

**APA New York Upstate Chapter
Executive Board Meeting
July 20, 2007**

Minutes

Present: Judy Breselor (JB), Mark Castiglione (MC), Frank Evangelisti (FE), Rocky Ferraro (RF), Jason Haremza (JH), Kris Hughes (KH), Mike Long (ML), George McKibbon (GM), Gary Palumbo (GP), Ellen Parker (EP)

1. Call to order – 10:50AM

Introduce Mark Castiglione, new legislative affairs officer.

2. Review agenda

3. Minutes. Approval of minutes from the May 18, 2007 meeting, Gary Palumbo moves, Frank Evangelisti 2nds approval of the May meeting minutes, passes unanimously.

4. Officer's Reports

Pres.: Mike Long reports on conference call re: staff person with Judy Breselor, Rocky Ferraro, Gary Palumbo

Consensus: we need a staff person and need a more formal job description. Initial thoughts on duties:

- Administrative support
- Coordination of certification maintenance
- Letters to new members
- Coordination with Planning Federation
- Would be a “consultant providing services” rather than an “employee”
- Realistic start date would be Jan 1, 2008
- Would be about a \$5,000 to \$10,000 annual budget item

Kris Hughes: question on annual revenue. Concerns that staff is a recurring expense without enough recurring revenue. Thoughts on this:

- Needs to be specifically structured as far as responsibilities and duties
- Needs to have a single point of control; tough to have 12 bosses
- Concerns over rapid depletion of reserves to pay for staff

Mike Long: notes that it is anticipated to be structured as a 2 year pilot program

Mark Castiglione: what about using students?

Gary Palumbo: no, lack of continuity

General discussion of chapter dues nationwide. Should we raise ours to help pay for staff? Jason Haremza notes that 26% of the 46 chapters have dues less than us, 17% have dues the same as us. 10 hours of work per week x \$15/hour x 50 weeks = \$7500 year. PDO, Education, and Legislative Affairs would be the officers that need the most assistance, but everything should go through President.

Gary Palumbo: could justify dues increase by saying it will fund certification maintenance programs.

Rocky Ferraro: put out RFQ for Jan 1

Gary Palumbo: do we want this staff to help sections with the conference? Do we want membership input on this?

Mike Long: we don't need to ask for a membership vote on this but should reach out for input through the newsletter.

Judy Breselor: we're one of the few chapters that does not have a lobbyist.

Gary Palumbo: should we pay Jean for website work?

Mike Long: RFQ goes to everyone, anyone can respond.

Motion made by Gary Palumbo that the Board authorize the president to continue to investigate a consultant position and issue an RFQ for consultant services for a 2 year pilot program at \$7500 per year and solicit feedback from membership at the Sept. conference and through the newsletter. The RFQ will be put together by the committee: Mike Long, Judy Breselor, Rocky Ferraro, Gary Palumbo.

Judy Breselor 2nds motion, passed unanimously.

Rocky Ferraro moves, Frank Evangelisti 2nds adoption of the legislative affairs amendment to work plan. Rocky Ferraro to supply language.

Gary Palumbo suggests that the vision statement include students. Gary Palumbo moves, Mike Long 2nds.

VP: Judy Breselor sits on NY Planning Federation board representing APA. NYPF looking for new executive director. NYPF is attempting to get AICP credit for conference sessions. Also sitting on policy committee of 18 for APA National to present policies (global warming, SAFETEA-LU, etc.) at 2008 national conference in Las Vegas. Draft policies in Nov.

Judy Breselor: is there money in the budget for legislative days in DC?

Rocky Ferraro: \$500

Awards Committee: Rocky Ferraro reports only 14 nominations, packets are in the mail. Submissions have gone down. Committee meeting Aug 29 in Syracuse. Zero student submissions, need to push schools, key faculty have left or gone on sabbatical (i.e. Kate Foster, Rolf Pendall).

There will be a PowerPoint presentation at the awards lunch.

Conference Update: Frank Evangelisti: brochures went out, no ethics workshop yet. APA ethics people/module require money and Patty Salkin from Albany Law School is on sabbatical.

Ellen Parker: will look into purchasing APA module

George Homsy's suggestion: panel discussion on ethics at conference?

