



Mid-Iowa Planning Alliance for
Community Development
939 Office Park Road · Suite 306
West Des Moines, IA 50265 · 515-304-3524
www.midiowaplanning.org

Mid-Iowa Planning Alliance for Community Development

AMENDED

Executive Committee Meeting 2 p.m., Monday, May 19, 2025

In person:

420 Watson Powell Jr Way
Suite 200
Des Moines, IA 50309

Virtual:

Go To Meeting
[Click here to join the meeting](#)

Phone:

Phone #: (872) 240-3212
Meeting ID: 760-911-109

Tentative Agenda

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes.....Page 2
 - Consider approval of the April 21st, 2025 meeting minutes.
4. REPORT and VOTE: Financial Statements.....Page 3
 - Report on the financial statements; consider approval.
5. REPORT and VOTE: FY 2026 Budget.....Page 4
 - Report on the proposed FY 2026 Budget; consider approval.
6. REPORT and VOTE: Executive Director Review.....Page 5
 - Report on the Executive Director's Review; consider approval.
7. REPORT and VOTE: Executive Director Salary Range.....Page 6
 - Report on the Executive Director's Salary Range; consider approval.
8. REPORT and VOTE: Vice-Chair ElectionPage 7
 - Report on the election of MIPA's Vice-Chair; consider approval.
9. REPORT and OPTIONAL VOTE: MIPA IRS Redesignation to a 501(C)3Page 8
 - Report on the potential change to MIPA's IRS designation from a 501(c)4 to a 501(c)3; consider approval.
10. REPORT: DC Trip Recap and MIPA Programming UpdatePage 9
 - Report on staff's trip to DC and an update on MIPA programming.
11. REPORT and VOTE: Board of Directors Meeting AgendaPage 10
 - Report on the proposed agenda for the Board of Directors Meeting in June; consider approval.
12. Other Non-Action Items of Interest to the Committee
13. Next Meeting Date
 - Monday, June 16th at 2 PM
14. Adjournment



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May 2025
Item No. 3

ISSUE: Meeting Minutes

VOTE: Consider approval of the April 21st, 2025, MIPA Executive Committee meeting minutes.

BACKGROUND:

[Click here for a copy of the April 21st, 2025 MIPA Executive Committee meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the April 21st, 2025, MIPA Executive Committee meeting.

STAFF CONTACT:

Andrew Collings
acollings@midiowaplanning.org
515.304.3524



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May 2025
Item No. 4

ISSUE: Financial Statements

REPORT and VOTE: Report on the Financial Statements; consider approval.

BACKGROUND:

MIPA staff continually tracks MIPA's finances and prepares monthly statements detailing the financial status of the organization.

[Click here for a copy of the April 2025 Transaction List](#)

[Click here for a copy of the April Budget vs. Actual FY 2025](#)

[Click here for a copy of the April Statement of Financial Position](#)

[Click here for a copy of the April Statement of Financial Position without the Metro Home Improvement Program](#)

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACT:

Andrew Collings
acollings@midiowaplanning.org
515.304.3524

May 2025
Item No. 5

ISSUE: FY 2026 Budget

REPORT and VOTE: Report on the FY 2026 Budget; consider approval.

BACKGROUND:

Staff has compiled the Fiscal Year 2026 Budget which documents all expected income and expenses MIPA will have from July 1, 2025, through June 30, 2026. Due to the fluctuation in federal grant funding available, the following changes have been made since the last budget was presented:

- The EDA Partnership Grant and DOE Clean Cities Coalition funding have been removed
- The Bookkeeper and Iowa Clean Cities Coalition positions have been removed

The expected net revenue is \$66,796 or 7.4% of total revenue.

[Click here for a copy of the updated FY 2026 Budget Draft](#)

RECOMMENDATION:

None. Report and discussion only.

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May 2025
Item No. 6

ISSUE: Executive Director Review

REPORT and VOTE: Report on the Executive Director's Review; consider approval.

