

APA NY UPSTATE CHAPTER

Executive Board Meeting

Date: Friday, May 20, 2005

Time: 10:30 AM – 3:00 PM

Place: DeWitt Town Hall

Minutes

Present: : Mike Long, Gary Palumbo, Rocky Ferraro, Judy Breselor, Frank Evangelisti, Sandra Misiewicz, Angela Ellis, Michael Kayes, Diane Carlton, Andy LaBruzzo, George McKibbon, Kris Hughes, Jason Haremza

AGENDA

1. Call to Order

Mike L. called the meeting to order at 10:30 am.

2. Approval of March 11, 2005 Meeting Minutes

The Board approved the meeting minutes with no changes. (Palumbo/Ferraro)

3. Additions/Changes to Agenda

No changes or additions were proposed.

4. Officers Reports

A. President – Mike Long

- ◆ Update Executive Board member information. Mike L. circulated the membership list for any changes in contact information.
- ◆ By laws committee. The Board passed a motion to accept the by-laws as presented. They are to be distributed to the membership in the newsletter. Ballots to approve or disapprove must be received by October 31, 2005. By-laws to become effective on January 1, 2006. (Ferraro/Misiewicz)
- ◆ Budget Amendment – Mike Kayes attended the APA Legislative summit in Washington D.C. He distributed a conference report and commented on his activities while at the conference. Reauthorization for the CDBG program still needs to be watched carefully. Mike L. will send an email to national to request again that Andy get the information. Mike L. thanked Mike K. for attending and representing the Chapter. Mike K. explained the conference costs to the Board. The total conference cost was \$413.14. The Board passed a motion to reimburse Mike K. for the conference fees. \$200 will be paid out of the legislative officer line item, and the balance of \$213.14 will come from the President's line item. Next year additional money should be added to the legislative officer line to cover the costs. (Palumbo/Breselor).

B. Vice President – Dan Aken – not present

- ◆ Annual Awards Program. Rocky Ferraro reported that the Awards Committee has been established. The Chapter newsletter will include announcement about obtaining applications. Each Section Director is asked to advertised within their own membership by their own means. The program will be advertised on the Chapter website also. The Awards schedule is also out. Rocky sent out a copy of the application to the officers for their information. The current topic is housing choice and affordability. The Awards Committee will meet in August. The process for getting the certificates and framing is underway. There is a good mix of people on the Awards Committee. Mike L. suggested doing more electronically. Perhaps an application should be send to the membership via email. Need to get a message out that we are trying to get information out to the members, plus help keep the costs down. He will contact Eve about doing an electronic emailing. Also, sending information to the students more by email may be more cost effective. Another option may be to send it to the schools and have them distribute the information. There was much discussion about the advantages and disadvantages of electronic distribution of Chapter information versus hard copy distribution to membership. Kris H. will check with the schools about ability and preference for distributing information electronically or through a school liaison. Kris will also talk with Eve about membership emails and how this may be facilitated. Kris, Frank and Eve will work together on this issue and start exploring possible options.
- ◆ Annual Chapter Conference. Gary P. needs the mailing list for the sponsorships and vendors for APA. Jason offered to check with the Finger Lakes Section to see what was done for the Rochester conference last year. Gary commented that the need for volunteers and active participation continues to be a challenge to the planning efforts. Gary distributed a draft conference schedule. The logo has been developed. Publicity needs to begin. Early registration and sponsorship information will be going out soon. Judy and Gary will work together to ensure that the preservation grant requirements are satisfied. There will be a mobile workshop to Niagara Falls. There will also be a walking tour from the Hyatt. There was discussion about the registration fees and options to increase student attendance. A formula for subsidizing the students needs to be determined. Following discussion on possible opportunities and ideas for subsidizing, the Board passed a motion that the Student fee should be \$45, and the Chapter will pay the difference for the Friday session only. The Sections are also encouraged to contribute to subsidize student costs. (Ferraro/Carlton)

C. Treasurer – Rocky Ferraro

- ◆ Rocky distributed the Treasurer's report. The conference delegates were paid, except that the Board did not pay the full price for Mike L. to attend. The City of Auburn paid half. There was a \$100 charity donation in name of Senator Magee. The Genesee Finger Lakes Section sent a check for \$1,184 for the conference fees in Rochester with a letter requesting that the proceeds go to the Mike Krasner scholarship. Jason expressed that the Section would like to see at least a portion of that go to the scholarship fund. The Board agreed that the breakdown for the Chapter Conference would be 50% to the Section host, 25% to the Chapter for operator funds, and 25% dedicated to the Krasner scholarship.

