

**APA New York Upstate Chapter
Executive Board Meeting – Dewitt Town Hall
March 28, 2008**

Minutes

Present: Judy Breselor, Mark Castiglione, Frank Evangelisti, Rocky Ferraro, Rich Guarino, Jason Haremza, Elaine Jardine, Mike Long, George McKibbon, Daniel O'Hanlon, Gary Palumbo, Ellen Parker, Brigidann Rauch, Scott Shannon

Open meeting 10:48 AM

Mike Long opens, introductions

Approval of Meeting Minutes – February 15, 2008 at Dewitt Town Hall.

Edits to pages 9, 11 – Gary Palumbo

Edits to page 12 – Rich Guarino, Brigidann Rauch

Motion to accept minutes as amended: George McKibbon, Gary Palumbo 2nds, passed unanimously

President's Report - Michael Long

Elections Committee: Rocky Ferraro, Kris Hughes, Mike Long:

Mike cannot run again

Rocky cannot run again

Kris cannot run again

Rocky: solicit interest from people for running again:

Ellen-yes

Mark-yes

Gary-yes

Teleconferencing: APA National can hook us up for no charge

Gary Palumbo: calling in should be an option for individuals at all meetings, but 2 meetings per year should be conference call only.

George McKibbon: has had good experience with conference calls

Ellen Parker, Judy Breselor: important to limit to 2 hours max, circulate succinct reports prior to meeting

Gary Palumbo: 315-446-9250 x195 is the number for Meeting Room B, Dewitt Town Hall

Elaine Jardine: we should try conference call for May meeting

Mike Long: May meeting will be a virtual meeting, 11AM-1PM, if we cannot finish business on May 16, then we'll have a second meeting two weeks later, May 30

Need to have officer reports 1 week prior, prioritize agenda, stick to agenda times

RFQ for professional services- final version

Interview committee: Judy Breselor, Gary Palumbo, Mike Long, Rich Guarino

David Woods – APA Regional Rep

Invited to Exec Committee meeting, would like to come to conference in Rochester

He should attend executive meeting, and general membership meeting Friday morning

Dan O'Hanlon, Jason Haremza: Section should not have to pay for the APA rep to attend

Rocky Ferraro: thinks we have a financial obligation to pay for David Woods' travel

Vice – President – Judy Breselor

GFL Section has been working on the conference

APA National: Legislative Policy Committee (LPC) finalizing policy (on climate change) for debate at delegate assembly. Mark Castiglione, Eve Holberg, Gary Palumbo to review, can share with board members, but don't want Leg Affairs director to get overwhelmed with comments.

Next Saturday: Board Meeting with NYPF. Any issues, contact Judy.

Ellen Parker: certify some sessions at NYPF for CM

Awards Committee: Judy Breselor/Rocky Ferraro

Mike Long: note cover of APA magazine, Seneca Falls

Mark Castiglione: draft email to APA Upstate email list highlighting this issue

Judy Breselor/Rocky Ferraro working on awards program, waiting for topic from national

Rocky Ferraro: Section directors to send award committee rep's name to Rocky
Will email awards announcement, will be in newsletter, and email to section directors
Requires table at Rochester conference

Past President – Jean Waterbury (Absent)

Treasurer – Rocky Ferraro

Rocky Ferraro: 2008 approved budget, distributed

Reiterates concerns about long term financial situation

Motion to accept budget: Judy Breselor, George McKibbin 2nds, passed unanimously

Membership Officer – Eve Holberg (Absent)

Ellen Parker: 836 members total, 283 AICP, 3 FAICP, up by 80 members from last quarter, up by 14 from a year ago. AICP up, but proportional drop in AICP %, not atypical. 34.5% are AICP

Eve sent lapse letters, requests increase in budget to \$100 per quarter

Mike Long: sufficient funds in budget now

Rocky Ferraro: Eve wanted feedback from the board on how we wanted to send lapse letters
Good idea to send on a quarterly basis

Secretary – Jason Haremza

Email protocol – please make sure when “replying all” that you are using a recent email message so it goes to current board members
Will update cell phone numbers on board roster
Letterhead

Questions on promotional materials

Judy Breselor, Ellen Parker: brochure from years ago?

