

**APA New York Upstate Chapter  
Executive Board Meeting – RIT Inn and Conference Center, Henrietta  
Chapter Conference  
October 8, 2008**

**Minutes**

Present: Judy Breselor, Diane Carlton, Mark Castiglione, Rocky Ferraro, Doug Greene, Rich Guarino, Jason Haremza, Eve Holberg, Kris Hughes, Elaine Jardine, Mike Long, George McKibbon, Gary Palumbo, Ellen Parker, Leigh Whyte

**Open meeting 2:28 PM**

Mike Long opens, introductions

**Approval of Meeting Minutes – July 18, 2008 via conference call.**

Motion to accept minutes: Elaine Jardine, Ellen Parker 2nds, passed unanimously

**President's Report - Michael Long**

Nomination of Doug Greene to fill out remainder of Mark Castiglione's term. Doug will attend several meetings in Washington, DC, including the APA Legislative Policy Committee (LPC)

Motion to accept Doug Greene as interim Director of Legislative Affairs and permanent Director of Legislative Affairs pending board election outcome: Gary Palumbo, Eve Holberg 2nds. Discussion of elected legislative affairs position. Passed unanimously

Nomination of Leigh Whyte. George McKibbon explains position of Canadian officer, the process with OPPI, ways to have the position be most effective. Leigh's name goes to the OPPI Council.

Motion to accept Leigh Whyte's nomination to the Upstate Chapter Board and make recommendation to the OPPI Council: Gary Palumbo, Judy Breselor 2nds, passed unanimously

Rocky Ferraro presents 2009 ballot. Discussion on voting procedures. Jason Haremza will get paper and email votes. November 30 is the deadline for voting, report back by Dec 1.

Motion to accept slate of officers: Kris Hughes, Eve Holberg 2nds, passed unanimously

Rocky Ferraro reports on support staff hiring review committee: Rich Guarino, Mike Long, Gary Palumbo, Judy Breselor, and Rocky Ferraro. 5 responses to RFP; committee has not had a chance to review resumes yet. Committee will recommend candidate at November board meeting. Rocky Ferraro discloses conflict of interest with one of the applicants: CMH Consulting sits on CDRPC Board.

Kris Hughes reviews NYPF and Association of County Planning Directors activities.

**Vice – President – Judy Breselor**

Judy Breselor reports on Washington trip, assistance with awards committee, and review of 2008 conference planning

**Awards Committee: Judy Breselor/Rocky Ferraro**

Rocky Ferraro distributes narrative of award winners. Notes there are 7 awards to be given at conference, then Mike Krasner scholarship.

**Past President – Jean Waterbury (Absent)**

**Treasurer – Rocky Ferraro**

Rocky Ferraro provides treasurers report.

Gary Palumbo asks to discuss the issue of chapter dues with regard to hiring and funding staff at November Board meeting.

Rocky Ferraro reviews issues with APA national, the \$100 discrepancy. Explains that APA national is asking for a lot more financial data from the chapters and sections than they had previously. Mike Long explains the issue has to do with the IRS and adhering to financial reporting requirements. Sections now have to submit monthly bank statements in PDF format to the Chapter treasurer.

Rocky Ferraro points out that APA national expects instantaneous response from chapters and sections but takes months to answer a question.

Eve Holberg will submit quarterly membership numbers to the Chapter treasurer for calculating section rebates.

Motion that Sections are not required to pay for their portion of CM credit costs for 2008: Ellen Parker, Diane Carlton 2nds, passed unanimously

Motion to accept treasurer's report as presented: Eve Holberg, George McKibbon 2nds, passed unanimously

**Membership Officer – Eve Holberg**

Eve Holberg distributed membership statistics; AICP membership stable

Eve Holberg will submit quarterly membership numbers to the Chapter treasurer for calculating section rebates.

Rocky Ferraro: had a question from the Economic Development Council and whether we would share our membership list with them. Eve has concerns, Jason Haremza concurs. The national policy is no.

**Secretary – Jason Haremza**

Jason Haremza will distribute updated chapter letterhead. Students will be listed only by institution, not by name, to reduce the amount of changes.

**Professional Development Officer – Ellen Parker**

Ellen Parker reported on new AICP procedures. AICP will now allow up to 8 credits to be "self-certified." AICP is also re-doing the website and expects it to be back up in November.

What to focus on for next year's web training? General discussion on training opportunities and consensus that web training should focus on ethics. The Upstate Chapter is one of 8 chapters sponsoring web training in 2009.

### **Director of Legislative Affairs – Mark Castiglione/Doug Greene**

Bill memos on Chapter website

It is the start of the new 2 year bill cycle at the state level

Capital District Section submitted a white paper to the state's Smart Growth Office

Potential bills discussed by the Land Use Advisory Committee (LUAC):

- Facilitating joint voluntary municipal annexation
- Authorizing mediation between two members of the public in municipal planning disputes
- Increasing cost threshold for projects that require a licensed professional
- Others

Empire State Future: questions on partnering with this organization

Jamale Group: another smart growth lobbying group

### **Education Officer – Kristen Hughes**

Meeting set for November 21 at SUNY ESF. Details will be distributed.

### **Public Relations Officer – Diane Carlton**

Concerns about newsletter. Discussion of newsletter issues and other roles for the Public Relations Officer, such as issuing a press release on the awards.

### **Member at Large - Gary Palumbo**

Represented Chapter board at UB student orientation

Wrote article for WNY newsletter on Krasner Scholarship winner

### **Planning Official Development Officer – Mike Kayes (?)/Planning Federation (Absent)**

### **County Planning Director's Liaison – Elaine Jardine**

County Planning Directors are meeting Friday. Discussing revised EAF and changes to SEQR that accommodate non-site-specific actions, such as adopting a comp plan.

### **Canadian Officer – George McKibbin**

CIP/OPPI Conference in Niagara Falls in 2009

### **Section Directors' Reports**

Capital District – Sandra Misiewicz (Absent)

CNY – Scott Shannon (Absent)

GFL – Jason Haremza/Dan O’Hanlon

Jason Haremza: CONFERENCE

Southern Tier – Frank Evangelisti (Absent)

WNY – Richard Guarino

Rich Guarino: raised \$1000 for Krasner scholarship at Section award dinner. Last dinner program was on Buffalo Inner Harbor.

### **Student Representatives**

Cornell – Shannon Stone (absent)

SUNY Albany: Brigidann Rauch (absent)

SUNY-Buffalo – James Bragg (absent)

SUNY ESF – Kelsey Haigh (absent)

### **Other Business**

NONE

### **Adjournment**

Motion to adjourn: Eve Holberg, Diane Carlton 2nds  
Passed unanimously

Adjourned at 4:55 PM

*Respectfully submitted,*

*Jason Haremza, Secretary  
January 15, 2009*

**Next meeting: January 16, 2009, 10:30 AM, DeWitt Town Hall**