

Minutes
Iowa Chapter APA Executive Board
November 12, 2004
9:30-12:30

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

1. **Roll Call:**

Present – Beck, Brown, Huntington, Nelson, Russell, Schiel-Larson, Lundy, Ryan Bland, and Wilwerding

Absent – Dahl, Drzycimski, Jensen, Pogge, Boswell, Harter, Janson, Pelz, and Treharne

Others Present – Gary Taylor and Jerry Knox

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

Lundy made a motion to approve the agenda. Beck seconded the motion. The motion was approved unanimously.

Russell made a motion to accept the minutes of the August 27, 2004 IAPA Board meeting. Beck seconded the motion. The motion was approved unanimously.

3. **Old Business Items:**

3.1. **Proof of Cash Report**

IAPA Treasurer Schiel-Larson reported that she has been working with our accountant (Redmond & Associates) to develop a proof of cash report. Through that process, all issues have been resolved with the exception of three dollars. The consensus of the board was not to spend additional time and money resolving the small gap. Although the report does not serve the purpose of an audit, it does provide a thorough examination of the accounts. Schiel-Larson recommended that a similar report be conducted every two years. This proof of cash report was prepared for \$725, and was considerably more expensive than future reports are expected to cost (\$200) because the fiscal year was being changed twice and having to move items between years to compensate.

Nelson motioned to accept the proof of cash report and to approve the completion of a similar report after every two years from this point forward. Beck seconded the motion, which then carried unanimously.

3.2. **Engagement Letter Signed**

Schiel-Larson has worked with the accounting firm to assemble an engagement letter for the accounting firm to conduct services for the IAPA chapter. The letter has been signed by President Huntington and will be sent to Redmond & Associates.

3.3. **Income Tax Return Update**

The IAPA's FY 04 tax return was recently submitted to the IRS after being prepared by our accountant for \$450. Another tax return is being prepared for the period of July 1, 2004 to September 30, 2004 to bridge the gap created by moving our fiscal year from a June 30th end date to a September 30th end date to match the fiscal year of national APA. The tax return being prepared now is not due until February, however, Schiel-Larson estimates that it will be completed relatively soon. Schiel-Larson recommended that a budget amendment be considered by the Board for covering the additional costs of accounting services.

Lundy motioned to increase the budgeted amount for professional/accounting services by \$1700. Wilwerding seconded the motion, which then carried by unanimous consent.

Schiel-Larson reported that invoices for advertisements on our website are still being pursued with three invoices still outstanding.

Schiel-Larson reported that she changed the status of our checking account so that we will no longer be charged for checking account services, and no interest will be earned on the account. The account was changed to this format because the account fees have consistently exceeded interest in the past. Lundy requested that the concept of a certificate of deposit be investigated with the bank to determine whether some portion of the funds could gain some interest.

3.4. **Planners Lunches: Report and Proposal**

Forty-one people registered for the first Des Moines Metro Area planners' lunch. Those, who attended, felt that the neighborhood planning topic was very timely and helpful generating much conversation. They were very pleased with the attendance and felt the event, held in West Des Moines, was very successful. Members of IAPA who are not located in the Des Moines Metro Area are also welcome to attend future lunches.

The organizers requested that IAPA upfront the costs for future planners' lunches with reimbursement to IAPA from the registrations fees. The purpose in having expenses run through the IAPA is to prevent an individual city from having to upfront the full cost of the events each time.

Schiel-Larson motioned to amend the IAPA budget by \$500 for expenses (#5106) and revenues (4020) to accommodate the Chapter covering the upfront cost for the Planners' Lunches and the registration revenues. Wilwerding

seconded, and the motion carried unanimously.

3.5. **Update On Strategic Plan**

President Huntington will contact Sue Cosner to request her services in moderating and hosting a strategic planning session for the IAPA at Lake Panorama. The consensus was to try to schedule the session the afternoon of the next regularly scheduled IAPA board meeting on January 28, 2005.

4. **Officer Reports**

4.1. **President Huntington** had no additional report.

