

**APA New York Upstate Chapter
Executive Board Meeting
May 18, 2007**

Minutes

Present: Judy Breselor (JB), Diane Carlton (DC), Frank Evangelisti (FE), Rocky Ferraro (RF), Jason Haremza (JH), Mike Kays (MK), Mike Long (ML), George McKibbon (GM), Sandy Misiewicz (SM), Gary Palumbo (GP)

1. Call to order – 10:49AM

2. Review agenda

3. Minutes. Approval of minutes from the March 16, 2007 meeting, Diane Carlton moves, George McKibbon 2nds approval of the March meeting minutes, passes unanimously.

4. Officer's Reports

Pres.: Mike Long reports on Annual Work Plan. Judy Breselor notes that she has a few additions and edits (see copy of work plan for edits). This includes an amendment to the legislative affairs section.

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.

Updates also need to be done to section II to reflect new certification maintenance requirements, will defer to Ellen Parker for language on this.

General discussion on conference planning. Should sections be 100% responsible for conference planning? Should there be a standing committee on conferences? General consensus was that these conversations on conferences do not need to be institutionalized but can and should occur organically from one section to the next.

Gary Palumbo wording in awards section needs to be updated.

Judy Breselor moves, Frank Evangelisti 2nds to adopt chapter plan as amended. Passed unanimously.

Brief report by Frank Evangelisti on upcoming Binghamton conference, "The Art of Planning." Sept 19-21. Three tracks. Joint conf. with NYS Heritage Areas. Frank Evangelisti distributes draft schedule. Need ethics section and need a name for speaker.

Mike Long to reach out to Lynn Jorgenson re: this. Conference needs to include a Chapter Board meeting and a Chapter membership meeting. Discussion of purpose of Chapter membership meeting. Sandy Misiewicz: one purpose should be to introduce board to membership. Rocky Ferraro: members need to vent on certification maintenance. Frank Evangelisti: needs to confirm credits available within 4 weeks, how to get blessing from APA for credits? Ellen Parker to submit conference sessions to national.

Mike Long reviewed CPC mtg at APA Conference in Phila. Reported on APA logo branding; APA wants chapters to conform to new logo.

Gary Palumbo reviewed delegate assembly meeting at APA Conference in Phila. Learned a lot, thought it was a great process, but noted to have edits ready before you enter the assembly.

Judy Breselor concurred and noted edits should be made on the 1st draft before the delegate assembly.

Mike Long: need to get delegate assembly reps confirmed earlier to work on the issues.

Mike Long: noted that Holly Sullivan relocated to Vermont and resigned from the Chapter Board.

Judy Breselor: legislative affairs person really needs to be from Capital District section board.

Committee established to find legislative affairs replacement: Sandy Misiewicz, Judy Breselor, Mike Long

Rocky Ferraro: could nominating and confirmation occur electronically so that person could be at July meeting? It's an important position.

Gary Palumbo moves, Rocky Ferraro 2nds motion re: committee and executive committee vote via email before July mtg.

Mike Long: raises issue of hiring part time staff person

Gary Palumbo: staff person should be a support position, not dealing with policy

Rocky Ferraro: we have about \$35,000 available

Mike Long: establish committee to put together job description, have \$10,000 annual budget

George McKibbon: where do we want to be in 3 years time? Should staff person be building capacity, not just acting in support role?

Gary Palumbo: staff person could help find grant money

Judy Breselor: models from other chapters?

Mike Long: have not gotten anything on this yet from other chapters

Gary Palumbo: asks George McKibbon: how many members at OPPI?

George McKibbon: about 3500 members, 6 staff people, conference organizer on retainer

Gary Palumbo: is there a chapter as small as ours with a paid staff?

Mike Long: yes, will reach out to small chapter presidents to get info and set up committee.

Committee: Gary Palumbo, Rocky Ferraro, Mike Long, Judy Breselor Draft job description; concept is that we are looking for a consultant, not hiring staff.

