



## **IowACE Annual Meeting Minutes**

**500 15<sup>th</sup> Ave SW, Cedar Rapids, IA 52404 & Via Zoom**

May 22, 2025

President Adam Coyle called the annual business meeting to order at 11:04 am. Officers present were Adam Coyle (President), Lucas Gonyier (1<sup>st</sup> Vice President), Hollie Burgus (2<sup>nd</sup> Vice President), Todd Nathem (3<sup>rd</sup> Vice President), Michelle Metzger (Sergeant-at-Arms), and Nick Lindberg (Secretary). Officer Meredith Clark (Treasurer) was absent. Quorum reached.

Adam recommended striking "Yearly Financial Report" from the agenda due to software inconsistencies between QuickBooks and StarChapter accounting systems. Motion to amend the agenda by striking "Yearly Financial Report" and then approving the agenda as amended made by Lucas, seconded by Nick; all ayes.

Motion to approve 4/25/25 Regular Meeting Minutes made by Todd, seconded by Hollie; all ayes.

No announcements outside of agenda items.

**Officer reports.** Adam provided the President's Report and an overview of lowACE accomplishments, including hosting several trainings/webinars, providing scholarships, obtaining record membership levels, record participants at our fall conference, a new awards and recognition program, and more. Adam encouraged members to keep an eye on lowACE monthly minutes to stay informed. He then announced that he is not seeking re-nomination as President, meaning 1<sup>st</sup> Vice President Lucas Gonyier will succeed him per the Bylaws.

Adam provided the Monthly Financial Report on behalf of the Treasurer, which shows \$23,392.60 in the lowACE bank account. Motion to approve the Monthly Financial Report made by Lucas, seconded by Todd; all ayes.

Lucas Gonyier provided the 1<sup>st</sup> Vice President & Conference Committee Report. He announced the Fall Conference will be at the Hilton Garden Inn in West Des Moines from November 6<sup>th</sup> (full day) to November 7<sup>th</sup> (half day). The hotel's block rate will be \$115/night. Thursday's meals will include breakfast, lunch, and snacks while Friday will just have breakfast and possible snacks.

Hollie Burgus provided the 2<sup>nd</sup> Vice President & Education/Certification Committee Report. A list of the last webinar's attendance was sent to Tanna Bryant to ensure ICC training credits are accounted for.

Todd Nathem presented the 3<sup>rd</sup> Vice President & Membership Committee Report. He announced that we had 110 paid members as of this morning, which is either the highest lowACE has seen or close to it.

Michelle Metzger provided the Sergeant-at-Arms & Legislative Committee Report. Accessory Dwelling Units are going to be a hot topic this year depending on what the State does and does not allow cities to regulate (including Single Family Residence designations). Audience member Kevin Ciabatti asked the State Architect for clarification regarding the scenario of two attached ADUs, and it sounds like cities will still be able to enforce a



minimum separation distance requirement. The "Freedom to Garden Act" failed to survive this session. This Act would have limited or prohibited cities from regulating "pollination plants", among other things. Additionally, the property tax reform bill—which would have generally capped local government budget growth at 2% year-over-year—failed to survive the session. A similar bill will likely be reconsidered next session.

Nick Lindberg provided the Secretary's Report. He informed the audience of the Board's decision to update the logo, re-establish a Facebook presence, and obtain new merchandise and conference signs with the new logo. Adam said he still working with designers to create a suitable logo.

### **Unfinished Business.**

Lucas announced lowACE was awarded ICC Chapter status, which will allow lowACE to interact more with ICC and its other chapters. There are also other ICC benefits that are now available to us. Lucas also suggested that the board host another late summer/early fall webinar along with more lowACE Virtual Check-ins.

Adam explained the rationale for choosing West Des Moines as the Fall Conference location: 1) Most of lowACE's members are either in central or eastern Iowa; 2) the Fall Conference was hosted in Cedar Rapids last year; 3) the City of Des Moines, the organization's largest membership entity, would only be able to send half of its enforcement personnel if it was outside of the metro due to budget cuts. The board generally tries to alternate locations (being out east one year, then in the metro the next).

**New Business.** Lucas presented information on the FY 25/26 Annual Budget. lowACE's projected income is \$28,375 versus \$26,850 in projected expenses, leaving a \$1,525 projected surplus. Motion to approve the FY 25/26 Annual Budget made by Michelle, seconded by Hollie; all ayes.