4.2. **President-Elect Jensen** was absent, but sent word through Huntington that he is working on the report for National APA to close out the Kids Building Community grant.

4.3. **Immediate Past-President Lundy** reported that he will work with the Minnesota Chapter of the APA to identify a jury for awards selection.

4.4. **Professional Development Officer Harter** was absent.

4.5. **Secretary Drzycimski** was absent.

4.6. **Treasurer Schiel-Larson** provided a thorough report of issues under Old Business Items #3.1, #3.2, and #3.3.

5. **Program Area Reports**

5.1. **Awards Program**

Wilwerding reported that he will be updating the awards application packet and will distribute them on schedule so that awards can be distributed at the Fall Conference in November 2005. The first notice about the awards will appear in the next IAPA newsletter.

5.2. **Communication**

Brown reported that the Fall/Winter newsletter was distributed. Several job advertisements were received for inclusion in the newsletter or on the website. The next deadline for submitting articles to be included in the newsletter is the first week of January.

5.3. **Kids Building Community**

Jensen is working with others to prepare a narrative for closing the Kids Building Community grant from APA.

5.4. **Legislative**

Beck reported that he is considering a legislative survey.

Beck also reported that the NRCS and the Iowa Natural Heritage Foundation will fund the Farmland Protection Conference to be held in late winter or early Spring. IAPA is also a sponsor for the event with \$300 being contributed from the Traveling Lecture Series funds received from national APA.

5.5. Leadership, Networking & Professional Development

Pogge and Treharne were absent.

5.6. Traveling Lecture Series

Dahl was absent.

6. New Business Items

6.1. Outreach To Junior And Senior High Youth

Jerry Knox, Acting Chair of Community And Regional Planning at ISU, reported that undergraduate enrollment is about 90, but that enrollment exceeding 100 would be preferred. He would like to pursue the preparation of a videotape of 10 to 15 minutes and partner materials to be used by planners throughout the state to promote the planning field of study. He requested assistance from the IAPA to assist with his work in developing the video/materials. Names of people from the Chapter who have worked with outreach projects were discussed. Jerry will contact those not present at the board meeting to inquire as to their interest in partnering on the project. GIS Lab and Community Vis were suggested as topics that might interest youth. The consensus was that both a short session (one class period) and a series of ½ hour sessions would be helpful in meeting the time allowances of the respective schools.

6.2. Training For Citizen Planners

Gary Taylor of ISU Extension is working toward a goal of creating an academy or certificate program for PZ commissioners, Zoning Board of Adjustment members, and City Council members. The anticipated program includes 10-15 hours of instructions in both a Friday/Saturday format and a 2-3 evening session format. The curriculum would include: legal aspects of planning and zoning (enabling legislation/constitution), meeting management, history of planning (the purpose of planning, implementation tools (site plans, zoning, comp plans), and the role of citizen planners and planning staff. Four to six locations will be selected throughout the state. Continuing education units may be offered for the course. IAPA resources will likely be used to assist with marketing the course to our membership, locating additional instructors, and providing an endorsement of the course certificate.

An advanced topics course is intended to follow some time after the basics course is completed. Only those who have received a certificate from the basics course will be allowed to participate in the advanced course.

7. **Other Items**

7.1. **Conference Locations**

Suggested sites for upcoming conferences included the following:

- ? 2005 – Waterloo, Fairfield, Iowa City
- ? 2006 – Ames, Des Moines
- ? 2007 Dubuque (multi-state regional conference)

Huntington will confirm the year for Iowa to host the next multi-state conference. If different from 2007, the above schedule will need to be modified.

7.2. **FAICP Current Issues**

The review team for FAICP nominations is being changed at the national level to be more reflective of the APA's membership. The consensus was to include \$50 in the next IAPA budget to cover the cost of the nomination fee for a candidate from Iowa.

Nominations are taken every other year for FAICP. They will not be accepted for the 2005 APA conference in San Francisco.

8. **Adjournment**

The meeting adjourned at 12:30 p.m.

The next meeting is scheduled for Friday January 28, 2005 at 9:30 a.m.