

APA NY UPSTATE CHAPTER
Executive Board Meeting
Date: Wednesday, September 21, 2005
Time: 3:30 PM – 5:00 PM
Place: 2005 Annual Conference, Hyatt Regency Hotel

Minutes

Present: Mike Long, Gary Palumbo, Rocky Ferraro, Judy Breselor, Gary Black, Jean Waterbury, Sandra Misiewicz, Angela Ellis, Michael Kayes, George McKibbon, Jason Haremza, Jane Luce, Jeff Lebsack, Eve Holberg

AGENDA

1. Call to Order

Mike Long called the meeting to order at 3:40 pm. Jane Luce, Planning Federation Liaison, and Jeff Lebsack, Western Section Director, were introduced and welcomed to the Board.

2. Approval of May 20, 2005 Meeting Minutes

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

3. Additions/Changes to Agenda

Eve Holberg asked to discuss teleconferencing options for Board meetings later in the agenda.

4. Officers Reports

A. President – Mike Long

- ◆ By-laws committee. The Board approved that the draft By-Laws, with one minor change from APA National, be circulated to the membership for vote. Ballots will be received by the Secretary by mail or by email. (Ferraro/Luce) Mike thanked Rocky and Frank for their efforts in updating the by-laws.
- ◆ Chapter Activities Report. Mike received assistance from Judy Breselor and will be submitting to National APA as required.
- ◆ The Draft By-Laws will be going out with the next newsletter. Mike Long asked Diane Carlton to take over the responsibilities of the newsletter. Anyone interested in assisting Diane needs to let him know. There are a couple proposals for outside help that will be considered after Diane has an opportunity to become familiar with the process.
- ◆ Board vacancies were discussed. The Board needs to review its organizational aspects for activities and responsibilities of Board members. The Vice President responsibilities have been redistributed to various members. Historically, the Board is organized for the Vice President to become President. If anyone is interested in this vacancy, please contact Mike Long.

B. Vice President – (Vacant)

- ◆ Annual Awards Program. Rocky Ferraro circulated the awards program speech for handouts for tomorrow's program. Rocky thanked the members of the committee for their time and participation. Mike Long thanked Rocky and committee for their work.

C. Past President – Jean Waterbury

- ◆ There was an increased number of hits on the website. Conference materials were advertised and Board member updates were done. Let her know of any additional changes. New jobs are added consistently. Rocky's summary on the Awards program and outcome will be posted when available. New AICP members are listed. A link to National on Hurricane Katrina was added. Information on the student to receive the Mike Krasner Award was added. The Executive Board meeting for November at the University of Buffalo needs to be changed. Mike Long suggested circulating an introduction and update on the Chapter website to the membership through email or the newsletter so that members know the value of the website.

D. Treasurer – Rocky Ferraro

- ◆ Rocky distributed the Treasurer's report. There were some changes for the Central Region. Financial review was completed and corrections were done.
- ◆ Section rebates – This needs to be done. Eve will provide the membership information to Rocky. There was discussion about how frequently to cut the checks. Rocky will do the average membership for January through September for 2005. For next year the Board decided to issue semi-annual rebates; One for January through June and one for July through December. Rocky will send the pending checks to the Sections in January 2006.
- ◆ Rocky reviewed the expenses for May through September. The Awards Program is over budget because of printing costs. Mike Long commented that the AICP rebates will be going down next year. Judy commented that it will be about \$300, and isn't sure why. This amount is half expected.
- ◆ The Board passed a motion to accept the Treasurer's report. (Waterbury/Black)
- ◆ Mike Long commented that at the last meeting the Board agreed to take some of the conference funds as a set-aside for the scholarship fund. Jean suggested waiting until next year for the money to be applied to the scholarship to make sure that the budget balances properly. It was suggested that a subcommittee be formed to discuss options for perpetuating the scholarship. Gary Palumbo, Mike Long, Jason Haremza, and Gary Black comprise the subcommittee.

E. Professional Development Officer – Judy Breselor

- ◆ Judy reported that AICP rebates would be cut significantly. The new study guides are available and need to be ordered. The Board passed a motion to authorize the Professional Development Officer to acquire two boxes of manuals, and then get reimbursed as they are sold, including postage costs. (Long/Black)

- ◆ AICP members are getting hour-by-hour credit for attendance at the National Conference. All seminars are approved. Mobile workshops are not approved, but may be approved for local credit.
- ◆ Fellows of the AICP – There was some discussion about the program. The Board passed a motion authorizing reimbursement of the two nominations for two candidates nominated by the Board and to provide a resolution in support of the candidates. (Long/Gary) Mike Long thanked Judy, Andy and Diane for their time.

F. Director of Legislative Affairs – Andy Labruzzo

- ◆ Andy was not present, but asked that members support the conference session sponsored by the AICP Chapter Grant for Preservation Planning for NY Communities that's being done in cooperation with the NY Preservation League.

