



lowACE Regular Meeting Minutes

Pizza Ranch, Marshalltown, IA

July 25, 2025

President Lucas Gonyier called the regular meeting to order at 11:35 am. Officers present were Lucas Gonyier (President), Adam Coyle (1st Vice President), Todd Nathem (3rd Vice President), Nick Lindberg (Secretary), and Michelle Metzger (Sergeant-at-Arms). Hollie Burgus (2nd Vice President) and Meredith Clark (Treasurer) were absent. Quorum reached.

Motion to approve the 7/25/25 Regular Meeting Agenda made by Michelle, seconded by Todd all ayes.

Motion to approve 6/27/25 Annual Meeting Minutes made by Adam, seconded by Todd; all ayes.

Announcements. Dubuque's deputy code official, Ben Pothoff, is requesting lowACE support to run for an ICC board seat. He would be Iowa's only candidate at this time. Motion to support Ben Pothoff made by Michelle, seconded by Adam; all ayes. Adam announced that he is considering a run for the AACE Board of Directors, pending approval from his department director due to the meeting expenses associated with national conferences. Lucas announced he was invited to be on the AACE nomination committee.

Officer reports. No Presidents Report was given, but Lucas praised the Board for their work and looks forward to his service as president.

The Treasurer's Report was provided by email. Current bank balance is \$21,123.98. Meredith and Adam have been working with H&R Block to get lowACE's tax information up-to-date. They provided the H&R Block agent with a power of attorney document to accomplish this. Initial results are promising; work is ongoing. Motion to approve the Treasurer's Report made by Nick, seconded by Todd; all ayes.

1st Vice President / Conference Committee Report. Adam provided a spreadsheet with costs and duties breakdowns. Questions were raised about the \$4.00 per person beverage service quote. Adam will seek clarification. Motion to charge \$250 conference registration fee for members and \$350 conference registration fee for nonmembers made by Nick, seconded by Todd; all ayes. Board discussed speaker selection. Lucas announced lowACE qualifies for free ICC speakers, each offering up to a 6-hour class. If ICC-registered providers are used, lowACE can submit a reimbursement request to ICC for up to \$1,700. Discussion was held regarding a "two-track" training approach to give attendees a choice for part of the conference. Adam will pursue options based on availability. Registration information needs to be sent out now. Motion to reduce number of awards to 3 by eliminating the "Above and Beyond" award as well as to include a scholarship for ICC, AACE, or lowACE conference attendance made by Michelle, seconded by Adam; all ayes. Motion to have lowACE henceforth sponsor lowACE Board Member conference registrations made by Adam, seconded by Michelle; all ayes.

No 2nd Vice President / Education and Certification Committee Report was given.



3rd Vice President / Membership Committee Report. Todd announced 115 paid members as of this morning. Todd announced that July had 143 unique website visitors, and that there are 17 people registered for the August check-in, including 5 non-members. Todd will try to reach out to the non-members to encourage membership.

No Sergeant-at-Arms / Legislative and Judicial Committee Report was given.

Secretary's Report. Nick sent the Updated IowACE By-Laws. Lucas noted a possible error on Page 7. Nick will review, correct if necessary, and publish.

Unfinished Business. ICC Chapter Status. Lucas says we are now officially in the ICC Chapter Directory. Starting next year, we will need to fill out annual chapter reviews. There are two parts: part one earns redeemable points while part two is more along the lines of checking off chapter information (like a social media presence). Lucas will investigate. We qualify for one free registration to the ICC annual conference in Cleveland in late October, with it typically going to the chapter President or 1st Vice President. Lucas suggested we create a policy to address how IowACE uses this free registration every year.

Michelle suggested using DMACC's Graphics Design class to design a new logo since they do it for free, but it wouldn't be done before the conference. Motion to budget up to \$250 for logo design made by Adam, seconded by Todd; all ayes. Motion to budget \$1,500 in merchandise (SWAG) acquisition made by Adam, seconded by Michelle; all ayes.

IowACE's Microsoft 365 account has 5 365 keys to be distributed. Adam requested reimbursement for this as his personal card was funding it for the past 3 years. Lucas directed him to tally the amount and present it for Board review. Adam stated IowACE has 3 laptops which are currently in the possession of Lucas, Adam, and Hollie.

Discussion was held regarding hiring a registered agent. Lucas said attorneys aren't interested in being our agents as we are too small. Lucas found an agent in Des Moines who quotes \$49/year for 3 letters/year to be received and scanned to us, and after that, it will be \$15 per extra letter. Another agent in Johnston quoted \$125/year for 5 letters/year with an additional \$20 per month after this limit. Tabled.

New Business. Discussion was held for the August 26, 2025, Virtual Check-In set for 8:15 am to 9:00 am. Lucas would like to invite Ben Pothoff to speak in addition to another board member who is running from elsewhere. Planning for the September 3-Hour Virtual Seminar discussion was held. Meredith left an email saying we needed to pick a date. Motion to set the September Virtual Seminar for Tuesday, September 23, 2025, time to be determined made by Todd, seconded by Michelle; all ayes. Motion to make this training free to members and to charge a \$25 fee to nonmembers with the proceeds going to the speaker made by Adam, Michelle; all ayes.

Open discussion was held. Todd would like to see what it would take to lobby for code enforcement officers to receive the same bodily harm protections as police and EMT. Lucas will make some calls to see if partner agencies have lobbyists. Lucas sat in on an AACE nominating committee and membership committee meeting. AACE is



considering raising membership fees by \$5.00 to help pay for an app. May also increase pass-through membership by \$5.00, too California is suing AACE for the use of CCEO because they claim they had that qualification first. AACE's attorneys advised not fighting California and will instead add a disclaimer related to this. Next year, IowACE may want to form a nominating committee and respective policy to better vet support for candidates running for partnered offices.

The next regular meeting will be held **Thursday, August 21, 2025, at 11 AM**; location to be determined but likely in Marshalltown.

Motion to adjourn at 1:22 pm made by Michelle, seconded by Adam; all ayes.