



IowACE Regular Board Meeting Minutes
March 28, 2025

President Adam Coyle called the regular Board meeting to order at 11:32 PM at the La Carreta Restaurant in Marshalltown, IA. Officers present were Adam Coyle (President), Lucas Gonyier (1st Vice President), Hollie Burgus (2nd Vice President), Todd Nathem (3rd Vice President), Meredith Clark (Treasurer), Michelle Metzger (Sergeant at Arms), and Nick Lindberg (Secretary). No officers absent.

Motion to approve the agenda by Todd, seconded by Michelle; all ayes. Tabled approval of the 2-21-25 Regular Board Meeting Minutes to allow for Board review since they were not sent to everyone by mistake. Motion by Hollie, second by Michelle to approve the 3-12-25 Special Board Meeting Minutes; all ayes.

Announcements. Lucas announced that he may be going to International Code Council training in Orlando. Adam announced he started a new small town code enforcement business.

Adam presented the President's Report. The old bank account has been closed with the full amount being transferred to the new account. Lucas and Meredith received proof of closure. Fall Conference space secured with A/V now being free as part of the deal. Adam and Nick have been reviewing the by-laws for possible updates.

Lucas presented the Treasurer's Report due to Meredith being newly appointed. Wells Fargo account shows a balance of \$25,304.41. QuickBooks still shows both accounts with the old one reflecting a balance of a few thousand dollars; he will investigate. Adam mentioned keeping Lucas on the account to serve as a back-up to the Treasurer and President. Lucas inquired about lowACE taxes. Adam reported lowACE has to submit a biannual report due by Monday, March 31st. He will complete it by the deadline. Motion by Todd, second by Hollie to accept the Treasurer's Report; all ayes.

Lucas provided the 1st Vice President and Conference Committee report. Hilton West Des Moines has been booked for November 4th thru 6th with the caveat that we must clear out by 1:00 PM on Friday. Menu items will be discussed later. Lucas emphasized that West Des Moines was chosen as the event location due to the City of Des Moines stating that only half of their membership could attend if it was not local due to budget constraints; with it being local, their full membership can attend. Lucas will continue planning. Discussion was held on other activities to encourage membership socialization and fundraising.

Hollie provided the 2nd Vice President and Education/Certification Committee report. Hollie sent Linda's training information to the ICC for CEU approval. As of today, 38 members and 3 nonmembers have enrolled for the virtual training. She will send another ad for the training next week.

Todd presented the Membership Committee report. Membership renewals are down due to the grace period for renewal expiring. Michelle reported that out of the 300 or so membership renewal reminder emails that were sent out, only 70 or so were actually opened by the recipient. Meredith asked if lowACE utilizes any social media accounts. Adam reported lowACE has a Facebook account, but access was lost due to officer turnover. Michelle will look into trying to recover the account with Facebook's help. Michelle provided a list of cities with over 8,000 population, of which lowACE membership varies. Board will increase recruitment efforts.



Michelle presented the Sergeant-at-Arms Legislative Committee report. The sidewalk liability legislation died in the first legislative funnel. The “Freedom to Garden” act passed through the funnel. A bill providing forgivable abatement loans to cities with populations between 5,000 to 30,000 made it through funnel. The last notable bill to make it through the funnel bars cities and counties from regulating commercial landscaping requirements.

Nick presented the Secretary’s report. He asked if the Board wanted to move forward with obtaining a digital recorder per their comments from the last meeting. Board opted to hold off on purchasing one for now. Nick advised Hollie that he still needs to be trained on how to operate the lowACE website as an administrator.

Unfinished business. Todd suggested keeping an eye on what AACE offers for trainings at their annual conference to avoid duplicate items at the lowACE conference. The contract with Linda Pieczynski has been signed and returned in advance of the virtual training on April 28th from 1-4 PM. The lowACE budget progress will begin with an initial meeting between Adam, Meredith, and Lucas. They will update the board later.

Discussion was held on proposed by-law amendments. Adam proposed 2 emergency amendments to the by-laws per Article VIII, Section 3 (Emergency Amendments), which will remain in effect until the next annual meeting if unanimously adopted by the Board. Six standard by-law amendments were also proposed.

The first proposed emergency amendment addresses Article VIII, Section 1 (Proposal)—the process for proposing and advancing by-laws amendments—as current language does not clarify whether the Board itself has the authority to propose amendments or whether amendments may only originate from committees or by 1/4th petition of the membership. Amendment language has been provided below with italicized highlights representing added text. Motion to adopt this emergency amendment made by Lucas, seconded by Nick; roll call vote, all ayes, unanimously adopted.

ARTICLE VIII, Section 1. Proposal

a. Upon written petition officially transmitted to the Board of Directors (Executive Committee), from a standing committee or at least one-fourth (1/4) of the active membership of IowACE, any proposed amendment to these By-Laws shall, after full discussion by the Board of Directors, be prepared as a written ballot at the next annual meeting. *The Board of Directors (Executive Committee) shall also retain the ability to propose, fully discuss, and advance proposed amendments to these By-Laws.*

The second proposed emergency amendment addresses Article VIII, Section 2 (Adoption)—the process for voting on by-laws amendments—by adding a virtual meeting option. Amendment language has been provided below with italicized highlights representing added text. Motion to adopt this emergency amendment made by Hollie, seconded by Lucas; roll call vote, all ayes, unanimously adopted.