Mark Castiglione: offers leadership talking points that he developed

Mike Long will ask Lynn Jorgensen regarding this issue

Professional Development Officer – Ellen Parker

Starting to move forward with Sections: Capital District, WNY events, will submit GFL event.

Working with NYPF, DOS

ASLA talking about joint programs for CM credits, especially if people consider just a few sessions rather than a whole conference.

Fee discussion, things are shifting, APA National is getting the message.

Mike Long: we should be publicizing events that get CM, at chapter level, develop list

Ellen Parker: Sections are publicizing

Scott Shannon: gets triple credit from ASLA for being a trainer

George McKibbon: cannot the chapter extend its status as provider to NYPF and DOS?

Ellen Parker: yes and no, chapter would have to have “substantive” role in training

Ellen Parker: 6 out of 8 people who took Nov AICP exam passed

Mike Long: get one person for each section to work with Ellen, Chapter is umbrella, use its status to help Sections

Try to keep fall open , since there is the Chapter Conference, have Section events weighted towards spring

Gary Palumbo: proposed addendum to chapter plan re: CM program, distributed Rev 4.

Ellen Parker: concerns with language over co-sponsorship (Principle 2)

Revisions, page 1, 3, Gary will provide Rev 5 incorporating these changes

George McKibbon: Sept 30-Oct 3, 2009, 1000 planners at OPPI/CIP conference in Niagara Falls, wants to promote this as APA/AICP event so that attendees can get CM credits.

Ellen Parker: negotiations not settled between Canadian member OPPI registration and how handled with CM, national

Judy Breselor: would have been a good opportunity to have joint conference

Rich Guarino, Ellen Parker, George McKibbon: will coordinate

Discussion of financial details of this addendum, Ellen Parker, Gary Palumbo, Rocky Ferraro

Rocky Ferraro: will draw down our fund balance in 3 years at this rate, need to raise revenue

Gary Palumbo: logistics of the accounting are outside the general principles

Move to adopt as amended Upstate Chapter plan addendum, Gary, Dan O'Hanlon 2nds, approved unanimously

Gary Palumbo to send addendum to Jason Haremza to update Chapter Plan

Director of Legislative Affairs – Mark Castiglione

Distributed legislative summary. Will write position papers on:

- Wetlands Protection
- Smart Growth Infrastructure (already written)
- Climate Change Solutions Fund
- Climate Change Solutions Act
- Green Building Construction (already written)
- State Assistance Payments for Implementation of Ag. and Farmland Protection Plan

Jason Haremza: question on status of Community Preservation Act (real estate transfer tax for open space preservation revenues)

Judy Breselor: question: have you gotten anything from APA national on national policies that they want us to follow?

Mark Castiglione: no

Rocky Ferraro: what are chances of getting anything passed?

Mark Castiglione: Great Lakes Compact, yes, Community Preservation Act no, Smart Growth no

Mark Castiglione: APA rebranding logo CD-ROM distribution

Jason Haremza: will update letterhead

Mark Castiglione: newsletter survey distribution, and results from George Homsy's survey of other newsletter editors

Mike Long: CPC has had this discussion, reports that shift to digital newsletter has gone smoother than expected in other chapters

Gary Palumbo: points out that not everyone got or responded to survey, will still have problems with email, should not base our decision on the survey

Ellen Parker: newsletter email should be link rather than attachment so email servers don't strip it out

Discussion on option for "opting in"

Mark Castiglione: working with coalition of people to provide comments to DOS Coastal Management program on inland waterways. Good "in" with getting APA Chapter involved with coalition of advocacy organization.

Jason Haremza: report on Empire State Future, Peter Fleischer. Mark Castiglione, Judy Breselor, to set up meeting in Albany area, Mike Long may attend.

