



IowACE Regular Meeting Minutes

Spectators in Altoona, IA

June 27, 2025

1st Vice President Adam Coyle called the regular meeting to order at 11:15 am. Officers present were Adam Coyle (1st Vice President), Hollie Burgus (2nd Vice President), Todd Nathem (3rd Vice President), Nick Lindberg (Secretary), Meredith Clark (Treasurer), and Michelle Metzger (Sergeant-at-Arms). Officer Lucas Gonyier (President) was absent. Quorum reached.

Motion to approve the 6/27/25 Regular Meeting Agenda made by Michelle, seconded by Hollie all ayes.

Motion to approve 5/22/25 Annual Meeting Minutes made by Michelle, seconded by Nick; all ayes.

Todd announced that he became the 37th Master Code Enforcement Professional (MCEP) in the nation and only the second in the State of Iowa. The Board extended their congratulations.

Officer reports. No President's Report was received. Meredith provided the Treasurer's Report showing a balance of \$22,306.61. Meredith was also added to the bank account. Motion to approve the Treasurer's Report made by Hollie, seconded by Todd; all ayes. Adam reminded that the Conference Committee needs speakers and general direction for the fall conference. Typically, if outside speakers are brought in, they teach several classes. Nine one-hour slots are generally needed for the conference. Todd announced he has a commitment from his Chief Building Inspector to attend and provide information on rental business unit registration and rental properties. Michelle suggested incorporating a "field trip" class to change things up. Todd also suggested an accreditation class. Michelle suggested waiting until Lucas returns to ask him about ICC-offered trainers now that IowACE is an official ICC chapter. Board recessed for lunch at 11:25 pm. Board returned to session at 11:41 pm. Board will consider a special meeting mid-July to formally select speakers.

No updates from the Education/Certification Committee. Todd reported via the Membership Committee Report that IowACE has 114 members as of today with 3 new members signing up and a few dropping off due to lack of renewal. Michelle reported via the Legislative Committee Report that Accessory Dwelling Units (ADU) bill was signed into law by the Governor; she also reported that she is reviewing an ICC Inspector Skills book to consider for future referral to IowACE members. Nick informed the Board that he will update the By-Laws to reflect the new amendments adopted at last month's Annual Meeting by the next regular meeting; he is unaware of anyone having editing privileges on an existing By-Laws document, so he will have to retype it all so that one exists. Adam mentioned he may have a copy with editing privileges; he will look and let Nick know.

Unfinished Business. Adam updated the Board on the creation of a new logo. He received a draft from Pam at Logoed Apparel in West Des Moines; however, changes are still desired by the Board. Board may consider additional quotes and designers. Meredith recommended Frontline Designs as a possible alternative. Conference



merchandise (SWAG) is dependent on this new logo. Hollie will create a StarChapter flier to send out to members advertising the conference. Meredith asked about speaker payment; the Board tries not to pay speakers, but it is case-by-case depending on distance traveled, etc. Adam will work with Lucas to determine conference registration cost and report back to the Board for final approval. SWAG Raffle agenda item was tabled until the next meeting. Board liked the idea of offering a discounted shirt with registration.

Nick asked the Board how they wanted to proceed with administrative control for the new social media account(s) (i.e., create a specific email just for social media, use the lowACE presidential email account, etc.) with an emphasis on planning for officer turnover as access to the last social media account was lost due to outgoing officers not transferring permissions to the new officers. Motion by Hollie, second by Nick to create a secondary lowACE email account to be used to create lowACE social media accounts with access to said email account being given to the President and Secretary; all ayes. Facebook and LinkedIn were suggested accounts. Nick will create the account and add the rest of the Board as moderators or secondary administrators if possible.

New Business. Board discussed hiring an accountant to review financials, perform audits, help with taxes, and assist in other necessary tasks. Meredith will get quotes. Board discussed hiring an attorney/agent to establish a permanent address to minimize changes to lowACE's registered agent info. Attorney/Agent agenda item tabled until next meeting. Motion by Todd, seconded by Meredith to add each lowACE officer's work contact information to their respective bios on the StarChapter website; all ayes. Hollie will do so. Board scheduled a lowACE Virtual Check-In for **Tuesday, August 26, 2025, from 8:15 am to 9:00 am.** Board also scheduled a Regular Board Meeting for **Thursday, August 21, 2025, at 11:00 am;** location to be determined but likely in Marshalltown. Board discussed offering a mental health/warning signs virtual seminar tentatively set for September. Meredith will look into this and report back.

No **open discussion** was held.

The next regular meeting will be held **Friday, July 25, 2025, at 11 AM;** location to be determined but likely in Marshalltown.

Motion to adjourn at 12:44 pm made by Hollie, seconded by Todd; all ayes.