

Minutes  
Iowa Chapter APA Executive Committee  
June 27, 2003  
9:30am – noon

President Lundy called the meeting of the Iowa Chapter APA Executive Committee to order at approximately 9:40 a.m. in Room 135, Ames City Hall, located at 515 Clark Avenue, Ames, Iowa.

1. **Roll Call:**

Present – Beck, Dahl, Harter, Janson, E. Jensen, Lundy, Mumm, Nelson, Schiel-Larson, White  
Absent – Evans, Gear, Huntington, Lozano, Palmer, Russell, and Wesselhoft

Ben Champ and Deb Arp, City of Ft. Dodge, also present.

2. **Approval of Agenda and Minutes:**

**Moved** by Beck, **Seconded** by Nelson to approve the Minutes of the May 2, 2003 meeting with one minor change on page 4 to delete the first sentence under No.7.

**Motion passed.**

**Moved** by Beck, **Seconded** by Nelson to approve the Agenda.

**Motion passed.**

3. **Business Items:**

3.1 **Resignation of Communications Chair**

President Lundy explained to the Executive Committee that George Wesselhoft has resigned his position as the communications chair. The position involves the quarterly publication of the IAPA Newsletter and maintenance of the IAPA website.

President Lundy indicated that Phil Poorman from the City of Des Moines has volunteered to fill the position. However, due to the staff cuts in the City of Des Moines, Lundy was concerned about Poorman's ability to devote the necessary time to the position.

President Lundy indicated that now might be a good time to consider possibly outsourcing the position. Dahl indicated that he would examine other webpage provider options and bring examples to the Executive Committee.

Secretary Jensen indicated that he would examine the possibility of Joe Pietruszynski from the City of Ames and himself sharing the position at least long enough to produce the fall newsletter. **It was the consensus of the Executive Committee to examine this possibility. It was also the consensus of the Executive Committee to place this item on the next meeting agenda to discuss the ongoing responsibility of the position.**

Harter also volunteered to help get the fall newsletter out.

President Lundy also indicated that he would check with other Chapters regarding the issue of maintaining a website and producing a newsletter.

3.2 **Extension of FY 2003 Budget.**

Treasurer Palmer absent. President Lundy indicated that Palmer will send budget to Executive Committee for a vote, possibly electronically.

### 3.3 **By-Laws Revisions.**

Treasure Palmer absent. Beck indicated that he will put something together for fall newsletter. He will send to Executive Committee for review prior to inclusion in the newsletter.

### 3.4 **Appointment of Executive Committee Positions.**

**3.4.1 Networking, Leadership, and Professional Development Chair.** President Lundy indicated that he was considering Mike Pogge, City of Ankeny and/or Tom Treharne, City of Marion, to this position. It was noted that Harter was interest in also helping with this position. President Lundy indicated that the position was large enough that possibly all three, Pogge, Treharne, and Harter, could serve as co-chairs.

President Lundy indicated that he would continue to work with these three to determine how to fill the position.

**3.4.1 Student Representative.** President Lundy indicated that Jason White has been chosen to replace Jenny Jones as the University of Iowa student representative.

President Lundy indicated that Chris Janson will continue to serve as the Iowa State University student representative.

### 3.5 **Discussion of Survey Tool for Strategic Development Plan Update.**

Schiel-Larson gave an overview of the proposed membership survey. The Executive Committee had some discussion regarding format – electronic vs. mail. The subcommittee will continue to work on the survey and formatting. The Executive Committee to adopt a final survey at the next Committee meeting. The subcommittee will meet before the next Executive Committee meeting. The Executive Committee is to send any comments that they have regarding the survey to Schiel-Larson.

### 3.6 **Annual Conference in Ft. Dodge.**

President Lundy indicated that he needs to establish a Local Host Committee. He indicated that the Local Host Committee could include Ft. Dodge staff as well as MIDAS staff.

President Lundy suggested that the conference schedule go from noon on Thursday to noon on Friday with the awards luncheon on Friday and an evening reception on Thursday. There was discussion amongst the Executive Committee regarding this suggestion. **It was the consensus of the Executive Committee to have the conference run from noon on Wednesday to noon Friday.**

President Lundy indicated that the budget needs to anticipate approximately 75 – 100 attendees. Lundy to email last year's budget to Champ and Arp.

### 3.7 **2003 Upper Midwest in Milwaukee.**

Russell absent. No report.

## 4. **Officer Reports:**

### 4.1 **President**

President Lundy had no report.

#### **4.2 Past-President**

Past-President Beck had no report, but handed out to the Executive Committee the Linn County Planning and Development brochure.

#### **4.3 President-Elect**

President-Elect Huntington absent. No report.

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

Harter noted that the comments received concerning the AICP exam have been negative. Harter also noted that National has not provided any additional information regarding new testing on-line.

#### **4.5 Secretary**

Secretary Jensen had no report.

#### **4.6 Treasurer**

Treasurer Palmer absent. No report

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

#### **5.1 Advocacy and Outreach, External Voice**

Treasure Palmer absent - no report.

##### **5.1.1. Awards Program**

Student board members agreed to distribute award information to the other students at their respective universities.

Students may submit their work directly for award nomination or faculty members can submit on behalf of students. Faculty endorsement is not required, but improves the likelihood for a student to receive an award.

A.J. Mumm will distribute the award application information to related organizations/associations such as Professional Developers of Iowa, ISAC, and state agencies as well as to the newspaper association.

People, who have received awards through other related planning programs, may be recognized at the IAPA ceremony if they relate the appropriate information.

##### **5.1.2 Communication**

Position vacant. No report.

##### **5.1.3 Kids Building Community**

Cosner not present. No report.

##### **5.1.4 Legislative**

Lozano and Evans absent. No report

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

### **5.2.1 Traveling Lecture Series**

Stevin Dahl is working to schedule the 4 lectures at ISU and U of I. He will be requesting assistance from the universities with demographics.

Lecture topics were discussed and board members volunteered to assist Dahl with organizing them. A.J. Mumm will present (or find a presenter) for a lecture on hazard mitigation and GIS.

The lecture on brownfields will take place at U of I in September/October. Jason White will work with Dahl to coordinate the lecture.

Farmland preservation was raised as a potential lecture.

Les Beck will work with Stevin Dahl to coordinate a lecture on how to conduct a charrette.

## **5.3 Change Agent**

Deb Schiel-Larson stated that the goal of the NEMO organization (Nonpoint Education for Municipal Officials) is to prevent polluted runoff from entering waterways. The organization's educational efforts focus on linking land use to water quality. Schiel-Larson further suggested using IAPA resources to promote NEMO's mission by featuring the topic at the IAPA conference and in the IAPA newsletter. The board agreed that it was appropriate and beneficial for IAPA to provide the educational element in Iowa. Schiel-Larson indicated that state laws are in place to address these issues, but they are not currently being enforced. Any development project that involves grading of more than 1 acre of land is required to obtain a permit. Amy Scott is the IDNR contact person in Des Moines.

## **6. Other Items Not On Agenda:**

There were no other items discussed.

## **7. Set Next Meeting Date and Adjournment:**

The next regular meeting of the Executive Committee, will be held August 22, 2003. President Lundy to confirm the location.

Meeting adjourned at 12:30 p.m.