Berzina, Perkins

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

There were four guests in attendance: Tony Phillipini, John Peterson

**4. Approval of Agenda and Minutes**

a. Approval of Agenda for Friday, November 18, 2016

***Motion by Hamlett to approve the amended agenda; second by Mullenix***

Approved.

b. Approval of Minutes from Friday, September 30, 2016

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

Approved.

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

None.

**6. Business Items**

**6.1 2018/2019 RFP Selection for Conference Locations**

Seven proposals received. Executive committee plus Lynch and Sturms reviewed the 7 proposals. Waterloo and Cedar Falls were asked to combine their proposal. ON November 14, 2016 Russell, Champ, Sturms visited Waterloo/Cedar Falls. The review committee held a conference call meeting to discuss the proposals. That committee's recommendation was:

- 2018: Council Bluffs
- 2019: Iowa City
- 2020: Des Moines

Discussion regarding contract issues with the Iowa City venue- attrition and duration of the room block closing.

***Motion by Hamlett to approve the conference locations for Council Bluffs in 2018, Iowa City in 2019, and Des Moines in 2020, seconded by Sturms.***

Approved.

**6.2 2017 APA Meeting Locations**

Discussion of meeting date in conflict with school spring break in March. Chambers will work with other members to suggest and alternate date. Also, discussion regarding confirmation of January meeting at ISU. Discussion of Carroll as a location for meeting.

***Motion by Brown to tentatively approve the location schedule pending an alternate date in March and confirmation for January meeting at Iowa State University, seconded by Sturms.*** Approved.

#### 6.3 Percentage Based Dues Structure

Champ provided handouts regarding chapter based dues. Discussion of the different percentage levels. Hamlett indicated most comfort with the 20% level. Peterson asked about national dues and any knowledge on future increases. Mullenix asked about chapter only.

General consensus that the 20% level seemed most appropriate understanding local government budgets and also association needs.

#### 6.4 Consideration of 2017 Budget

Champ requested program areas to submit a wish list of things that they would need budget for. Discussion about the growing costs of programs. Discussion regarding growing cost of reception held at National Conferences. Continued discussion of percentage based dues.

#### 6.5 Chapter Only Members for 2017

There were seven people from last conference. ***Motion by Hamlett to accept the seven chapter only members, seconded by Sturms.*** Approved.

#### 6.6 Consideration of 2017 Legislative Agenda

Mullenix reviewed the draft legislative agenda. Discussion regarding reaching out to new members of the legislature post-election. Connerly raised concern regarding the minimum wage item noting concern of local pre-emption. Further discussion on the topic of local control. Connerly suggested revising the language to reflect that any state-wide minimum wage does not pre-empt local control. Discussion on Water Quality item. Connerly suggested that support of IWILL be part of the record on that item.

***Motion by Connerly, seconded by Russell to approve the legislative agenda with the following amendments:***

- 1.) Revise the minimum wage language to support local control***
- 2.) Legislative Committee research specific action on IWILL.***

Approved.

#### 6.7 Planners 4 Health Grant

Authorization accepting the \$50,000 grant. Peterson reviewed the concept of what the grant is intended to accomplish. Discussion of Healthy Hometowns. Discussion of Plan 4 Health Website.

***Motion by Lynch to accept the Planners 4 Health Grant, seconded by Russell.*** Approved.

## 7. Discussion Items

### 7.1. 2017 APA Upper Midwest Conference (Dubuque)

Russell reported that the planning meetings haven't started yet. Discussion of dates and discussion of the Sustainability Conference. The Wednesday sessions of the Sustainability will be planning related.

### 7.2 2017 Iowa Reception at National Conference

Connerly and Owusu indicated that U of I and ISU are willing to be partners. Each school to contribute \$750 each. Starting the process of finding a vendor. ***Motion by Russell to spend up to \$1,500 for the reception by the Chapter, seconded Mullenix.*** Approved.

### 7.3 Review of National Planning Month

Champ reviewed the efforts done for National Planning month. Nineteen people were present when the governor signed the proclamation. Review of slides shown at the conference.

### 7.4 Review of 2016 APA Iowa Conference (Burlington)

Survey results were mostly positive. Champ indicated that he heard positive comments and that it was organized. For the future- discussion of sharing the history of the venues. Lynch indicated positive feedback for the Mentor Match activity.

### 7.5 Review of ISU APA Accreditation Process

Champ indicated that several board members participated in a portion of the process and indicated that it was an impressive process.

### 7.6 Discussion of FAICP Nomination Process

Wilwerding stated that the fellow window was opening again. It occurs every 2 years. Discussion that there hasn't been an Iowa nominee for a long time. Discussion of characteristics of a good candidate. Discussion of forming a committee. Sturm, Brown, Wilwerding, Cowell and Champ formed a committee to identify people.

## 8. Officers Reports

### 8.1 President (Champ)

Champ and Perkins had a conference call with National regarding the website.

### 8.2 Vice President (Hamlett) Question regarding the photo that is on the Iowa APA website.

### 8.3 Immediate Past-President (Russell) None.

### 8.4 Secretary (Chambers)

8.4.1 Membership Update – attached to agenda

- 8.5 Treasurer (Wanderscheid)  
8.5.1 Chapter Treasurer's Report – attached to agenda

***Chapter Treasurer's Report was accepted.***

**9.0 Executive Board Reports**

- 9.1 Professional Development Officer (Wilwerding)  
Reviewed the November AICP window. Noted Charlie Cowell & Zach Young passed.
- 9.2 Planning Board Member (Tallman) None.
- 9.3 University of Iowa (Connerly)  
Connerly noted student participation at fall conference in Burlington. Noted Field Problems project in Souix City is moving into action due to a donation.
- 9.4 Iowa State University (Owusu) None.
- 9.5 At-Large Representative (Lynch/Schoon/Scott) None.
- 9.6 Chapter Development Program (Sturms) None.
- 9.7 Professional Development (Shires)  
Discussion regarding Iowa Land Records session at the conference and at Newton. The presentation is on e-filing of plats without City approvals.
- 9.8 Outreach/Advocacy Program (Brown/Tiedemann) Tiedemann noted the corridor planners event.
- 9.9 Legislative and Policy Program (Mullenix)  
Discussion of Blog post on APA Interact. Discussion of State Great Places Program. Tomorrow Plan Speaker on December 16<sup>th</sup>.
- 9.10 Recognition/Awards Program (Berzina & Cowell)  
Noted that the set-up for the awards ceremony seemed to be liked by the membership.
- 9.11 Public Relations/Communication Program (Perkins/ Ditzler)  
Ditzler noted that it would be great if the communications committee could meet before the end of the year.
- 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 (Schoeneman) None
- 9.15 County Planning and Zoning Officials of Iowa (VandeLune) None.
- 9.16 Iowa Floodplain and Stormwater Management Association (Hanson) None.

**10.0 Other Items Not on the Agenda**

Discussion of keynote speakers for upcoming conference.

**11.0 Upcoming Board Meetings**

The January meeting is scheduled for Iowa State University.

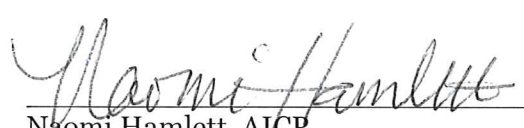
**12.0 Adjournment of Board Meeting**

Meeting adjourned at 11:48 am.

  
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J. Benjamin Champ, AICP, EDFP, ASLA  
President

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

11.17.17

  
\_\_\_\_\_  
Naomi Hamlett, AICP  
Vice President

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

11-17-17