

Minutes

APA Iowa Chapter Executive Board

March 26, 2010

10:30 AM

1. **Call to Order:**

President David Wilwerding called the meeting of the American Planning Association Iowa Chapter Executive Board to order at 10:30 AM at the Callen Conference Room in Gilmore Hall, University of Iowa Campus, Iowa City, Iowa.

2. **Roll Call:**

Present – Rose Brown, Richard Brown, Champ, Dahl, Flynn, Hamlett, Jensen, Peterson, Russell, Sun, Treharne, Wilwerding, and Young

Absent – Gross, Lundy, Simpson, Taylor

3. **Approval of Agenda & Minutes:**

3.1 Approval of Agenda for Friday, March 26, 2010

Moved by Hamlett to approve the meeting agenda. Seconded by Jensen. Motion passed.

3.2 Approval of Minutes of January 29, 2010

Moved by Peterson to approve the minutes as amended. Seconded by Hamlett. Motion passed.

4. **Introduction and Welcoming of any Guests/Others:**

4.0 Charles Connerly, Professor and Director of the Graduate Program in Urban and Regional Planning, welcomed the Board to the University of Iowa. He noted that the program has nine faculty currently and should have ten next year. The University does not have an undergraduate program, but has sixty students in the graduate program. The school will have two major retirements this year in Jim Throgmorton and Peter Fisher. Connerly stated that they have been fortunate to have been approved to replace both of them. Fisher's replacement will continue to focus on economics and public finance while the other new faculty member will be in the area of environmental policy and environmental economics. The department has a goal to grow the student count to eighty.

5. Discussion Items:

- 5.1 Approve appointment of Eric Jensen to the APA Iowa Board to fill the vacant At-Large position.

Moved by Hamlett to approve the appointment of Eric Jensen to the APA Iowa Board to fill the vacant At-Large position. Seconded by Peterson. Motion passed.

- 5.2 Discuss Changes to Communication Chair Duties

Wilwerding discussed a meeting that he had with Richard Brown regarding the Communication Chair duties. Shawna Perkins has been doing a great job working as the website editor and we need a similar position as a newsletter editor and he would like to have Carissa Miller appointed as the newsletter editor under Richard Brown as the Communication Chair. It remains difficult to find articles for the newsletter and it is the role of the Chair to find articles by prodding planners and looking for topics. The Chair is also responsible for the annual report and the goal of a bi-monthly newsletter. The newsletter is electronic and the annual report is printed. The Board had some discussion of a stipend for the newsletter and website editors. Several issues were raised and it was determined that a formal policy is needed and Wilwerding will bring that back as a future meeting agenda item.

- 5.2.1 Approve appointment of Carissa Miller as the APA Iowa Newsletter Editor

Wilwerding explained that Carissa Miller volunteered and did a lot of background work helping with the last conference and she is now a planner for MIDAS Council of Governments in Fort Dodge.

Moved by Jensen to approve the appointment of Carissa Miller as the APA Iowa Newsletter Editor. Seconded by Russell. Motion passed.

- 5.3 Special Election – Bylaw Amendments

Peterson reviewed the proposed bylaw changes that were approved at the last meeting and noted that they goal would be to separate them into two separate questions so that if the board makeup modification question was not approved, the electronic format question could still be approved. Peterson will continue to work to format the ballots and work with Champ to distribute.

- 5.4 Approval of expenditure for All Iowa reception at APA National Conference in New Orleans.

An expenditure was approved for \$1,000 at the July meeting and no further Board action was required. A donation of \$1,000 each is also being provided by the University of Iowa and Iowa State University. There are currently 82 people from Iowa registered for the conference with about half of them students and half professionals.

- 5.5 Approval of expenditure to rent the Union Pacific Railroad Museum, Council Bluffs for the 2010 conference reception.
- Wilwerding shared that he and Rose Brown toured the facilities in Council Bluffs for the 2010 conference. They are recommending the Union Pacific Railroad Museum as the conference reception site. The building is a former Carnegie library. Any caterer can be used at the facility. No expenditure is needed at this time.

6. Officer Reports:

6.1 President

6.1.1 Rebuilding America

Wilwerding discussed the Rebuilding America effort from National. The APA Task Force for Infrastructure Reconstruction is asking each chapter to hold an event in each state. A toolkit from APA has been received on how to hold the meeting. It can be held as a stand alone meeting or attached to another event or conference. The Four State conference would be held at the end of the calendar window desired and if it was held this fall it could be joint with the Nebraska chapter at the Council Bluffs conference. A joint effort could get more support from APA and perhaps funding assistance. Board consensus was to work to add it to the Fall conference and Wilwerding with talk to APA about financial support.

6.1.2 CPC Travel Assistance Grant

Wilwerding applied for and received a \$500 grant to help subsidize the chapters cost of his travel as President. The news was welcomed by the Board.

6.1.3 APA Administrative Fee (reduction of \$1,000-\$1,100 annually)

Wilwerding updated the group that APA is returning to an administrative fee structure to help with their costs. This is approximately \$2.92 per member and there will also be credit card fees. The end result will be an annual reduction in chapter revenues of about \$1,000.

- 6.2 President – Elect
No report.

6.3 Immediate Past President

Peterson distributed copies of the long range plan, budget, and work plan that were approved at the last meeting. He also noted that the new website is ready to launch and the address will be www.iowaplanning.org. An update was also provided on the latest news regarding planning legislation in Iowa. A series of voluntary smart growth issues and planning practices have been approved by both the house and senate. A task force will be established with a series of goals over the next three years. The Chapter

President is assigned a seat on the task force. Wilwerding and the Board thanked Peterson for his significant efforts to monitor and influence the legislation. This is the first time that the Chapter has been represented by a registered lobbyist.

6.4 Secretary

The custom membership list created by National continues to be the most current membership information. It is anticipated that APA will have their staff issues worked out soon and will return to regular membership list updates. In the meantime, let Champ know if another custom update is needed. Champ will work with Wilwerding and Peterson to develop and distribute ballots for the bylaw amendments.

6.5 Treasurer

Rose Brown reviewed the Treasurers Report, taxes, and proof of cash report for FY 2008-2009. There remains an ongoing issue with the FY 2007-2008 tax return. The postmark on that has now been verified and she is continuing to work through the process with the IRS.

7. Program Area Reports:

7.1 Professional Development Officer
No Report

7.2 Awards Program
Hamlett updated the Board that the Chapter has completed the jury reviews for the Nebraska and Wisconsin Chapters. She has found many willing volunteers and the reviews went well. Criteria for the next series of awards will be available in July.

7.3 Communication
Richard Brown reported that the newsletter is almost done for an April 1 release and the annual report should be out on May 1.

7.4 Legislative
Peterson discussed earlier in the Past President report.

7.5 Leadership, Networking & Professional Development
Wilwerding discussed the importance of the lunch and learn program and provided an update on the Council Bluffs conference. The planning committee for the conference will be asking for content soon. Matt Flynn and Time Huey will co-chair the upcoming four-state conference. Right now they are working to recruit Transportation Secretary Ray LaHood as a speaker.

7.6 Advocacy, Outreach and External Voice

No report

7.7 University Relations / Reports from Student Representatives

7.7.1 University of Iowa

Sun reported that this will be her last meeting. She is graduating and is taking a transportation planning job in Beijing. The Board thanked her for her service to the Chapter.

7.7.2 Iowa State University

Young reported that he is graduating and this is his last meeting. He is actively seeking a planning position in the Midwest.

The meeting adjourned at 12:15 pm.