

Minutes  
Iowa Chapter APA Executive Board  
January 28, 2005  
9:30 a.m. – 12:05 p.m.

President Stu Huntington called the meeting of the Iowa Chapter APA Executive Board to order at 9:30 a.m. at the Crown Point Center, located at 3600 Pioneer Parkway, Johnston Iowa.

**1. Roll Call:**

Present – Beck, Bland, Brown, Dahl, Drzycimski, Harter, Huntington, Jensen, Lundy, Nelson, Pogge, Schiel-Larson, Treharne, and Wilwerding

Absent – Boswel, Janson, Pelz, and Russell

Others Present – None

**2. Approval of Agenda & Minutes**

**Moved by Lundy to approve the agenda. Seconded by Schiel-Larson. Motion Passed. Moved by Schiel-Larson to approve the minutes of November 12, 2004. Seconded by Wilwerding. Motion Passed.**

**3. Old Business Items:**

**3.1 Planners' Lunches: update**

The first planners' lunch was held in West Des Moines and focused on neighborhood planning. The next lunch is planned for March 4 at the Des Moines Art Center. Planners' lunches will be held quarterly.

**3.2 Update of the Chapter Strategic Plan**

Discussion on updating the Chapter's Strategic Plan occurred during an afternoon work session, which followed the Board meeting.

**3.3 Conferences**

**3.3.1 Upper Midwest Regional Planning Conference**

This year's Upper Midwest conference is set for September 28-30 in Alexandria, Minnesota at the Arrowwood Resort and Conference Center. Brown will put a link to the conference information on the Iowa APA website. The chairs of the Leadership, Networking & Professional Development committee will serve as chapter liaisons.

**3.3.2 Iowa APA Conferences**

The location for the 2005 conference will be in eastern Iowa, and will be held in early November around World Town Planning Day. The Iowa City/Coralville area and Waterloo were discussed as possible sites. Possible conference topics were discussed.

The conference location for fall 2006 will be in central Iowa.

#### 4. Officer Reports

##### 4.1 **President**

Huntington reported that the Second Annual Transportation Career Fair will be held at the Scheman Building in Ames in April. The Career Fair is geared towards high school students and is sponsored by CTRE, the Midwest Transportation Consortium, and others. Huntington will try to obtain the national APA's booth for the Fair. Stu and other planners from Ames will staff the booth.

Huntington stated that he would be attending the national APA conference and thought there were students from ISU and UI attending as well.

##### 4.2 **President-Elect**

Jensen stated he would make his report under Kids Building Community (5.3).

##### 4.3 **Immediate Past-President**

Lundy stated that he still gets messages when someone signs the guest book on the website. He will continue answering guest book questions.

##### 4.4 **Professional Development Officer**

Huntington will attend PDO sessions at the national APA conference.

Harter stated that she was notified that seven persons took the AICP exam and six passed. She has not been getting the names of test registrants in a timely manner from AICP. This makes it difficult to get study materials out to those preparing for the exam. The state PDOs are exchanging training materials because of the delay in obtaining information from AICP.

Harter explained a grant application she had prepared for funding training for the AICP exam. **Moved by Nelson to approve making application for the grant. Seconded by Jensen. Motion Passed.**

March 15 is the deadline for applying to take the AICP exam in May. Harter would like to send a letter to all members who are not certified to encourage them to take the exam. **Moved by Nelson to authorize Harter to send a letter to all non-certified members. Seconded by Lundy. Motion Passed.**

##### 4.5 **Secretary**

Drzycimski had no report.

##### 4.6 **Treasurer**

Schiel-Larson reviewed the two versions of the financial report. One resembles a checkbook, the other is by budget category.

The chapter's tax return is due February 15. Another may not need to be filed unless chapter revenues exceed \$25,000. It is likely that a tax return will need to be filed each time the chapter hosts the Upper Midwest conference because revenue is greater in those years.