ARTICLE VIII, Section 2. Adoption

a. Any proposed amendment shall require a majority vote for adoption. The vote shall be by secret ballot with those voting delegates so qualified as eligible to vote at the time of balloting being allowed to vote on the proposed amendment. *If the annual meeting offers a virtual meeting option, a secret virtual ballot shall be used at the time of the vote.*



The first proposed standard amendment addresses Article III, Section 3 (Dues)—which provides 4 membership options and establishes when membership dues are due—by eliminating the four different membership types to simplify things. Amendment language has been provided below with highlighted strike-throughs representing removed text. Motion to advance this amendment for membership vote at the next annual conference made by Hollie, seconded by Todd; all ayes.

ARTICLE III, Section 3. Dues

~~Four membership options shall be offered: Student, Active, Associate and Supporting.~~ Annual membership dues established by the Board of Directors (Executive Committee) shall be due on January 1st of each year.

The second proposed standard amendment addresses Article III, Section 4 (Vouchers)—which provides for financial accounting practices—by adding clarifying text, contingencies for vacant offices, and audit clarification. Amendment language has been provided below with italicized highlights representing added text. Motion to advance this amendment for membership vote at the next annual conference made by Hollie, seconded by Michelle; all ayes.

ARTICLE III, Section 4. Vouchers

All approved claims owed for payment by IowACE shall be submitted to the Treasurer in the form of a written and signed statement, *receipt, and/or invoice*. All expenditures from IowACE funds shall be subject to review by the Board of Directors (Executive Committee). All checks must be signed by the Treasurer *or acting Treasurer or President* upon approval of the Board of Directors (Executive Committee). The establishing of an IowACE bank account shall be the responsibility of the Board of Directors (Executive Committee) and the account shall be placed within the State of Iowa. *There shall be at least two members of the Board of Directors (Executive Committee) with full access to the IowACE bank account that must include the President and Treasurer upon majority vote of the Board of Directors (Executive Committee).* Reconciliation of the bank account will be performed by the *Treasurer and* Finance and Budget Committee. There will be an annual independent audit of the records *by IowACE members who do not have access to the bank account or a financial professional approved by the Board of Directors (Executive Committee).*

The third proposed standard amendment addresses Article IV, Section 5 (Board of Directors / Executive Committee)—which establishes board positions and board voting—by removing the past president’s status as an ex-officio board member with voting rights while also adding a limit to the number of voting members of the same municipality or employer that may serve on the board. Amendment language has been provided below with italicized highlights representing added text while highlighted strikethroughs represent removed text. Motion to advance this amendment for membership vote at the next annual conference made by Lucas, seconded by Michelle; all ayes.

ARTICLE IV, Section 5. Board of Directors (Executive Committee)

a. There shall be a Board of Directors (Executive Committee) comprised of the President, 1st, 2nd, 3rd Vice President, Secretary, Treasurer, and Sergeant-at-Arms, ~~with the immediate past president as an ex-officio member with voting rights.~~ *The Board of Directors (Executive Committee) shall not consist of more than two (2) voting members from the same municipality or employer.*



The fourth proposed standard amendment addresses making the aforementioned emergency amendment of Article VIII, Section 1 (Proposal) permanent. Motion to advance this amendment for membership vote at the next annual conference made by Michelle, seconded by Lucas; all ayes.

The fifth proposed standard amendment addresses making the aforementioned emergency amendment of Article VIII, Section 2 (Adoption) permanent. Motion to advance this amendment for membership vote at the next annual conference made by Hollie; seconded by Todd; all ayes.

The final proposed standard amendment addresses Article IX, Section 2 (Order of Business)—which establishes agenda structuring—by adding recommended items and removing unused items. Amendment language has been provided below with italicized highlights representing added text while highlighted strikethroughs represent removed text. Motion to advance this amendment for membership vote at the next annual conference made by Nick, seconded by Hollie; all ayes.

ARTICLE IX, Section 2. Order of Business

The order of business of this Association shall be as follows:

1. Roll call of officers
2. *Approval of agenda*
3. ~~Approval of minutes of previous meeting(s)~~
4. Announcements
5. ~~Reports of officers and minutes~~
5. ~~Programs~~
6. Unfinished business
7. New Business
8. Election of officers and seating of same
9. Adjournment

New business. Nick presented his proposal for an informational, invitational trifold that can be mailed to targeted communities. Board liked it and recommended adding upcoming events to the trifold. Nick and Adam will print and send the trifolds over the next 1-2 weeks. Motion to send these trifolds with a mailing budget of \$200 made by Michelle, seconded by Lucas; all ayes.

Discussion was held about a hybrid in-person/virtual annual meeting; virtual is being considered to help member organizations save on travel and lodging expenses. Motion to host a virtual annual conference set for Thursday, May 22, 2025, by Michelle, seconded by Hollie; all ayes. Board members will gather in person in Cedar Rapids at a location to be determined.

Discussion was held regarding the officer nomination process. Adam will check on current term expirations as well as whether or not officers appointed to fill a vacancy serve the remainder of the original term versus only serving until the next annual meeting. Motion to appoint Lucas, Todd, and Meredith to the nomination committee made by Hollie, seconded by Michelle; all ayes.

A reminder was given about the upcoming lowACE virtual check-in slated for April 3rd from 10-10:30. Hollie will send promotion emails while Adam will host via Zoom.

The next monthly Board meeting was set for April 25th at a location to be determined.

Motion to adjourn at 1:06 pm made by Lucas, seconded by Nick; all ayes.