**Open Discussion** was held. Lucas advised the audience to make sure their city/entity has ICC voting delegations declared. You can do so by going into your organization's settings on the ICC website. Alternatively, you can email Lucas for additional help. Jack with the City of Harlan asked for general information on training, classes, and software. Kevin Ciabatti praised lowACE for obtaining ICC Chapter Status and for its record membership. Todd Nathem inquired about the ICC Conference Lucas went to as he is considering attending next year.

**Officer Nominations.** The board asked the audience for nominations to fill the open 1<sup>ST</sup> Vice President and Secretary positions. Adam Coyle was the sole nominee for 1<sup>ST</sup> Vice President, and Nicholas "Nick" Lindberg was the sole Secretary nominee.

**Voting.** Prior to the secret virtual ballot being sent, Adam and Nick explained the proposed bylaw amendments and the reasoning behind them. Nick then sent out a secret virtual ballot via SurveyMonkey to those in physical and virtual attendance. Results as follows:



\* AMENDMENT 1 — The first proposed amendment changes 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. Red strikethroughs represent removed text. **Shall this amendment be adopted?**

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.

ANSWER CHOICES	RESPONSES	
▼ Yes, I support this amendment.	100.00%	12
▼ No, I do not support this amendment.	0.00%	0
▼ I abstain from voting on this amendment.	0.00%	0
<b>TOTAL</b>		<b>12</b>

\* AMENDMENT 2 — The second proposed amendment changes Article III, Section 4 (Vouchers)—which provides for financial accounting practices—by adding clarifying text, contingencies for vacant offices, and audit clarification. Blue italics represents added text. **Shall this amendment be adopted?**

ARTICLE III, Section 4. Vouchers

All approved claims owed for payment by lowACE shall be submitted to the Treasurer in the form of a written and signed statement, *receipt, and/or invoice*. All expenditures from lowACE 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 lowACE 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 lowACE 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 lowACE members who do not have access to the bank account or a financial professional approved by the Board of Directors (Executive Committee)*.

ANSWER CHOICES	RESPONSES	
▼ Yes, I support this amendment.	100.00%	12
▼ No, I do not support this amendment	0.00%	0
▼ I abstain from voting on this amendment.	0.00%	0
<b>TOTAL</b>		<b>12</b>



\* AMENDMENT 3 — The third proposed amendment changes 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. Red strikethrough represents removed text while blue italics represent added text. **Shall this amendment be adopted?**

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.*

ANSWER CHOICES	RESPONSES	
Yes, I support this amendment.	100.00%	12
No, I do not support this amendment.	0.00%	0
I abstain from voting on this amendment.	0.00%	0
<b>TOTAL</b>		<b>12</b>

\* AMENDMENT 4 — The fourth proposed amendment changes 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. Blue italics represent added text. **Shall this amendment be 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.*

ANSWER CHOICES	RESPONSES	
Yes, I support this amendment.	100.00%	12
No, I do not support this amendment.	0.00%	0
I abstain from voting on this amendment.	0.00%	0
<b>TOTAL</b>		<b>12</b>



\* AMENDMENT 5 — The fifth proposed amendment changes Article VIII, Section 2 (Adoption)—the process for voting on by-laws amendments—by adding a virtual meeting option. Blue italics represent added text. **Shall this amendment be 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.*

ANSWER CHOICES	RESPONSES	
Yes, I support this amendment.	100.00%	12
No, I do not support this amendment.	0.00%	0
I abstain from voting on this amendment.	0.00%	0
<b>TOTAL</b>		<b>12</b>

\* AMENDMENT 6 — 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. Red strikethroughs represent removed text while blue italics represent added text. **Shall this amendment be adopted?**

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

ANSWER CHOICES	RESPONSES	
Yes, I support this amendment.	100.00%	12
No, I do not support this amendment.	0.00%	0
I abstain from voting on this amendment.	0.00%	0
<b>TOTAL</b>		<b>12</b>

All proposed amendments were adopted. Adam Coyle was elected 1<sup>st</sup> Vice President with 11 votes to Lucas Gonyier’s 1 vote. Nick Lindberg was elected Secretary with 12 votes to 0 write-ins. Motion to approve the results of the proposed bylaw amendments made by Todd, seconded by Lucas; all ayes. Motion to approve the election results made by Hollie, seconded by Todd; all ayes. Effective June 1, 2025, the following individuals will be installed to their respective offices and shall serve until 2027: Lucas Gonyier as President, Adam Coyle as 1<sup>st</sup> Vice President, and Nick Lindberg as Secretary.

The next regular meeting will be held 6/27/25 at 11 AM; location to be determined but likely in Marshalltown.

Motion to adjourn at 12:32 pm made by Hollie, seconded by Todd; all ayes.