

APA NY UPSTATE CHAPTER
Executive Board Meeting
Date: Friday, January 16, 2004
Time: 10:30 AM – 3:00 PM
Place: DeWitt Town Hall

Minutes

Present: Paul Yonge, Mary Kopaskie, Gary Palumbo, Judy Breselor, Mike Krasner, Diane Carlton, Andy Labruzzo, Rocky Ferraro, George McKibbon, Mike Kayes, Jean Waterbury, Mike Long, David Kay, Robert Briggs, Angela Ellis

AGENDA

1. Call to Order

The meeting was called to order at 10:30 a.m.

2. Approval of November 21, 2003 Meeting Minutes

The minutes were approved with no changes (Labruzzo/Breselor)

3. Additions/Changes to Agenda

Mike Krasner changed the order of the agenda by moving discussion of the Strategic Plan to the end of the agenda. No other changes or additions were proposed.

4. Old Business & Announcements

There was no old business. Mike Krasner circulated national information and reports. He asked each Section to take a report and circulate in their region. He asked that they be returned at the next meeting on March 19th. Mike Krasner also reported that there has been no decision made on the Niagara Falls Landmark Award as of this date.

5. Officers Reports

A. President – Mike Krasner

- ◆ Strategic Plan: Discussion is later in the agenda.
- ◆ Annual Work Program: The 2004 Work Program was distributed. Board members reviewed and discussed the program. There are a few blanks that members need to complete. Some comments include:
 - Chapter Administration: There was attention to the APA Delegate Assembly and that names need to be submitted.
 - Chapter Finances: The 990 Form is due in March.
 - Awards: Press Releases for awards need to be issued immediately after the conference.

- Conference: The 2004 conference will be held in downtown Rochester and will be held October 27-29.
- Professional Development:
 - The APA PDO Survey should be added. It is done in the Fall.
 - The date for the April training session should be added.
- Membership:
 - The order of the months listed for the Quarterly Updates is reversed. It should be April, July, October, and then January.
 - An updated membership mailing list needs to be provided to Section Directors.
 - A summary of membership breakdown is provided to the Treasurer. This needs to be added to the list.
 - Exchanging mailing lists for conferences is an on-going effort. The membership mailing list is provided to other organizations on request of other groups and at the approval of the Board.
The Board unanimously approved to provide the mailing list to the Preservation Foundation for a conference scheduled in March 2004. (Long/Carlton)
- Legislative Affairs: Representing the APA at the Legislative Commission on Rural Resources and the Audubon Society should be added. Judy to provide details to make this Board representation official at an upcoming meeting.
- The Delegate Assembly should be added as a new item. Mike Krasner to provide details. The Delegate Roster needs to be addressed later in the meeting.
- New Initiatives:
 - “Sourcebook Update”: The Sourcebook needs to be updated. The Board needs to decide whether it will be updated this year or next year. A decision can be made at the March 19th meeting.
 - OPPI Joint Initiative: The Board has talked about this initiative in the past. The Board may want to have some geographically focused events with joint areas of interest. Diane Carlton to pursue, as appropriate.
 - Membership Expansion: Membership has been static. Mike Kayes and Diane Carlton worked on a survey with the NYS Planning Director’s Affiliate of NYSAC. Paul Farmer will also be sending a letter to Planning Directors to discuss opportunities to increase potential membership. Mary reported that the November 30, 2004 membership count was 747. Mike Krasner reported that the number has now dropped to 707. This is most likely due to the Canadian situation. The Board should consider doing some outreach.
 - Gary suggested that the Board consider establishing an electronic bulletin board.