Judy Breselor: should we run this by the membership? At meeting in Sept and/or thru newsletter?

Rocky Ferraro: a realistic hire date, especially with member feedback, would be Jan 1, 2008.

Rocky Ferraro moves, Gary Palumbo 2nds to set up staff person committee.

VP: Judy Breselor noted that Gary Palumbo covered the delegate assembly; will get materials for 2008 delegate assembly in December.

Past Pres.: absent

Treas.: Rocky Ferraro reported that awards committee set except for CNY section. Meeting in August.

Judy Breselor noted that a brief powerpoint presentation would be nice at the awards lunch.

Financial report presented. George McKibbon moves to accept, Mike Long 2nds. Unanimously approved.

Sec.: Jason Haremza noted the previously approved minutes and circulated professional marketing materials produced by the Rochester AIA Chapter; concerned that APA does not have anything similar to market the planning profession.

PDO: Noted emailed report to Mike Long.

Judy Breselor noted that free podcasts can help with certification maintenance.

General consensus that a conference session on what places give credits and on the certification maintenance requirements in general would be very useful.

Jason Haremza: will include a 2 hour session at 2008 conference.

George McKibbon noted that there is value in the AICP certification maintenance program and that marketing the profession would flow out of this effort.

Leg. Affairs: absent/vacant

Membership Officer: absent although reminds everyone to update contact info etc. with APA National

Ed. Officer: absent

Public Relations: Diane Carlton will draft congratulatory letter to Harry Willis at DOS. Judy Breselor moves, Mike Kays 2nds, approved unanimously.

Newsletter coming out soon; reiterated that newsletter has come a long way. Mike Long recommended that potential new staff person WILL NOT deal with the newsletter.

Member-at-Large: Gary Palumbo reported on Krasner Scholarship and plaque; Arlene Rodriguez is 2007 recipient; there will be an award ceremony at the fall conference; there will also be a plaque dedication ceremony in the fall at UB.

Planning Official Development Officer: absent; reports that Jane Luce has been in serious car accident, Mike Kays to follow up

County Planning Directors Liaison: reported on the creation of the APA County Planning Directors Division. Details still being worked out, especially with regard to relationship with National Association of County Planners.

Canadian Officer: George McKibbon noted that Ontario and Quebec members pay the \$30 Upstate Chapter fee. Where does that \$30 go, to APA national or Upstate Chapter? Also noted that AICP is important for Canadian members, how best to serve them, especially with regard to certification maintenance requirements?

Canadian members should be getting section emails, how can we get this to occur? Eve Holberg to send membership list to George McKibbon so as to be able to sort Ontario members and potentially assign to correct section.

Issue was raised that all Ontario and Quebec members belonging to Upstate Chapter. Some Ontario/Quebec members may prefer to belong to Northern New England Chapter, Michigan, or Minnesota chapters.

5. Section Reports

CD: Started thinking about '08 conference, not going to be a joint effort with metro. Potentially looking at a joint event in New Paltz in the spring. Also discussed possibly switching conference dates with GFL so that CD could host conference in 2009 to coincide with Hudson-Champlain Quadricentennial celebrations. GFL to see if this is a possibility.

CNY: absent

GFL: Discussed academic outreach and upcoming tour of Mt. Morris Dam and Geneseo.

ST: conference planning

WNY: discussed recent elections; Rich Guarino likely new section director

6. Student Reps

None present

7. Other business

The continuing concern of lack of participation by Education Officer was noted. It was also noted that the education officer should have a good dialogue with all 4 planning schools. General discussion of the issue.

Rocky Ferraro moves, Gary Palumbo 2nds that a letter be sent to the education officer reiterating by law requirements. Passed unanimously.

8. Adjourn. 2:34PM

Frank Evangelisti moves, Gary Palumbo 2nds, Unanimous.

The next meeting is set for Friday, July 20, 2007 at 10:30AM in DeWitt Town Hall.

Respectfully submitted,

Jason Haremza
Secretary