The Board discussed moving some of its fund balance into a Certificate of Deposit. A \$3,000 balance must be maintained in the checking account so care must be taken in how much is set aside. There was discussion about whether interest paid on a CD would require an income tax return to be filed. **Pogge moved to transfer \$5,000 into a CD for six months. Wilwerding seconded. Motion Passed. Schiel-Larson moved that the transfer be made on the condition that the chapter's accountant finds that it will not create a tax problem. Seconded by Nelson. Motion Passed.**

Huntington stated that the treasurer's report was gratefully accepted and filed.

## **5. Program Area Reports:**

### **5.1 Awards Program**

Wilwerding reported that August 1 would be the deadline for award nominations to be submitted. He is going to talk to AJ Mumm about the criteria for evaluating nominees. Jensen recommended that Loren Gordon in Minnesota be contacted to coordinate judging. Wilwerding will pursue a reciprocal agreement for judging award nominees with the Minnesota chapter.

### **5.2 Communication**

Brown stated that the next newsletter would go out the beginning of February. He will be sending a letter to consultants who might be interested in advertising in the newsletter. He will also include information on sponsoring the conference. Pogge stated that he had a database of consultants which might be helpful.

### **5.3 Kids Building Community**

Jensen will be meeting with Phil Poorman to get the grant closed out.

### **5.4 Legislative**

Lundy brought up a couple of legislative concerns including changes to annexation law and allowing boards of adjustment to have up to nine members.

Treharne discussed possible legislation affecting the ability to impose parkland dedication requirements on developers.

Pogge asked whether the chapter should consider partnering with AIA or ALSA for legislative liaison services to follow bills of interest to planners. It was discussed that bills of interest often come to planners' attention through the League of Cities or ISAC. Information on bills of interest should be forwarded to Beck.

### **5.5 Leadership, Networking & Professional Development**

The committee is looking for volunteers to help in planning the fall conference. A local committee as well as a program committee will be needed.

Registrations for chapter conferences can now be handled through national APA.

### **5.6 Traveling Lecture Series**

Dahl reported that \$300 of the \$640 remaining would be provided by the chapter for the ag land preservation conference. Iowa City will be doing a box city program and will exhaust the remainder of the funds. The grant will then need to be closed out. Any continuation of the traveling lecture series would require chapter funding. Dahl stated that it has been a struggle to get volunteers to sponsor the programs.

There was discussion about the chapter supporting planners' lunches around the state rather than the traveling lecture series.

**6. New Business Items:**

**6.1 Terms of Office**

There was discussion whether board member terms of office should begin on October 1 (instead of March 1) to coincide with the chapter's fiscal year. This would require a change to the bylaws. It was agreed to place this matter on a future agenda for further discussion.

**6.2 Planning Commissioner Member**

Gary Taylor, Huntington's successor at ISU Extension, is interested in serving on the chapter board. He works with planning commissioners, but is not one. Huntington stated that it is often difficult to find a commissioner to serve. There was consensus to allow Taylor to hold the position unless a planning commissioner comes forward to serve. Huntington will offer the position to him.

**6.3 Next Meeting Date**

The next meeting is scheduled for March 25, which is Good Friday. Some members have the day off as a holiday while others stated that they would be on vacation. There was consensus to move the date of the next meeting to Friday, April 8, 2005, at 9:30 a.m., in Room 135 at Ames City Hall.

**7. Other Items Not on Agenda:**

Membership fees were discussed. At one time, the board considered raising membership fees incrementally rather than all at once. It was agreed to place this matter on a future agenda for discussion.

Lundy stated that he tries to stay on top of the list serve and keep spam out. There was discussion about adding trainings, meetings, etc. to the list serve.

**8. Adjournment**

The meeting adjourned at 12:05 p.m.

Following the meeting, the board held a work session, facilitated by Sue Cosner, to update the chapter strategic plan.

Next meeting is Friday, April 8, 2005, at 9:30 a.m.