- Mike Long asked who would be the enforcer of the Annual Work Program. Mike Krasner responded that the President will “ride the herd”, but that generally everyone should know what their duty is.
 - A revised Annual Work Program should hopefully be provided for action at the March meeting.
 - ◆ Chapter Conferences: 2003, 2004
 - 2003: Rocky distributed the 2003 Conference Report on Expenses and Revenues. The report was reviewed. There were 8 exhibitors. Rocky commented that the event at the Urban Cultural Park was cancelled due to additional rental costs. This resulted in the \$200 deposit being forfeited. Under the circumstances, the Board agreed that cancellation was necessary. The Board thanked Rocky and those that worked on the conference – Great Job! The Board unanimously approved the Report on Expenses and Revenues.
 - 2004: The Board commented that more information on the status of the conference planning efforts is needed. The Board expressed a need for someone from the G/FL Section to attend Board meetings and report on activities. Angela Ellis commented that there would be a new Director soon. She would contact him or her and pass on the Board’s concern.
 - ◆ From National APA
 - Delegate Assembly – The Chapter needs to decide on 2 representatives to the DA for the 2004 Conference. **The Board decided that Judy and Mary would be the representatives. Judy will be the point person to forward necessary materials to APA. Mary and Gary Palumbo will be Alternates 1 and 2 respectively. (Kopaskie/Long)**
 - Members were reminded to vote in the National Elections.
- B. Past President – Jean Waterbury
- ◆ Website/Links
 - Jean renewed the website domain name. The charge was reduced from \$20.00 to \$7.50.
 - She put a counter on the site. There are about 20 hits a day.
 - Needs to get job listings posted. She asked the Board if it was acceptable to post out of state job listings. The Board agreed that it is good to post these.
 - Jean is working on the password issue with National APA.
 - Jean distributed the findings of her investigation into business advertising on Chapter websites. A consultant directory with a link to others websites may be a better option than paying for ads. There was some discussion about how to charge for posting advertisements on the website and how this may affect the newsletter advertisements and charges as well. Jean to look in to these issues and report back to the Board.
 - Jean commented that the Board might need to find someone new to work on the website after the end of the year since her membership is up. David Kay commented that the Planning Federation has increased its

website capabilities and is good about maintaining the site. He suggested that the Board consider exploring joint website activities. It may work to the benefit of both organizations.

- Gary Palumbo suggested that the Board consider an electronic bulletin board. There was a lot of discussion about the possibilities and concerns of doing an electronic bulletin board. Disclaimers and distribution of wrong information was expressed as a possible concern. People would need to know that they aren't getting legal advice. The big question might be how to get people to use it. We have difficulties providing the basic services. Providing an additional service may be too challenging. The Board agreed that anything that had to be monitored or staffed would not be advisable. Mike Krasner asked Jean to check on how such a set-up would work. Jean commented that she would check for the Board, but cautioned that she would not be able to do the actual set-up herself.

C. Treasurer – Mike Long

- ◆ Mike reviewed the proposed 2004 budget and comparison between 2003 and 2004. Suggested an account audit be done. Significant changes include:
 - Providing the Legislative Officer with a \$500 stipend for legislative activities (up from \$115 last year).
 - Under officer expenses, professional development was combined with conference sponsor.
 - \$900 was added to subsidize student attendance at conferences (\$300 per school). Schools would need to have a recognized organization. This could be discussed at the March meeting. Bob commented that this would encourage students to participate.
 - This year the Awards expenses is down. Mike Krasner suggested that the Board may be able to use some of the remaining funds for conference and Assembly registrations. This could reduce the fund balance for the Delegate Assembly.

Mike Krasner asked that members review the proposed budget and provide suggestions, if any. The Board should plan on adopting the budget at the March meeting.

D. Vice President – Rocky Ferraro

- ◆ Will be working on developing the 2004 Awards program.
- ◆ Mary commented that the Board should consider providing lunch to the award winners. There was a question about how many lunches this would actually be, and whether the Board could afford it. Winners are not typical attendees. This should be discussed at the March meeting.
- ◆ Rocky commented that the next newsletter needs to include the award announcements.

E. Secretary – Angela Ellis

- ◆ Angela reported on her maternity leave. She will most likely not be attending the March meeting and will miss the May meeting. Someone will need to take minutes at these meetings.

The Board decided to change the upcoming meeting dates to take in an Auburn ball game. The July meeting has been changed to August 13. The time will be changed to conduct the meeting and then have dinner and go to the game. The meeting time would be moved to the early afternoon.

F. Professional Development Officer – Andy Labruzzo

- ◆ AICP Exam. No new information has been received. Registration is closed for the May 2004 test. **The Board agreed to purchase 30 AICP study guides (Ferraro/Kopaskie)**
- ◆ Continued Education Chapter Grant.
 - There are 6 -- \$1,000 grants available to chapters to develop workshops. APA National has canned sessions. Andy suggested doing a joint application with the American Farmland Trust. AFT would coordinate and line-up presentations. We may need to use PDO funding to supplement. January 30th is the deadline. No cost to apply. No match is required, but it is a reimbursement program. **The Board approved sending in the application (Long/Waterbury)**
 - Lower Hudson Valley Section. Mike Krasner commented that the Board still needs to consider potential ways to better serve APA members. He suggested continued contact with the Lower Hudson Section.