D. Professional Development Officer – Judy Breselor

- ◆ AICP Exam. Judy suggested a possible new website training for AICP exam participants where participants ask questions on various topics and a team of experts responds. Volunteers for the team of experts would be needed. A new ethics law becomes effective June 1st. It is available on the national website. It was suggested that an email update should be sent to the membership to update them. There was discussion about meeting ethics criteria as a requirement for taking the exam. Currently, an applicant pays the fee and takes the exam regardless of their ethics history. Board members were not aware of any required ethics training. The next exam is in November. There will be a new study guide. Mike L. suggested putting the application deadlines in the newsletter.
- ◆ AICP Training Requirement. The President of AICP said that everyone will need to do required training or they will lose their AICP. There seems to be a broad determination of what credit means. People must keep track of their credits at the AICP website. There was comment that 30 credits from a National sponsored program is a burden to people geographically and financially. Mike L. commented that representatives at the CPC meeting expressed their concern about potential loss of membership resulting from the requirement.
- ◆ Fellows of the AICP. – There is currently a nomination process to submit a person for accreditation for FAICP. The process is that the Chapter submits a nomination, writes a letter of support and helps pay the application fee. George M. commented that it might be good to sponsor people as an organization. Making recommendations would be useful and a logical thing for the chapter to do. Judy, Andy and Diane will serve as a subcommittee to review the list and pursue this further. Judy will also send the names of the eligible people to the Section directors for their information.
- ◆ Group Health Insurance. Kris H. suggested that the Chapter look in to the potential availability of group health insurance for people in professional organizations as a safety net for planners that are not employed, between jobs, or are independent consultants. Currently it is not legal in NYS for members of professional organizations. He suggests that the Chapter look into changing the law. It currently is a state issue, but perhaps this could be issued through the National APA. They may do this in other states. Kris will research the issue and bring it back to the Board.

E. Director of Legislative Affairs – Andy Labruzzo

- ◆ Chapter Grant. We received the AICP Chapter Grant for Preservation Planning for NY Communities. We are working with the NY Preservation League. There will be a focus on specific tools for historic preservation. In addition to the workshop at the Conference, a workbook showcasing case studies and local laws on historic preservation will be available. Members are asked to let Andy know of any good case studies. League staff will conduct the workshop with regional and local case studies incorporated into the presentation.

F. Public Relations Officer – Gary Black Not present. No report.

B. Membership Officer – Eve Holberg Not present. No report.

C. Planning Official Development Officer.

- ◆ Mike L. reported that David Kay expressed with regret that he needs to resign as the Planning Official Development Officer. Andy and Mike K. are attending the next Planning Federation Board meeting and will ask about a new representative at the meeting. Members emphasized the importance of maintaining good communications and relationship with the Planning Federation.

D. Education Officer -- Kristen Hughes

- ◆ Kris talked with 3 of the 4 schools about working with the Chapter on joint activities. He suggested that there may be some expanded opportunity to involve them with the Conference activities. Kris will check on it and get back to Gary. Sandra is also working with SUNY Albany and will coordinate with Kris for further discussions and involvement.
- ◆ Mike Long reported that the student reception will be at UB is this year. Kris will contact UB and coordinate a student session tentatively for November 18. If UB is not able to host the student reception, SUNY Albany will be asked.
- ◆ Andy commented that Pace University did a survey on training for the Planning Federation. The education subcommittee of the Planning Federation Board is looking at local training opportunities.
- ◆ Gary P. reported that the Committee met and selected the recipient for the Krasner scholarship. He will email the results to the Board members.

J. Member-At-Large – Diane Carlton

- ◆ Diane has volunteered her services to Scott Shannon for Central Section activities.

K. Newsletter Editor – Sean Maguire (Not present)

- ◆ The newsletter is out. At the last meeting the Board talked about hiring a consultant to assist the Chapter in getting out the newsletter due to the challenges and significant amount of work involved in producing the newsletter. The Board passed a motion that a Board member should serve as editor to oversee the newsletter production and to solicit for proposals for production assistance (Breselor/Hughes). Andy recommended that newsletter items be a regular agenda item for Board meetings.

L. County Planning Director's Liaison – Mike Kayes

- ◆ Mike distributed a report on the activities of the National Association of County Planners for the March and April 2005 months. He also distributed information on PLAN, the APA's new grassroots advocacy network.

M. Canadian Officer - George McKibbin

- ◆ The OPPI conference will be held one week after the Buffalo conference. He recommended jointly advertising the conferences. He distributed the program at a glance to give an idea of agenda items. There is a lot of municipal involvement. George and Gary P. will discuss possible joint activities and other opportunities, especially given the opportune timing and geographics. Jason and George suggested a joint conference with OPPI and the Upstate Chapter in Niagara Falls or some place close to the border.

5. **Section Reports**

- A. Capital District Section – Sandra Misiewicz
 - ◆ The Section is continuing with the luncheon program and audio conferencing. The Planning Federation is looking for partnership opportunities with the Empowering Communities Program (Community Foundation). There will be an evening social to learn about the program. The Section may do a grant writing training session in the future.

- B. Central NY – Scott Shannon
 - ◆ Scott Shannon will be serving on the awards committee.

- C. Genesee/Finger Lakes Section – Jason Haremza
 - ◆ Jason reported on activities with the Rochester Regional Community Design Center. The Section is in the process of planning programs for the year.

- D. Southern Tier – Frank Evangelisti
 - ◆ The Section will be meeting next week. They will be talking about subsidizing student fees for the conference.

- E. Western NY Section – Gary Palumbo
 - ◆ The Section is busy with conference planning activities. Other regular activities are continuing as well.

6. **Other business**

Mike L. thanked everyone for attending. He recommended that the Board have a session to talk about the future direction of the Chapter. Mike will try to schedule a facilitator to assist the Board in a brainstorming session in the Fall. Judy and Jason will help Mike plan the session.

7. **Adjourn**

The Board passed a motion to adjourn at 3:35p.m (McKibbon/Evangelisti)