

Minutes

APA Iowa Chapter Executive Board

May 21, 2010

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 at the Community Development Conference Room, Johnston City Hall, 6221 Merle Hay Road, Johnston, Iowa.

2. **Roll Call:**

Present – Brickman, Brigham, Rose Brown, Champ, Flynn, Hamlett, Jensen, Taylor, Treharne, and Wilwerding

Absent – Richard Brown, Dahl, Gross, Lundy, Peterson, Russell, and Simpson.

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

3.1 Approval of Agenda for Friday, May 21, 2010

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

3.2 Approval of Minutes of March 26, 2010

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

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

4.1 Introduction of Nicki Brickman – Alternate ISU Undergraduate Representative

4.2 Introduction of Tabatha Ries-Miller – U of I Graduate Representative

Wilwerding welcomed Nicki Brickman to the meeting as well as Caroline Brigham who was attending the meeting by telephone on behalf of Tabatha Ries Miller.

Brickman is currently working as a summer intern for the City of Marshalltown and is from Chicago. Brigham is a 2nd year graduate student and is currently the URPSA President.

5. **Discussion Items:**

5.1 Discuss Stipend Policy.

Wilwerding led a discussion regarding the stipend policy and noted that neither the website editor or the newsletter editor have any expectation of receiving a stipend. He recommended suspending the communication chairperson stipend.

Moved by Jensen to suspend the communication chair stipend. Seconded by Taylor. Motion passed.

5.2 Consider Travel Policy.

Wilwerding discussed a travel policy for members of the Board that may be required to travel on Board business. He modeled a draft policy that largely follows one from the City of Johnston and also information from other state chapters. The policy provides for the utilization of IRS rates for per diem meals and mileage.

Moved by Taylor to approve the travel policy. Seconded by Hamlett. Motion passed.

5.3 Receive and accept Proof of Cash Report for Fiscal Year 2008-2009

Rose Brown presented and discussed the Proof of Cash report for FY 2008-2009 prepared by Latta, Harris, Hanon & Penningroth L.L.P.

Moved by Jensen to receive and accept the 2008-2009 Proof of Cash report. Seconded by Hamlett. Motion passed.

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. The Board wishes to attach this to the Fall conference and currently it is slated to be held late on the Wednesday afternoon/evening of the conference and would be a joint event with the Nebraska Chapter. Rich Russell will head the effort to plan this event and recruit someone from National to speak. They will continue to try to expand the audience and encourage allied professionals to attend.

6.1.2 CPC Meeting Update

Wilwerding reviewed membership information he received at the Chapter Presidents Council meeting. The Iowa Chapter is holding steady on membership while the majority of chapters are struggling to hold on to members due to the economy. There are currently about 42,900 members of APA; this number is down from 44,500 a year earlier.

6.1.3 APA Listserves

Wilwerding has worked with Lynn Jorgensen at National to set up a list serve address for Board members to use to reach the full APA Iowa Membership.

- 6.2 President – Elect
No report.
- 6.3 Immediate Past President
Wilwerding noted that Peterson and Seana Perkins are nearing completion of their work with the website and it will be launched very soon.
- 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 Treasurer’s Report and noted that student conference reimbursements are significant as many students are now taking advantage of the opportunity.
Moved by Jensen to receive and accept the treasurer’s report. Seconded by Taylor.
Motion passed.

7. Program Area Reports:

- 7.1 Professional Development Officer
- 7.1.1 CM Update/Opportunities
Taylor noted that there will be an upcoming event put together by 1000 friends of Iowa with Dan Burton and to continue to check the APA website for online opportunities for CM credits.
- 7.1.2 AICP Report – Lapsed Membership – First Reporting Period Closed
Taylor reviewed the number of AICP members that have not completed the required credits to maintain the certification. He also shared that four chapter members passed the exam in November.
- 7.1.3 Discuss Chapter Sponsorship of Conferences for CM Credits
Taylor stated that he has been receiving inquiries from other organizations about how they can join with the chapter to sponsor CM events. The rules are very complicated and not very conducive to sponsoring other groups events. The Board noted that the self reporting section of the National website is easy to use and could be a good way for the membership to take advantage of outside events and still get some CM credits.

7.2 Awards Program

Hamlett informed the Board that she will be receiving new rules and dates from National in July for the awards program for this year. She has also spoken with the new newsletter editor about the awards program as well. The poster contest will continue to be reviewed and the prize money may need to be revisited.

7.3 Communication

Wilwerding noted that he has met with Richard Brown and Carissa Miller about the newsletter and the next issue should be out around July 1. He also asked that the membership continue to submit ideas and articles for the newsletter.

7.4 Legislative

No report.

7.5 Leadership, Networking & Professional Development

Rose Brown provided a report on the progress for the Fall Conference in Council Bluffs. She is working with the convention and visitors bureau to do the logistical planning and has three hotel room bids so far. The CVB will continue to monitor the room blocks to make sure they are released timely and they can also help stuff bags and print nametags. The conference committee is meeting monthly and the request for presentations is out.

7.6 Advocacy, Outreach and External Voice

No report

7.7 University Relations / Reports from Student Representatives

7.7.1 University of Iowa

Brigham noted that there were two retirements in the department. Peter Fisher and Jim Throgmorton have left and the department will be hiring three new faculty members.

7.7.2 Iowa State University

Brickman reported that the students are regrouping the CRP club and looking for alumni support and role models.

8.0 Discussion Items:

8.1 Chapter Success Manual

Wilwerding provided copies of the Chapter Success Manual and noted that it is a really good resource that provides best practices from chapters across the country.

8.2 National Services Chart

Wilwerding distributed and discussed the National Services Chart that details the actual services that are provided to the state chapters.

The meeting adjourned at 12:15 pm.