G. Director of Legislative Affairs – Judy Breselor

- ◆ Legislative Updates: Judy reported on mandatory training for local planning and zoning board officials. Doesn't believe it will become effective until 2009. On-line courses may be a consideration for meeting the requirement. Believe the Bill for mandatory training will be passed this year. Mediation for Land Use Disputes is another possible legislation that will be passed this year.
- ◆ Quality Communities: The Conference will be held on May 25-27. **The Board agreed that the Chapter should participate in the conference. Judy will be participating in a panel discussion. (Ferraro/Palumbo).**

H. Membership Officer – Mary Kopaskie

- ◆ Membership is down. Mary distributed a membership breakdown. There were 747 members reported on November 30, 2003. Her records show 708 now. The number of students in the Capital District is the biggest increase. She can do a comparison between previous years and current when she gets an update.

I. Education Officer – Dan Aken. Not present. Nothing to report.

J. Public Relations Officer – Gary Black. Not present. Nothing to report.

K. Member at Large – Diane Carlton

- ◆ Diane has been working on election of officers. Judy and Andy may consider switching positions. Rocky and Mike Long are considering President. Mary would like to stay on as the Membership Officer. So far there have been no outside inquiries. Nominations need to be finalized at the May meeting.
- ◆ George McKibbon was present to represent OPPI. OPPI is interested in jointly sponsoring events to introduce the organizations to one another. He suggested that the 2004 Conference may be a good opportunity. Perhaps a session organized by Canadian members would be an attraction for them to attend the conference. Advertise in both countries. The fast ferry project in Rochester may be a good example of a project of mutual interest. Mike Krasner asked Angela to contact Rich Perrin and request that someone from the GFL Section get in touch with George. George commented that the Institute will have its Annual Meeting on September 17, 2004. There will be sessions on planning problems associated with multiple landowners. He asked if the Chapter would be interested in organizing a session. The Board responded yes, and expressed an interest in continuing this discussion and further opportunities with George. George reported that there will be a Clean Air Hamilton Conference planned for March 29 and 30. The Board expressed an interest in co-sponsoring the event by having the Chapter name on the publication advertising the event. The West Section also offered advertising the event on its listserv. Mary will provide George with the membership list for email. Jean offered advertising the event on the website.

L. Planning Official Development Officer – David Kay

- ◆ NYPF/Chapter Joint Initiatives: There is a need to look more comprehensively at the relationship between the two organizations to see where there may be opportunities to improve. We do not want to pre-judge, but want a formal authorization to explore the possibilities. **The Board determined that David, Andy and Mike Kayes would be a study committee to explore the opportunities and give periodic reports to the Board (Krasner/Kopaskie).**

M. Newsletter Editor – Kim Thaler

- ◆ Kim not present. Mike Krasner reminded members to give any updates to Kim for the newsletter. The next issue is the Annual Report. Officers need to give their reports to Kim by mid-February. If there is available room, the budget may also be published.

N. County Planning Directors Liaison – Mike Kayes

- ◆ Mike reported that the Affiliate is examining its relationships with other organizations. They are also closely examining the mandatory training bill. The Affiliate will have a booth at the National County Planning Directors meeting in Washington D.C.

6. Section Directors Reports

Central NY Section – Paul Yonge

- ◆ At their December 2003 meeting, Karen Noyes, AICP became the new VP for Professional Development. Karen works for the Oswego County Planning Department.
- ◆ The Section has a zoning clinic and meeting planned for February 18th.
- ◆ The Section is working on a program to purchase and donate training programs to SUNY ESF.
- ◆ Learning about planning and economic development strategies down under has been coordinated with Tim Pinel from Brisbane Australia

Western Section – Gary Palumbo

- ◆ The Section has a new Professional Development Officer – Nadine Marrero.
- ◆ The Section adopted its 2004 budget at its last meeting.

7. Student Representatives

SUNY Albany – Robert Briggs

- ◆ The school is conducting faculty interviews for Tom Daniel's replacement.
- ◆ The National Accreditation site visit is planned for March.

8. Other business

- ◆ Mike Krasner reminded folks to look over the Strategic Plan. There is nothing in the Plan regarding revenues. Since a goal of the plan is long-term stability, we should be looking at possible methods for revenues. Rocky suggested that we look at policy related issues as well. Lets talk about keeping or not keeping certain policies. These are issues for the March meeting. We may need to have a special committee to review the Plan, depending on the issues identified and discussed.

9. Adjournment

- ◆ The Board passed a motion to adjourn (Kopaskie/Palumbo)