

## Minutes

APA Iowa Chapter Executive Board

September 17, 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 Johnston City Hall, 6221 Merle Hay Road, Johnston, Iowa.

### 2. **Roll Call:**

Present – Rose Brown, Champ, Dahl, Flynn, Hamlett, Jensen, Lundy, Miller, Ries-Miller, Russell, Schoon, Thornsens, and Wilwerding

Absent – Richard Brown, Dirks, Gross, Peterson, Taylor, and Treharne.

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

#### 3.1 Approval of Agenda for Friday, September 17, 2010

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

#### 3.2 Approval of Minutes of July 23, 2010

Moved by Jensen to approve the minutes with the notation that Treharne is listed as both present and absent when he was absent. Seconded by Hamlett. Motion passed.

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

Wilwerding welcomed Brian Schoon and Jesse Thornsens as new members to the Board. Schoon is with INRCOG in Waterloo and Thornsens is the Iowa State University undergraduate representative.

### 5. **Discussion Items:**

#### 5.1 Consider Chapter Budget for FY 10- FY 11

Wilwerding reviewed the proposed budget and packet handouts. He noted that there were many onetime expenses in the last year including the new website and student sponsorships. The new budget reflects continuing priorities and estimates for conference registrations and expenses. Website costs and travel are down from the last

year as the website is now complete and last year's travel included both the President and President-Elect traveling to the Chapter Presidents Council training. The proposed budget also includes a reduction in student sponsorships. The board discussed some ideas on how to better work with the schools and students on how to modify the sponsorship programs. Wilwerding stated that he would work on that and bring back an action policy item for consideration at the next Board meeting. Motion by Hamlett to approve the budget as presented. Seconded by Flynn. Motion passed.

5.2 Consider By-Law Amendments

Wilwerding provided the proposed by-law amendments to National and received some suggested clarifications. Motion by Hamlett to approve the by-law amendments and include the modifications from National. Seconded by Jensen. Motion passed.

5.3 Consider By-Law Amendment Ballot

Wilwerding presented two options for the ballot format for the by-laws. He and Peterson have been working on the format in an effort to clarify and separate the minor and major changes. Peterson and Wilwerding recommend a three question format shown and described as option one. Motion by Jensen to move forward with the ballots using option one. Seconded by Flynn. Motion passed. Board consensus directed Wilwerding to work with Champ to distribute the ballots and for Wilwerding to establish a teller committee.

**6. Officer Reports:**

6.1 President

Wilwerding will be attending the Chapter Presidents meetings in Washington D.C. next Friday through Monday. A blue ribbon task force is looking at requiring the chapters to get on a consolidated election schedule. Right now the process and schedule varies greatly. The proposal is widely controversial.

He also reviewed information from national about minimum chapter services. The Iowa Chapter is small, but is on the upper end of the small chapters. The services provided by chapters vary greatly and really depends on the size. Some of the bigger population states have chapters with large budgets and even have paid staff. Our chapter basically meets the minimum standards that are being discussed.

6.2 President – Elect

Russell discussed the efforts to hold a town hall meeting as part of the Council Bluffs Fall conference to meet the goals of the Rebuilding America program. The report on Rebuild America is not yet available and Wilwerding will learn more about it next week at CPC. IF the paper is not in final form, the session will not be held.

- 6.3 Immediate Past President  
No Report.
- 6.4 Secretary  
Champ will be working to distribute and collect ballots for the bylaw amendments.
- 6.5 Treasurer  
Rose Brown reviewed the Treasurer's Report.  
Moved by Hamlett to receive and accept the treasurer's report. Seconded by Jensen.  
Motion passed.

She also updated the Board on the progress for the Fall Conference in Council Bluffs. The event will be held at the MidAmerica Center and the floor plan details are being worked out in the next week. The Country Inn still has rooms available and 37 individuals have registered for the conference so far. Food per plate should be much cheaper than the last conference and an overall profit of \$2,000 is anticipated.

Brown and Wilwerding reviewed the need for a new accountant to handle the tax return for the Chapter in light of past problems with the current accountant. Motion by Jensen to allow the Treasurer and President to select an accountant for the FY 2010 tax filings, proof of cash, and other financial services. Seconded by Hamlett. Motion passed.

## **7. Program Area Reports:**

- 7.1 Professional Development Officer  
Wilwerding praised the good work of Taylor to submit a CPC grant application. The results of the application are not yet known.
- 7.2 Awards Program  
Hamlett informed the Board that eight submissions were received and are currently being reviewed. She also noted that she is working with Jill Wanderscheid on the student poster contest and that a few calls have been received from students. Students receive free conference registration with the submission of a poster. Hamlett is also working with the winners of the state fair photo contest to get their information and photos together for the next newsletter.
- 7.3 Communication  
Wilwerding and the Board discussed the quality of the editors and content of the new website and newsletter as both are fantastic. Jensen suggested that the Chapter consider having a volunteer to serve as the Chapter photographer. Wilwerding noted that he would work to see that photos were taken at the conference and added that the web site has been updated at least two to three times a week since its launch.

7.4 Legislative

Wilwerding informed the Board that he sent an e-mail to the membership about the Smart Planning Task Force and the just released draft recommendations. The group is soliciting public comment through a series of public meetings.

7.5 Leadership, Networking & Professional Development

It was discussed that the next lunch and learn opportunity will be September 29.

7.6 Advocacy, Outreach and External Voice

Flynn provided an update on the upcoming Four-State conference to be held in Davenport in 2011. The theme will be transportation and he is working to book rooms at the Blackhawk and the Radisson. He will be working to put together a teaser or table with information to promote the Four-State at the Fall conference in Council Bluffs. Wilwerding noted that CM approval for all sessions in Council Bluffs has been received from National.

7.7 University Relations / Reports from Student Representatives

Ries-Miller stated that 25 students from the University of Iowa have signed up for the Upper Midwest Conference.

Thornsen noted that the Iowa State CRP Club is growing and has thirty members. Chris Nosbich will be coming to talk to the students soon and it was noted that Bret Vandelune and Wilwerding have also volunteered to talk with the students in the past. The club is also interested in webinars from APA.

**8. Discussion Items:**

8.1 APA Iowa Chapter FY 2010 Work Plan

Wilwerding noted that the Chapter Work Plan is attached to their packet and it remains an ongoing document for review. The November 19 meeting will be in Waterloo and the March 25, 2011 meeting will be in Davenport.

The meeting adjourned at 11:30 pm.