

Minutes
Iowa Chapter APA Executive Board
March 26, 2004
9:30 a.m. – noon

President Stu Huntington called the meeting of the Iowa Chapter APA Executive Board to order at 9:30 a.m. in Room 135, Ames City Hall, located at 515 Clark Avenue, Ames Iowa.

1. Roll Call:

Present – Boswel (U of I Student Rep.), Brown, Dahl, Drzycimski, Harter, Huntington, Jensen, Lundy, Nelson, Pelz (U of I Student Rep.), Pogge, Russell, and Schiel-Larson

Absent – Beck, Gear, Janson, Palmer, and Treharne

2. Approval of Agenda & Minutes

Discussion regarding Vision Iowa was added under #7, Other Items Not on Agenda. Discussion regarding changing the date on the header and changing the word, “no” to “now” under 4.4. **Moved by Lundy to approve the agenda and minutes as amended. Seconded by Pogge. Motion Passed.**

3. Old Business Items:

3.1 Approval of the closing of the balance sheet and transference to new Treasurer.

Huntington distributed the FY 02-03 budget and the current FY budget that has not yet been approved.

3.2 Adoption of FY 2004 Budget.

The budget is organized according to the strategic plan. Discussion was as follows:

Advocacy – No funds budgeted.

Networking – Pogge has “near actual” figures for the fall conference in Ft. Dodge. The only outstanding expense is to cover the cost of the CDs of the conference proceedings.

Legislative – Legislative Advocacy Training should be removed as a line item. This was a one-time only program. The Legislative Breakfast line item can also be removed.

Communications – The amount shown in the budget may be a little high and should be adjusted accordingly. There was a brief discussion about linking to the AIA and ASLA websites, resolving list serve issues, and possible future offerings from national APA.

Change Agent – The amount shown for Leadership Training should be removed.

Board and Administration – Line items 6 and 7 should be reflective of the actual receipts for the first and second quarters of the FY. There were questions about revenues in line item 4 regarding AICP Training. The status of the tax return filing is unknown. We may have an extension past the filing deadline of October 15, 2003. Prior to 2003 we had always filed for an exemption. A new line item should be included for accounting expenses. Also, consultation expenses for the bylaw changes need to be included in this category.

Lundy and Huntington will meet with Palmer to frame the next budget.

3.3 Accept Bylaws Changes

The bylaws were approved by the membership by a vote of more than 130 in favor to 5 against. **Nelson moved to confirm the adoption of the bylaws as voted on by the membership. Seconded by Jensen. Motion passed.** Members will be notified by e-mail and the newsletter that the new bylaws are on the website.

4. Officer Reports

4.1 President

Huntington reported that he is coordinating and transitioning with Lundy. He had recently attended the County Zoning Officials (CoZO) conference and conveyed greetings from the Chapter to them.

4.2 President-Elect

Jensen had no report.

4.3 Immediate Past-President

Lundy said he had received a thank-you from Marty Schukert concerning the letter of support Iowa APA had provided as part of his nomination for FAICP. He will be inducted at the national conference in Washington, DC.

4.4 Professional Development Officer

Harter reported that 17 have been approved to sit for the AICP exam. Of these, four have signed up to take the test in May and one has signed up to take it in November. She will be e-mailing a "question of the day" to those that have signed up to take the exam. A training/review session will be held at the test-takers request.

The costs for copying and mailing materials is \$50-\$75. The Board agreed to add \$75 in the Board and Administration budget category for this purpose. She also discussed a grant opportunity and a survey she had returned regarding chapter educational activities.

4.5 Secretary

Drzycimski had no report.

4.6 Treasurer

Palmer was absent. Schiel-Larson had no report.

5. Program Area Reports:

5.1 Advocacy and Outreach, External Voice

Chair position is vacant. Huntington will contact Mike Norris from Burlington about chairing this program area.

5.1.1 Awards Program

Chair position is vacant. AJ Mumm is talking to two individuals about possibly chairing this program area.

5.1.2 Communication

Brown stated that the deadline for the next newsletter is April 2. Several items for the newsletter were discussed. Huntington provided Brown with the names of three members who said they would be interested in working on communications.

5.1.3 Kids Building Community

Cosner was absent. Lundy stated that the final report needs to be submitted. He is also not sure how much of the grant money is left. Lundy then provided a history of the program. Huntington will request an extension through the Chapter President's Council.

5.1.4 Legislative

Huntington stated that Beck will be taking this program area over. Beck had provided a memo concerning HF 2472 (contents of comprehensive plans), SF 2197 (separation distances between confinement buildings and residences), and partnering with CoZO on changes to Iowa Code Chapter 354 (Subdivision Regulations). Brown will ask Beck to provide an article on the legislative session for the newsletter.

5.2 Leadership, Networking & Professional Development

Pogge reported that a one-day, summer workshop is tentatively scheduled for July 16 in Coralville rather than a fall conference so as to not complete with the regional conference in Indianapolis. He has been working with RJ Moore and Russell to set the agenda and activities. The estimated registration fee is \$35. Golf will be an extra \$38. To break even, 20 people will need to register. They would like to find a high-profile speaker on storm water management. Several names were suggested.

NACO and the National Association of Home Builders would like to come to Iowa this fall to do a program on low impact development. It was discussed that Iowa APA could be a sponsor. The possibility of it coinciding with the Iowa State Association of Counties fall school was also discussed.

Pogge discussed resurrecting the metro area group of practicing planners.

He also said a winter event is being considered for January or February 2005 since there will be no major state conference.

No details have been received yet about the regional conference in Indianapolis, scheduled for October 13-15. The possibility of van pooling or taking Amtrak was discussed.

The cost of the CDs of the fall conference proceedings was raised. **Nelson moved to pay the \$304 cost of creating and mailing the CDs of the proceedings. Seconded by Schiel-Larson. Motion passed.**

5.2.1 Traveling Lecture Series

Dahl stated that a new list of speakers and topics needs to be created. Suggestions may be submitted to him.

6. New Business Items:

6.1 2004 State Conference/Summer Meeting

This had been discussed under item 5.2. Once the summer meeting date is finalized it will be publicized in the newsletter and a postcard will go out to members.

6.2 Development of Program Area Committee Rosters

Huntington stated that he has the names of persons interested in volunteering and would pass these along to the program area chairs.

6.3 Chapter Only Memberships

Huntington stated that the Chapter used to charge \$34 per year for chapter only memberships. National APA has said that if chapter only memberships are offered, the dues must be the same as those for APA members. Such memberships may be possible through the national APA.

7. Other Items Not on Agenda:

Vision Iowa Meetings Scheduled – Boswel reviewed the meetings set for various locations throughout the state. The first one is scheduled for April 6. A specific topic will be discussed at each day-long meeting.

Internships – Board members were advised to contact the U of I placement office if they are interested in interns. It was mentioned that employers can post internship positions for free on the APA website.

National APA Conference – Huntington stated that the chapter has provided \$50 towards student registrations for the national APA conference. He also said students can volunteer at the conference to receive additional discounts on the registration fee.

8. Adjournment

The meeting adjourned at noon.

Next meeting is Friday, May 21, 2004, at 9:30 a.m.