

APA NY UPSTATE CHAPTER
Executive Board Meeting
Date: Friday, January 21, 2005
Time: 10:30 AM – 3:00 PM
Place: DeWitt Town Hall

Minutes

Present: Gary Palumbo, Diane Carlton, Andy Labruzzo, Rocky Ferraro, George McKibbon, Mike Long, Scott Shannon, Jackie Hakes, Angela Ellis, Frank Evangelisti, Elizabeth Mylott, Bryant Cocks

AGENDA

1. Call to Order

The meeting was called to order at 10:30 a.m. There were round table introductions. Mike thanked the group for making the distance to attend.

2. Approval of October 27, 2004 and November 29, 2004 Meeting Minutes

The October 27, 2004 meeting minutes were approved with no changes (Ferraro/Carlton). The November 29, 2004 meeting minutes were approved with no changes (Labruzzo/Ferraro).

There was some discussion about storage of previous minutes and need for organization. SUNY Albany has been the preferred location for storage, but organization is needed. Angela and Rocky to ensure records of final approved minutes from 2004. Angela to convert minutes to PDF on CD.

3. Additions/Changes to Agenda

Rocky commented that the Chapter Mailing List should be discussed under the Membership item. No other changes or additions were proposed.

4. Officers Reports

A. President – Mike Long

- ◆ Executive Board Membership List: Mike asked that everyone review and get back to him with any changes.
- ◆ National APA Conference: Mike commented that the Chapter should have 2 reps, if possible, for the Delegate Assembly. There was general discussion about the function of the Delegate Assembly. Elizabeth commented that she or other students may be interested as a learning experience. **The Board approved a motion that Elizabeth and Gary would be the representatives with Mike Long and Scott Shannon as alternates (Rocky/McKibbon)**
- ◆ By-Laws: There was discussion about the need to update the by-laws. Mike asked for volunteers to work on the update. There was some discussion about the roles of the President-elect and Vice President and the need to clarify their functions. The

general consensus was that having others involved in multiple activities allows for cross-education. It helps during a transition phase when 3 or 4 people are involved. **The Board approved a motion that Rocky and Frank will work on drafting revisions to the by-laws and report back to the Board (Long/Ferraro).**

- ◆ Chapter Presidents Council: Mike received correspondence from the National Women's Group for the APA asking about interest in the Chapter designating a representative to serve as a liaison to the organization to talk about women's issues. Jackie Hake expressed interest in participating.
- ◆ APA Source Book: Mike thanked Rocky for all his efforts. Rocky commented that the draft version is based on discussions and comments that he received. Members need to get any comments to Rocky with anticipation of voting on the revised version at the upcoming March meeting. Andy commented that it should be stated that the Annual Report is a responsibility for all officers, since they do the annual report anyway. There is also a need for consistency in titles (for example, director versus president). Mike commented that we need to make sure that the Chapter Plan and by-laws are consistent with each other. Frank commented that the newsletter and website person should be included. There was discussion about best to enhance communication and outreach for members using hotmail or other section-wide email abilities. There was comment that sharing of membership information has been an issue in the past, and that there needs to be an improved update mechanism for membership. George commented that there could be joint public announcement ventures with OPPI.

B. Vice President – Dan Aiken (not present)

- ◆ Mike commented that the March 18th Executive Board Meeting conflicts with the National APA conference. **The Board approved a motion to change the meeting date to March 11, 2005. Mike to send an email to members informing them of the change (Carlton/Ellis).**
- ◆ Chapter Conference: Gary provided update on the Committee's activities. February 1st is the next meeting. Gary inquired about budget issues related to the conference. The section will be responsible for keeping the records and setting up a checking account for the conference, but they will need an advance for expenses. The section is in the process of arranging for speakers. They will get the information to the members and for the website as soon as available. They are considering mobile workshops, however, they haven't historically worked out well. There will be a theme on community by design. There will be a call for presentations and session ideas. The Board made a recommendation that the awards program remain at lunchtime. It is difficult to do awards in the evening since many people leave earlier. It may also be out of place to combine it with the keynote speaker. The Board suggested that Gary contact Dan for further discussion as well. Andy commented that it would be good if the Chapter Board had an opportunity to have input on the topics for the conference, and that it reflects Chapter issues. Rocky suggested that if the Conference Committee has its tracks, it may be helpful if the Board had an opportunity to make suggestions to add to the program list or help identify speakers. Gary offered to circulate the track information for Board input. Mike also suggested that the Committee send the conference information to the schools and ask for their input. Dan or Kris should be contacted about the best way to do this. Scott

Shannon is the SUNY ESF contact. Mike also suggested that it would be appropriate to talk about the National Landmark Award, since Mike Krasner was so involved as well.

- ◆ 2004 Conference: Mike reported that the 2004 conference was a success in Rochester. There were 26 1-day registrants, 45 full registrants, 15 students. There was a \$1,184 profit to the Chapter.
- ◆ Discussion about 2006 & 2007 Conference: Jackie commented that the Central Section needs the “cookbook” for conference planning to begin efforts for the 2006 conference. Mike asked if it was appropriate to have the Central Section host the 06 conference and Southern Section host the '07 conference. Mike offered to help Scott Shannon as liaison, since he is new to the Board. **The Board confirmed that the 2006 will be hosted by Central, and 2007 will be hosted by South Section.**

C. Professional Development Officer – Judy Breselor (not present)

- ◆ AICP Andy commented that the scholarship is a good program that should be promoted. He will talk with Judy about how he can help. The scholarship is \$300 Chapter-wide per year. Andy commented that he is still receiving the AICP study material information. There is some question about whether the study guide will be available, and previous editions will need to be copied. He will talk with Judy about this concern. Andy commented that 8 people took the exam on November 8th. 5 passed the exam. There was a 60% pass rate nationally. There remains an issue about communication and how quickly APA gets info to the PDOs.
- ◆ Jackie inquired about the role of the PDO and how best to communicate about the study course. The Capital District would like to put together a study course and membership notification remains an issue. She thought the Chapter sponsored session at the conference is very valuable. Andy offered to talk with Jackie further about opportunities for PDO and notification to membership on study course opportunities.

