

Minutes
Iowa Chapter APA Executive Board
August 27, 2004
9:30 a.m. – noon

President Stu Huntington called the meeting of the Iowa Chapter APA Executive Board to order at 9:42 a.m. in Room 135, Ames City Hall, located at 515 Clark Avenue, Ames Iowa.

1. Roll Call:

Present – Beck, Brown, Dahl, Drzycimski, Huntington, Jensen, Nelson, Pogge, Russell, and Schiel-Larson

Absent – Boswel, Harter, Janson, Lundy, Pelz, and Treharne

Others Present – Naomi Larson and Anne Lane

2. Approval of Agenda & Minutes

**Moved by Beck to approve the agenda. Seconded by Nelson. Motion Passed.
Moved by Beck to approve the minutes of May 21, 2004. Seconded by Pogge.
Motion Passed.**

3. Old Business Items:

3.1 Adoption of FY 2004 Budget

Discussion concerned the budget for the fiscal year October 1, 2004 – September 30, 2005.

Schiel-Larson discussed the format of the budget, which conforms to the national APA budget categories.

The budget proposes \$1,000 for professional services which will include the proof-of-cash review and preparation of required tax reports by the accountant. The proof-of-cash procedure would take place every two years to coincide with the Treasurer's term of office.

The item pertaining to the "Box City" grant was changed to "Kids Building Community." The Box City grant has been closed out. Jensen is going to look into what needs to be done to close out the Kids Building Community grant.

It was pointed out that only \$640 remains from the grant funds for the Traveling Lecture Series.

Brown stated that due to printing delays there would be a combined summer/fall issue of the newsletter and probably only three issues for the year. He is going to seek bids for printing of the newsletter. The printing cost line item was raised from \$970 to \$1,800.

There was discussion to remove the \$6,600 in conference revenue in the budget since there will be no conference during fiscal year ending September 30, 2005. Meeting expenses of \$6,000 was removed from the budget for the same reason. \$1,800 for conference sponsorships was also removed from the budget.

The postage and freight line item was increased to \$75 to cover the cost of sending information to the accountant in Cedar Rapids.

Moved by Nelson to adopt the October 1, 2004 – September 30, 2005 budget with changes as discussed. Seconded by Jensen. Motion Passed.

4. **Officer Reports**

4.1 **President**

Huntington circulated a flyer on national APA award nominations. He also asked who was considering attending the regional conference in Indianapolis in November.

4.2 **President-Elect**

Jensen had no report.

4.3 **Immediate Past-President**

Lundy was absent – no report.

4.4 **Professional Development Officer**

Harter was absent – no report.

4.5 **Secretary**

Drzycimski had no report.

4.6 **Treasurer**

Schiel-Larson reported that there were three checks, all over one year old, that were still outstanding.

Moved by Nelson to place on file the final Treasurer's report from Rebecca Palmer. Seconded by Schiel-Larson. Motion Passed.

Schiel-Larson reviewed the check register. The register is split by budget category. All agreed that the register should continue to be presented in this format. **Moved by Beck to receive and file the Treasurer's Report. Seconded by Jensen. Motion Passed.**

There was discussion on the October 1, 2003 – September 30, 2004 budget. **Jensen moved to recognize that the budget had been received and filed. Seconded by Nelson. Motion Passed.**

Schiel-Larson reported that the chapter's next tax return is due on November 15, 2004 for the fiscal year ending June 30, 2004.

Schiel-Larson will make the new chapter reimbursement form available.

Outstanding invoices were discussed.

5. **Program Area Reports:**

5.1 Advocacy and Outreach, External Voice

Chair position is vacant. No report.

5.1.1 Awards Program

Chair position is vacant. No report.

5.1.2 Communication

Brown stated that the next newsletter deadline is September 15, 2004. The newsletter will be published in late September or early October.

5.1.3 Kids Building Community

Cosner was absent – no report. Jensen will look into what needs to be done to close out the grant.

5.1.4 Legislative

Beck reported that the CoZO fall conference will be during the ISAC Fall School in November. He proposed coordinating CoZO and IAPA legislative priorities. Perhaps this can be discussed more at the November Board meeting which will precede the CoZO meeting at ISAC.

Beck stated that a special legislative session is likely in September to try to restore the Iowa Values Fund.

5.2 Leadership, Networking & Professional Development

Pogge reported that the conference in Coralville on July 16 was successful. It brought in \$690 in revenue. Conference costs were \$800. He stated that we should begin planning for the fall 2005 conference.

5.2.1 Traveling Lecture Series

Dahl distributed a proposed Traveling Lecture Series Schedule. He said that a postcard would soon be going out on the September lecture or an announcement would be included in the newsletter.

It was discussed that there is still \$640 remaining in grant funds. Beck's request for support of the farmland preservation seminar leaves only \$340. Most lectures, however, are held at no cost.

There was discussion on whether the grant required a cash match. Beck said he might have the information on whether a match is required.

Huntington will send letters to APA requesting extension of both the Traveling Lecture Series and Kids Building Community grants.

6. New Business Items:

6.1 Upcoming State and Four State Regional Conferences – Tentative Dates and Locations

There was discussion on scheduling conferences and conference locations two to three years in advance.

Dubuque is very interested in hosting the next regional four-state conference. It should be the chapter's turn to host in conference in the fall of 2007.

The next state conference will be in November 2005. Numerous potential locations were discussed. It was suggested that nominations for locations could be made via the list serve.

6.2 Planners Lunches

Larson and Lane proposed the idea of Planners Lunches. The lunches would be informal and would be an opportunity for networking. A quarterly schedule was discussed. Central Iowa planners would be invited in the beginning. The basic structure could then be replicated elsewhere. Possible topics and methods for notifying members were discussed.

6.3 Update of the Chapter Strategic Plan

Now that the chapter bylaws have been updated, the strategic plan needs to be reviewed and updated since the budget is tied to it.

Beck said he would send out the plan so members could review it prior to the November meeting. He suggested a half-day work-session to work on the plan, to be scheduled sometime after the November meeting.

7. Other Items Not on Agenda:

There were no other items for discussion.

8. Adjournment

Schiel-Larson moved to adjourn. Seconded by Nelson. Motion Passed.

The meeting adjourned at 11:30 a.m.

Next meeting is Friday, November 12, 2004, at 9:30 a.m.