G. Membership Officer – Eve Holberg

- ◆ Eve commented that there would be the mixer with the UB students following the Board meeting. Everyone is encouraged to attend.
- ◆ Eve will be providing a list of new and expired members to the Board for follow-up. There was some discussion about having a “welcome package” for new members. The Section Directors expressed appreciation in receiving regular updates on membership. It is generally the only information that they receive on membership.
- ◆ There was electronic correspondence (about 700 emails) sent on the Conference. Only 10% were returned, which is very good. Many members wanted more information about the conference. Eve feels very positive about internet mailing, although blockings may be an issue, such as AOL. An electronic newsletter may be the way to go. Mike Long commented that there has been discussion on this at the Chapter Presidents Council. It seems to be a sign of the times. No one had done it yet, but many are considering it.
- ◆ There is a National policy on providing Chapter mailing list to outside entities. National charges \$200 for their lists. Board members expressed an interest in continuing to distribute the membership list as it feels appropriate. Eve will get permission from the Board first either at a Board meeting or by email.
- ◆ TeleConference for Board Meetings. Eve commented that there is frustration in needing to travel to DeWitt for Board meetings. It requires a great deal of time and travel costs. Board members should be able to participate even if they aren't able to schedule a whole day from the office. ASLA has done this, and has no problem with quorums. The Board should consider either having conference call available for everyone, or have a phone in the meeting so long distance members can participate. Eve distributed a conference call rate confirmation sheet. There is some cost to do this, but not having a lunch cost may offset the charge. George commented that they do conference calls in

Ontario. There is less of a time commitment. Mike Long commented that National has been talking about this option also. Judy suggested having 2 meetings a year using a teleconference center. Some members may be able to join others at nearby locations to do group calls. The Board agreed that organizational and budgeting meetings should be face to face. Someone will need to run a tight meeting, and have a good agenda in order for it to work successfully. A disadvantage may be doing good meeting minutes. Some items may get lost. Agenda items would need to be distributed to members in advance. The conference call set-up needs to include Canada to make sure that George can participate. The Board passed a motion for Eve to do more detailed research and report back to the Board in November with anticipation of the 1st conference call meeting to take place in March 2006. (Long/Waterbury)

H. Education Officer – Kris Hughes

- ◆ Kris Hughes was not present. Gary Black will contact Kris to help coordinate the November UB meeting.
- ◆ Rocky asked about the Board's interest in doing reach out activities to SUNY alumni for mentors and other relevant interactions. The Board members agreed that this is important and that outreach be done to determine interest in participating in Chapter activities, mentoring, and other possible interactions.
- ◆ The Mike Krasner Scholarship will be given out Thursday night. This will be a good opportunity to show support for the students.

I. Public Relations Officer – Gary Black

- ◆ Gary has been busy participating in conference activities. He will do a press release on the new members. The Department of Housing and Community Renewal wants to do a link to our website as an information resource. The Board members authorized the link.

J. Member At-Large – Diane Carlton

- ◆ Diane was not present.

K. Planning Federation Representative – Jane Luce

- ◆ Jane reported that the Planning Federation will be having their training conference in October. This will be a great opportunity to meet with representatives across the state. Jean suggested that we advertise the conference on our website. Judy commented that she would be contacting the Planning Development Officer representative about local credit for the AICP for the Planning Federation Conference.

L. Newsletter Editor (Vacant)

- ◆ Mike Long reported that Diane Carlton would be helping with getting out the newsletter.

M. County Planning Director's Liaison – Mike Kayes

- ◆ Mike reported that the County Planning Director's Affiliate hasn't met since May. They will be meeting again at the NY Planning Federation meeting. He has finished his term as President of the National Association of County Planning Officials. Mike distributed his report that he prepared as a newsletter.

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).

B. Central NY – Scott Shannon

- ◆ Not present.

C. Genesee/Finger Lakes Section – Jason Haremza

- ◆ The Section toured the abandoned Rochester subway system. There is a proposal to fill in the abandoned tunnel, but this may change after the November elections.
- ◆ They are planning a "Planning Movie Night" at the George Eastman House for public outreach.
- ◆ There will be a Fall Local Training Workshop that is coordinated by the Genesee/Finger Lakes Regional Planning Council. The Department of State classes will give local credit.
- ◆ The Section formed a study group for AICP exam.
- ◆ They are coordinating activities with a new urban studies program at SUNY Geneseo. This may generate new student interest in APA and Section activities.

D. Southern Tier – Frank Evangelisti

- ◆ Not present. No report.

E. Western NY Section – Jeff Lebsack

- ◆ The Section has been extremely busy with conference planning activities.
- ◆ There was a Section Awards dinner held in June. The new slate of officers began the end of August.
- ◆ The Section will also be doing the APA audio conferences and dinner.

6. **Other business**

- ◆ There will be an Annual Membership meeting on Friday morning at breakfast. The membership is encouraged to come and listen to the Board discuss matters. Mike Long has an agenda.

7. Adjourn

Mike Long thanked everyone for coming and for all the hard work on the Conference. The Board passed a motion to adjourn at 5:51p.m (Waterbury/Haremza)

Respectfully submitted,
Angela Ellis, Secretary