

## Minutes of the Meeting

### **APA NY Upstate Chapter Executive Board Meeting**

**Date: Wednesday, October 27, 2004 ♦ Time: 3:00 PM - 6:00 PM ♦ Place: Rochester Clarion Riverside Hotel (Chapter Conference)**

**1. Roll Call:** Board: Rocky Ferraro, Mike Long, Dan Aken, Paul Yonge, David Kay, Judy Breselor, Jean Waterbury, Marcia Barry, Kristen Mark Hughes, Mary Kopaskie, Elizabeth Mylott, Bryant Cocks, Gary Palumbo; Guests: Krys Cail, Eve Holberg, Marcia Kees, and Neil Jasick

**2. Approval of August 20, 2004 Meeting Minutes.** On a motion from Mike Long with a second from Jean Waterbury, the minutes of August 20, 2004 meeting of the NY Upstate Chapter Executive Board were unanimously approved.

### **3. Additions/Changes to Agenda**

- Mary Kopaskie requested to be moved up on the agenda after the Treasurers report so she could leave a little early.

### **4. Officers' Reports**

#### **A. President – Rocky Ferraro**

- **2004 Chapter Conference** – Marcia Barry noted that everything is all set for the conference. There were about 125 people registered with additional last minute people walking in.
- **2005 Chapter Conference** – Gary Palumbo reported that a date has been set for the Conference Planning Committee kick-off meeting. The importance of coordinating with the Fall Leadership meetings was discussed. Mike Long said that the best opportunity will be with social events. Mike noted that he spoke with Rolf Pendall of Cornell and Ray Bromley of SUNY Albany and suggested that sessions be held all day Friday, focusing on students. The schools then could pledge to get their class to attend. The Western NY Section is still looking for a chairperson to head up the conference committee.
- **Chapter Awards Program** - Rocky said that the Awards program would be Thursday after lunch (12:30 –1:15). Eric Ameigh would receive the Michael J Krasner scholarship at Thursday's dinner.
- **CPC Fall Meeting** – Mike Long reported on the Fall Leadership meetings, which he attended in Portland, Oregon, October 21-23 as Rocky Ferraro's proxy. Mike circulated a written report. He discussed the Upstate Chapter losing membership and the various reasons. The CPC also address the AICP Study Manual and we should expect a new package of information next year. Mike reported that the Chapter Support Committee has indicated that the Chapter is still deficient regarding bylaws, chapter plan and mission statement. Rocky noted that these are issues the Chapter has been working on this year.

#### **B. Membership Officer – Mary Kopaskie**

- **Membership Update** – Mary Kopaskie reported the difficulty in getting updates from APA National is due to a problem with Canadian zip codes. Mary handed out a report on membership, as of September 30, 2004, which reflects a total of 666. Mary suggested that each new members be sent a letter from the Chapter to welcome them to APA and that expired members be sent warning letters notifying them that their membership has expired. Rocky suggested that the Sections send the letters.

- Mary reported that in January she would have to give up her seat on the Chapter Board as Membership Officer. She has taken a job in Qatar.

#### **C. Past President – Jean Waterbury**

- **Chapter Website Status** - Jean Waterbury reported that she will update the website with the awards information.

#### **D. Treasurer – Mike Long**

- Financial Statement – Mike Long distributed the third quarter financial report. Mike submitted for reimbursement, his expenses from the CPC meetings in Portland in October. Motion made by Mary Kopaskie, seconded by Judy Breselor to reimburse Mike his expenses to attend the CPC meetings. All in favor, motion carried.
- Mike Krasner Scholarship Fund – Mike Long reported that the NYS Association of County Planning Directors contributed \$1,000 to the scholarship fund, and \$520 was received from the Western NY Section of NY Upstate Chapter. To date, the fund has approximately \$9,500
- Mike Long began a discussion regarding adding the two other schools (SUNY Albany and Cornell) to the Scholarship program. After a brief discussion it was determined that the question would be added to a future agenda.

#### **E. Secretary – Angela Ellis**

- Angela Ellis not present. No report.

#### **F. Professional Development Officer – Andy Labruzzo**

Andy Labruzzo not Present.

- David Kay provided an update on Planning for Agriculture program to be held at the Genesee / Finger Lakes Regional Planning Council workshop on the November 19. Rocky Ferraro said that the chapter will pick up the printing costs for that event.

#### **G. Director of Legislative Affairs - Judy Breselor**

- Legislative Updates – Judy Breselor reported that T-21 funding has been extended to May for the next Congress. Judy noted that Andy Labruzzo will be replacing here on the Chapter Board as Director of Legislative Affairs.
- Mike Long reported that congressional issues discussed at the CPC included Oregon's proposal to compensate for past takings.
- Marcia Kees was in attendance in order to show the Chapter Board the National Historic Planning Landmark award, which was received in April for the Niagara Reservation State Park. After display at the conference, Gary Palumbo will deliver the plaque to the NYS OPRHP office in Niagara Falls.
- Neil Jasick was in attendance to request Chapter support of the Brennan Center's reform efforts for the NYS Senate and Assembly. Rocky asked that everyone familiarize themselves with the group's report [The New York State Legislative Process: An Evaluation and Blueprint for Reform](http://www.brennancenter.org) located at <http://www.brennancenter.org> and the issue can be taken up at the next meeting.