Education Officer – Kristen Hughes (Absent)

Public Relations Officer – Diane Carlton (Absent)

Member at Large - Gary Palumbo

We cannot lose history, institutional memory, thus workplan, sourcebook are important

Krasner scholarship activities: committee settled: John Bis, Ken Swanekamp, Gary Palumbo
Will have an scholarship winner to announce at the next meeting

Scholarship budget: raffle at conference, get \$50 from conference committee, chapter, section for raffle items

Bulk of money in the past came to the chapter from other chapters, CPC, section, upstate members, family. It was decided that it would be easier for Chapter to administer scholarship rather than UB (too small an amount for UB to admin.) Decided that it would be small a scholarship every year rather than one large scholarship. Was at UB because that's where Mike taught.

If we change things in the future, i.e. opening up scholarship to 3 or 4 schools, question is what to do with initial money that was donated with the understanding that the scholarship was for a UB student.

Wants to summarize scholarship program as Mike Kayes summarized his position.

Rocky Ferraro: monies in account now should be spent on UB scholarship, but set up new account for future monies

Dan O'Hanlong: using the UB foundation?

Mike Long/Gary Palumbo: UB was not interested

Mike Long: conference time for Krasner awards?

Jason Haremza: Wed evening reception or Thurs awards lunch?

Consensus is awards lunch

Planning Official Development Officer – Jane A. Luce/Planning Federation (Absent)

County Planning Director's Liaison – Elaine Jardine

County Planning Directors have not met yet, County Planning Directors meet May 16 in Watertown

Canadian Officer – George McKibbin

CIP/OPPI Conference in Niagara Falls in 2009
Canadian rep replacement? Has been on board since 2003

Accepted new position as Director of Policy for OPPI
Reevaluate with Chapter and OPPI as to whether position is worthwhile
George McKibbon has identified a candidate

Mike Long : it has been a good relationship

George McKibbon: has learned a lot

Section Directors' Reports

Capital District – Sandra Misiewicz (Absent)

Mark Castiglione: Paul Beyer (governors smart growth guy), spoke at Capital Dist Planners lunch. Outlined rough version of state's smart growth policies. Paul welcomed input of planners. Had luncheon smart growth charrette. Will draft white paper of initiatives for governor's consideration for budget and policy next year.

Potential to export smart growth charrette concept to other sections

CNY – Scott Shannon

Kris Hughes' piece on meeting at ESF. Meeting will be Nov 21
Looking at having a CM event, tour of green roof facility at ESF in May or June
Student rep from ESF: Kelsey Haigh

GFL – Jason Haremza/Dan O'Hanlon

Jason Haremza: Update on conference: schedule, sessions, timing-Yom Kippur
Mike Long: Bob Elliot at chapter conference, "keynote" but not keynote, notify schools of conference

Dan O'Hanlon: bylaw revision

Jason Haremza: May 13 Larry Stid Memorial Lecture, submitting for CM credits

Southern Tier – Frank Evangelisti

5 potential programs picked out, new board members being elected in May

WNY – Richard Guarino

Financial issues with bank.
Dinner program in March, Niagara Falls, topic: Regional Framework, Tom Dearing from Erie County, 25 people
Communications continue to improve, new email service is working well
Modify bylaws to include CM coordinator
Create UB faculty liaison as part of board
Next month, tour of the Darwin Martin House
Last section meeting held at UB

Student Representatives

Cornell – Shannon Stone (absent)

SUNY Albany: Brigidann Rauch: Professor David Lewis is giving a tour of Ithaca for UAlbany grad students.

SUNY-Buffalo – John Kordrupel (absent)

SUNY ESF – Kelsey Haigh (absent)

Other Business

NONE

Adjournment

Motion to adjourn: Frank Evangelisti, Judy Breselor 2nds
Passed unanimously

Adjourned at 3PM

Respectfully submitted,

Jason Haremza, Secretary

May 15, 2008

Next meeting: May 16, 2008, 11AM, Conference call