

Minutes

APA Iowa Chapter Executive Board

July 29, 2011

10:00 AM

1. Call to Order:

President David Wilwerding called the meeting of the American Planning Association Iowa Chapter Executive Board to order at 10:00 AM in the Conference Room of the U of I BioVentures Center, 2500 Crosspark Road, Coralville, Iowa.

2. Roll Call:

Present – David Wilwerding, Rich Russell, John Peterson, Rose Brown, Gary Taylor, Charles Connerly, Eric Jensen, Doug Johnston, Naomi Hamlett, Brian Schoon, Amber Lynch, Matt Flynn, Melissa Tiedemann, RJ Moore, Carissa Miller

Absent – Ben Champ, Dave Tallman, Richard Brown, Tom Treharne, Don Gross, Becky Soglin, Kate Dirks, Jesse Thornsen, Seana Perkins

3. Approval of Agenda & Minutes:

3.1 Approval of Agenda for Friday, July 29, 2011

Moved by Peterson to approve the meeting agenda. Seconded by Johnston. Motion passed.

3.2 Approval of Minutes of May 20, 2011, with the correction of amount of jobs found for recent graduates.

Moved by Jensen to approve the minutes. Seconded by Johnston. Motion passed.

4. Introduction and Welcoming of any Guests/Others:

No guests were present.

5. Discussion Items:

5.1 Discuss Newsletter Enhancement Ideas

Miller presented various ideas for upcoming newsletters. Ideas included: an on-going “Zoners Column”, a monthly Q&A column, and a “Meet the Planner” column, which would be an introduction of a member of the Iowa APA Chapter every month.

- 5.2 Discuss Membership Survey
Hamlett shared that she has received comments on the questions and has made those changes. Once she adds the professional questions from Amber Lynch, she will forward to everyone for further review and comment.

6. Officer Reports:

6.1 President

6.1.1 APALowaNews@list.planning.org has been set up for the APA Iowa Board to send direct email to full APA Iowa Membership. Hamlett stated she wasn't able to get the listserv to work and wasn't able to get her problems resolved. Wilwerding will follow up on the issues.

6.1.2 Fall DC Leadership meeting Update

Wilwerding reported that he and Rich Russell will both be attending since Rich will be taking over as President.

Wilwerding also noted that National APA has set up FTP site. This is a good way to keep records over the years. Wilwerding will send out the information to access the site.

6.2 President – Elect

Russell reported a subcommittee has been formed to evaluate the possibility of having an Iowa-only membership options in an effort to bolster chapter membership.

6.3 Immediate Past President

Peterson attended the Iowans Fit for Life Conference in Grinnell. The goal of the organization is to increase opportunities for physical activity and healthy eating for Iowans of all ages.

6.4 Secretary

No report.

6.5 Treasurer

6.5.1 Chapter Treasurers' Report – Receive and Accept Reports

Moved by Peterson to receive and accept the reports. Seconded by Russell. Motion passed. Brown asked the Board for direction on changing accounting firms. Rose recommends staying with the same firm & the board concurred. Rose also pointed out the conference sponsorship was picking up.

7. Program Area Reports:

7.1 Professional Development Officer

Taylor stated 5 planners took the exam and 4 passed in May. Letters will be sent out those planners. Lynch stated that APA should email those registered to take the AICP exam and let

- them know that the Chapter has a study CD for their use. Jensen & Taylor continue to work on the CPC grant.
- 7.2 Awards Program
Hamlett stated the information for the awards program went out June 24. Nebraska APA will serve as the jury.
- 7.3 Communication
Wilwerding informed the board that Seana has new contact information. Please forward any information for the website to her at her new contact information.
- 7.4 Legislative
The APA Board needs a Policy Statement by which to make decisions. The Smart Planning Task Force is still at work. The last meeting the group broke into smaller work groups.
- 7.5 Leadership, Networking & Professional Development
Hamlett stated she is working with Ryan Moffitt to arrange for a lunch and learn in Ankeny in September.
- 7.6 Advocacy, Outreach and External Voice
7.6.1 2011 APA Four State Conference Update
Flynn noted a draft conference schedule should be out on August 15th. Sponsorships are coming in and registrations will start coming in soon. The AICP President is presenting the ethics session. More budget was spent on speakers this year to provide a higher profile for the conference. Additional sessions will be added for young professionals and to address the benefits of the AICP. Lynch commented a round table discussion for young professionals or AICP tract at conference would be highly beneficial.
- 7.7 At Large Representatives Reports
Schoon presented he attended the IARC staff retreat held in Ankeny. The focus was on sustainability and floodplain management. Iowa Floodplain Managers Association has also become a member in the National organization.
- 7.8 Chapter Development
Tiedemann presented, in Ben Champ's absence, the status of the chapter-only membership committee. This committee will hope to have a report at the next board meeting. Discussion ensued as to the difficulty of record keeping for the chapter-only memberships.
- 7.9 Planning Board Report
No report.
- 7.10 University Reports and Student Representatives Reports

Johnston reported he is currently collecting information for reaccreditation. The Iowa Finance Authority is hosting a summit on the local housing trust fund on September 6th. The summit is free of charge and will be administration focused. Johnston also requested examples of compelling or horrible resumes to present to a class he teaches on resumes to demonstrate what to do and what not to do on your resume.

Connerly informed the board that U of I would be offering a distance learning opportunity in disaster planning in the fall and grant writing in the spring. Wilwerding indicated he would send out a blast with all the information. Connerly also presented the student working on field projects in sustainability will be in Dubuque on August 15-17. The students will meet with City Officials and work on five projects on local sustainability.

7.11 COZO Report

Moore presented there is currently legislation for local county health departments to have a 28E with Iowa DNR for semi-public wastewater treatment plants. The Fall COZO Conference will be held in Coralville in November.

8. Discussion Items:

8.1 Update on FAICP Candidates

Wilwerding noted that at the last meeting the Board had agreed to proceed with Gary Lozano as a good candidate. One of Gary's co-workers will handle the preparation of the documentation.

8.2 Discuss Fall Election Scheduling and Candidates

Wilwerding provided information on the upcoming election, which Rich will be in charge of as the President Elect. The elections will include a position of vice-president and secretary and treasurer, which are both at the maximum allowed term limits. National APA can run the elections electronically. Rose stated she will prepare an operational memo for the future treasurer to help the transition.

8.3 Discuss Location of 2012 Conference

Wilwerding noted that previous conferences have been on either side of the state and thought it was a good idea to hold the 2012 conference in a central location. Ideas to host the conference were Des Moines or the metro area. Rich will seek volunteers to start working on the conference planning.

8.4 Discuss Work Plan Priorities

Wilwerding shared that National APA suggests a one-year reserve in the bank and the Iowa Chapter has a 6-month reserve, but feels this is adequate. The funds should be used to reinforce education as a main goal of APA. It was discussed that the budget should reflect the important topics identified in the survey results.

The September meeting is scheduled for September 9th in Ames.