Executive Board lunch meeting at conference on Sept. 19

Frank Evangelisti: no charge for any of the speakers but Chapter is paying difference between registration fee and actual cost for students at \$40 per head.

Past Pres.: absent

Treas.: Reports 2006 Revenues and Expenses and 2007 Revenues and Expenses to date.

George McKibbon moves to approve treasurer's report as submitted, Ellen Parker 2nds, passes unanimously.

Discussion on website:

Kris Hughes notes that the NYS County Planning Directors Association has commissioned a website. Will link to Chapter website. Possible to share professional services for website design.

Judy Breselor: our website should include a link to the Metro Chapter, will check with Metro out of courtesy.

Sec.: Jason Haremza noted that chapter plan is completed and finalized, will email to Board. Gary Palumbo moves to adopt revised chapter plan dated 7/16/2007, Rocky Ferraro 2nds, passes unanimously.

PDO: Ellen Parker: sent out email to members re: new certification maintenance. Working with Canadian members, 1/3 of Canadian members of the Chapter are AICP. Has spoken with Lynn Jorgenson and APA National re: state agency training sessions. Will know more in August, no answers at this point. Question about certifying Chapter with AICP to provide training and then contracting with DOS, DEC.

Mike Long: raises issue of recent email re: Certification in Urban and Regional Planning (CURP).

Gary Palumbo: as a board, we should not be supporting CURP.

General discussion about CURP. George McKibbon: certification is about controlling membership and quality of services. A competing exercise makes it difficult for municipalities to decide on what a certified planner is.

Question on whether standards of ethics for CURP are lower.

Ellen Parker: national has to do a better job of marketing AICP

Kris Hughes: we should be very concerned with “not discussing” this issue

Ellen Parker: report on new AICP members: 6 people took the May exam, 4 passed.
Ellen Parker will send letter to those who passed.

Leg. Affairs: Mark Castiglione: questions on vetting communication.

George McKibbon: should post positions, correspondence on website.

Judy Breselor: sections should have Leg. Affairs officers instead of PDOs.

Need to identify governor’s smart growth guy, others in new administration.

Issues to monitor/promote:

- Ag & Mkts vis-à-vis local zoning
- Dept. of Ed re: quality communities/smart growth
- brownfields

Membership Officer: absent/on vacation

Ed. Officer: Kris Hughes: Nov 16 at Cornell U. Chair of dept. is Bill Goldsmith. Cornell is paying for lunch. Will feature a Q & A session with the students. Will distribute parking passes prior to the meeting.

Kris Hughes: should we invite general membership?

Consensus: leave to discretion of Section Committee.

Rocky Ferraro: participating in event at HVCC on Nov 1, needs promotional materials.
Kris Hughes will check with national.

Jason Haremza: notes attempt to establish connection to urban studies program at RIT.

Public Relations: absent/on vacation

Discussion of newsletter editorial issue. Consensus that editor has responsibility for format and layout.

Member-at-Large: Gary Palumbo: Krasner scholarship plaque will be dedicated at Hayes Hall on UB campus on Aug 24 during new student orientation.

Planning Official Development Officer: absent

County Planning Directors Liaison: absent

Canadian Officer: George McKibbon: will email statement on Certification Maintenance to 64 Canadian members. OPPI conference Oct 1 at Blue Mountain resort, Feb event in Hamilton.

5. Section Reports

CD: absent; reports on support for SUNY Albany MRP accreditation.

CNY: absent

GFL: July 21 tour of Mt. Morris dam; 2008 conference planning underway.

ST: conference planning

WNY: absent; Gary Palumbo reported that Rich Guarino is new section director

6. Student Reps

None present

7. Other business

Discussion of planners listserv. Consensus: not against the concept but it is being promoted as having been set up and/or endorsed by the Chapter. This is not the case. Jason Haremza moves that a letter be sent to J. Justin Woods clarifying the Chapter's involvement. Gary Palumbo 2nds. Passes unanimously. Jason Haremza to draft letter and forward to Mike Long to send.

8. Adjourn. 2:37PM

Kris Hughes moves, Gary Palumbo 2nds, passes unanimously

The next meeting is set for Wednesday, September 19, 2007 at 11AM at a location TBD in Binghamton.

Respectfully submitted,

Jason Haremza
Secretary