D. Treasurer’s Report :

- ◆ Mike reported on the 2004 actual budget. **The Board approved a motion to accept the 2004 Budget Report with two modifications: 1) The conference income needs to be added; and 2) The Krasner Scholarship Fund \$7,276.00 should be -\$7,276.00(Palumbo/Long).**
- ◆ Mike reported on the 2005 budget. There was a motion to add \$500 to the speaker line item and increase Professional Development to \$1,000. Mike asked the Board members to review the budget and be prepared to vote on it at the March meeting.
- ◆ **The Board approved a motion to reauthorize Rocky, Dan, Mike Long, and Angela for the signature card for banking requirements (McKibbon/Palumbo).**

E. Past President – Jean Waterbury (not present)

- ◆ Mike updated the letterhead and circulated for information and necessary changes.
- ◆ Mike commented that at some point it may be useful to have business cards on the website with links to the business website. May be an opportunity able to increase advertising.

F. Professional Development Officer (Judy Breselor)

- ◆ Mike commented that Judy received the PDO scholarship to attend the National Conference. She will be attending the PDO functions.

G. Director of Legislative Affairs – Andy Labruzzo

- ◆ Legislative Updates: Andy reported on legislation currently under review involving rights and duties of neighboring communities, training for planning and zoning board members, and penalties for failing to file subdivision plats. He also updated the Board on possible revisions to GML 239, affordable housing requirements for comp plans, and regulations on abandoning roads. There may be roundtable discussions on affordable housing. West Chester County has done some analysis on this issue.
- ◆ Agriculture Grant. Andy submitted the final report for the Chapter Grant for Agriculture. APA should process and send check (\$500) to the Chapter. Andy asked if the Board would like to apply to APA program for \$1,000 for training for professionals in partnership with the Preservation League. **The Board voted in favor of applying for the \$1,000 grant (Long/Evangelisti)**

H. Membership Officer – Eve Holberg (not present)

- ◆ There was discussion about distribution of the membership mailing list and when it is appropriate to provide to outside organizations. The Board decided that it would be most appropriate for the Chapter to distribute announcements using email and not give out the mailing list. The Chapter could also offer to host event announcements on the website. George commented that their organization has a program in place and could provide the information to Rocky as a separate clause in the Chapter Plan. **The Board approved that this be done for Board review (Evangelisti/Labruzzo).**

I. Education – Kristen Hughes (not present)

- ◆ Rocky briefly discussed the scholarship program. Gary agreed to send an email to jump start the scholarship process at Buffalo. Kris would be responsible for coordinating with the group. Mike asked that Mike Krasner's family participate in the giving of the award at the conference. The Board agreed.

J. Public Relations – Gary Black (not present)

- ◆ Mike commented that there will be a press release on the new members.

K. Newsletter – Sean Maguire (not present)

- ◆ There was much discussion about the newsletter. Members agreed that it is very difficult for volunteers to coordinate and manage a newsletter. There was discussion about how best to provide support to the process. There was also discussion about creating regular columns on section news that would be a section responsibility.
- ◆ Frank, Jackie and Rocky agreed to seek out cost proposals for desktop publishing/formatting for the printers and provide to the Board for consideration.

L. Canadian Officer – George McKibbon

- ◆ George provided an update on the Institute's activities. He suggested that the Chapter participate in the Annual Institute Meeting to encourage joint ventures and highlight each other's work. There would be space available for speaker or topics. Mike asked that the event be posted on the Chapter website and that Eve distribute the announcement to the membership via email. Gary offered to broadcast the event to the Western section membership. Mike suggested that the meeting date be included in the newsletter as well.

M. Section Directors Reports

Southern Section – Frank Evangelisti

- ◆ Their next meeting is scheduled for February. There will be a push for the AICP exam; possibly help with fees, study materials or study group.

Capital District – Jackie Hakes

- ◆ Jackie informed the Board that Sandy Misiewicz is the new President. They recently held a luncheon program that was quite successful. They are also pushing for the AICP exam testing and membership. They will be hosting audio conferences and are building upon their website. They would like to learn about opportunities to coordinate with the other sections. They will be updating their by-laws and may contact the other sections for copies of theirs and also advise. Mike commented that when sections update their by-laws they need to keep in mind a connective link with the Chapter given the charter structure.

N. Student Representatives

SUNY Albany (Elizabeth Mylott). School is back in session. They are looking for day trips if any Board members have any suggestions. They are particularly interested in port redevelopment.

Mike asked the Board members about using Chapter funding to assist students with conference fees. **The Board approved a recommendation that for 2-day conference up to \$50 to could be provided per student. Up to \$25 could be contributed toward a single day (Ferraro/Carlton)**

O. Adjourn

The Board approved motion to adjourn at 3:00p.m (Evangelisti/Palumbo)