#### **H. Education Officer – Dan Aken**

- Dan Aken reported that everything was set for the Chapter Board meeting at SUNY ESF on November 11.

#### **I. Public Relations Officer – Gary Black**

- Gary Black was not present.
- Gary Palumbo noted that he spoke with Gary Black, who indicated he will be preparing a press release on the awards presentation.

#### **J. Member at Large- Diane Carlton**

- Diane Carlton was not present. No Report.
- Chapter Elections/Slate of Officers – Rocky Ferraro reported that he would place the slate of officers on the table at the annual meeting.

#### **K. Planning Official Development Officer – David Kay**

- David Kay reported the NYPF is conducting a gap analysis in order to identify all the agencies and schools that have programs to educate planning board officials. It was noted that the NYPF has an on-line training course for planning and zoning officials.
- Judy Breselor discussed support in the legislature to require minimum training for planning and zoning officials. Jean Waterbury replied that it is not likely that rural communities would adopt a local law requiring training. Lengthy discussion followed.

#### **L. Newsletter Editor – Sean Maguire**

- Sean Maguire was not present.
- Rocky Ferraro reported that the third newsletter should be out shortly. He asked that the Sections forward activities to Sean.

#### **M. County Planning Director’s Liaison – Mike Kayes**

- Mike Kayes was not present. No report.

#### **N. Canadian Officer – George McGibbon**

- George McGibbon was not present. No report.

### **5. Section Directors’ Reports**

- **Capital District Section** – Steve Iachetta was not present. No report.
- **Central NY Section** – Paul Yonge said that there was no new information to report. They are looking for nominations for new officers. He did not have any information on the upcoming student reception. Rocky replied that it was important for the Section to work out the student reception and be present at the November 19 meeting.
- **Genesee/Finger Lakes Section** – Marcia Barry reported that everything was ready (for the conference) and that they had a good group of young planners working on the Chapter conference.
- **Southern Tier Section** – Frank Evangelisti was not present. No report.
- **Western NY Section** – Gary Palumbo reported that a Conference Planning Committee kick-off meeting was set for November 4. The Section was continuing with the APA/AICP web-cast training events. Still no Newsletter Editor.

### **6. Student Representatives**

- Cornell – Megan McDonald was not present. No report.
- SUNY-Albany – Elizabeth Mylott and Bryant Cock reported that the re-accreditation activities were complete.
- SUNY-Buffalo – Ron Bochenek was not present. No report.

## **7. Other Business**

**A. Chapter Plan** – Rocky Ferraro led a discussion on various sections of the Chapter Plan.

- **Legislative Liaison** – Judy noted that in the past, the Chapter Board considered setting a legislative agenda.
  - Section Directors should be the point of contact for, then they would be responsible to follow-up with their membership on issues and letter-writing campaigns.
  - Mike Long suggested a 2-3 person committee.
  - Judy suggested a survey of membership to identify people with federal contacts.
  - Jean noted that the website could be better utilized.
  - After a lengthy discussion on how best to get information on legislative issues to the membership and responses back to the legislature, it was determined that Judy would put some points together for this section of the Chapter Plan.
- **Liaison with Education and Other Planning Organizations** – Rocky read the section and suggested that the objectives need to be “fleshed out” in this section of the Chapter Plan. Language should be added related to:
  - Promoting planning, and to train and recruit professionals
  - Working with other organizations to put on educational programs
  - It is the responsibility of the Chapter Board to assign tasks related to liaison with education planning organizations
- New language related to students should be added related to:
  - Continuation of the Michael J. Krasner Scholarship.
  - Facilitate networking opportunities and internships for students
  - Education Officer needs to be the link between students and professionals
  - Chapter Conference should have some focus on students.
  - Dan Aken will put some points together for this section of the Chapter Plan.
- At the January meeting, a draft Chapter Plan will be presented to the Board for their review and consideration. Adoption of the Plan is scheduled for the March Board meeting.

**B. Newsletter** – Rocky Ferraro noted that in future the Chapter Newsletter may go to an electronic format and be e-mailed.

## **8. Adjournment**

There being no more business, a Motion was made by Dan Aken, seconded by David Kay to adjourn the meeting. Motion carried.

Next Board Meeting November 19, 2004 at ESF in Syracuse, New York.

**Handouts Included:**

1. Report from Mike Long on APA CPC meetings in Portland Oregon, October 2004
2. Treasurer's Report
3. Membership as of September 30, 2004– NY Upstate Chapter APA
4. List of expired memberships – May 2004