BACKGROUND:

The Review Committee, comprised of the MIPA Officers, completed an assessment of the Executive Director and met to discuss the Executive Director's review. Additional information will be provided at the meeting.

A copy of the Executive Director Review Summary will be provided prior to the meeting.

RECOMMENDATION:

Accept the recommendation of the Review Committee.

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May 2025
Item No. 7

ISSUE: Executive Director Salary Range

REPORT and VOTE: Report on the Executive Director's Salary Range; consider approval.

BACKGROUND:

A salary range for the Executive Director will be proposed at the May Executive Committee meeting.

RECOMMENDATION:

Accept the recommendation of the Review Committee.

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May 2025
Item No. 8

ISSUE: Vice-Chair Election

REPORT and VOTE: Report on the election of MIPA's Vice-Chair; consider approval.

BACKGROUND:

MIPA's By-Laws calls for the election of the Chair and Secretary/Treasurer positions in even numbered years and the Vice-Chair in odd numbered years. Each position serves up to a 2-year term.

Currently, Supervisor Murken of Story County serves as Vice-Chair and is willing to continue to serve.

RECOMMENDATION:

Approve a selection for the Vice Chair position of MIPA.

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May 2025
Item No. 9

ISSUE: MIPA IRS Redesignation

REPORT and OPTIONAL: Report on the potential change to MIPA's IRS designation from a 501(c)4 to a 501(c)3; consider approval.

BACKGROUND:

MIPA is currently designated a 501(c)4 by the IRS. 501(c)(3) and 501(c)(4) are both tax-exempt organizations, but their purposes and allowable activities differ. 501(c)(3)s focus on charitable, religious, educational, scientific, or literary purposes, and donations to them are tax-deductible. 501(c)(4)s are for social welfare, civic leagues, or local employee associations, and donations to them are generally not tax-deductible. Additionally, 501(c)(4)s can engage in more lobbying and political activities than 501(c)(3)s.

MIPA staff believes it would be advantageous to explore switching from a 501(c)4 to a 501(c)3 for the following reasons:

- There are a greater number and variety of grant opportunities that requires being a 501(c)3 rather than a 501(c)4. This would allow MIPA to apply for more grants on behalf of communities
- Being tax exempt would be beneficial for several of the new programs that MIPA is undertaking, specifically the CC&C program and the CILWDB. Being tax exempt would allow for an expanded ability to fundraise, which would benefit these programs
- MIPA currently undertakes very limited lobbying and is restricted to the housing trust funds that it manages. Those costs amount to around \$2k a year. MIPA is currently under the cap placed on 501(c)3s for lobbying (\$150k) and will be for the foreseeable future

RECOMMENDATION:

Change MIPA's IRS Tax Status to a 501(c)3.

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May 2025
Item No. 10

ISSUE: DC Trip Recap and MIPA Programming Update

REPORT: Report on staff's trip to DC and an update on MIPA programming

BACKGROUND:

Staff recently went to Washington DC and met with officials from a variety of federal agencies that included the Department of Energy, Economic Development Administration, and Department of Transportation.

Additional information will be provided at the meeting.

RECOMMENDATION:

None. Report and discussion only.

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May 2025
Item No. 11

ISSUE: Board of Directors Meeting Agenda

REPORT and VOTE: Report on the proposed agenda for the Board of Directors Meeting in June; consider approval.

BACKGROUND:

Call to Order

VOTE: Approval of Agenda

VOTE: Approval of Meeting Minutes

REPORT and VOTE: Financial Statements

REPORT and VOTE: FY 2026 Budget

REPORT and VOTE: FY 2025 Budget Amendment

REPORT and VOTE: Executive Director Review

REPORT and VOTE: Central Iowa Local Workforce Development Board MOU and Recipient Agreements

REPORT and VOTE: MIPA IRS Redesignation to a 501(C)3

REPORT and VOTE: MIPA Handbook Amendment

REPORT: MIPA Year in Review

Other Non-Action Items of Interest to the Committee

Next Meeting Date

Adjournment

RECOMMENDATION:

Affirm the proposed agenda for the June Board of Directors Meeting.

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