

APA NY UPSTATE CHAPTER
Executive Board Meeting
Date: Friday, March 11, 2005
Time: 10:30 AM – 2:30 P.M.
Place: DeWitt Town Hall

Minutes

Present: Mike Long, Gary Palumbo, Gary Black, Rocky Ferraro, Jean Waterbury, Judy Breselor, Frank Evangelisti, Sandra Misiewicz, Angela Ellis, Michael Kayes, Eve Holberg
Guest: Jim Kent

AGENDA

1. Call to Order & Introduction of New Members

The meeting was called to order at 10:35 a.m. Mike Long introduced Sandra Misiewicz, new President for the Capital District Section. There were round table introductions. Mike thanked the group for attending.

2. Approval of January 21, 2005 Meeting Minutes

The meeting minutes were approved with two changes; 1) correct spelling of Breselor; 2) Add Bryant Cox as present. (Waterbury/Palumbo)

Mike Long commented that Diane Carlton was not able to attend today's meeting and sends her regrets. He also spoke with Dan Aken who could not attend today's meeting. Dan expressed to Mike that he may not be able to continue on the Board with his work and other personal obligations. Mike to get a hold of Dan to verify for next steps.

Mike L. circulated the Executive Member list for any changes.

3. Additions/Changes to Agenda

No changes or additions were proposed.

4. Officers Reports

A. President – Mike Long

◆ Chapter Plan for 2005

Rocky revised the Plan to include feedback, including incorporating meeting discussions. Written comments were received from George M. Mike L. thanked Rocky for preparing the Draft. The Board passed a motion adopting the plan as presented (Ferraro/Breselor). Following discussion, it was decided that Rocky would send the digital file for the Plan to Jean to post on the website.

- ◆ Eve inquired about Membership having its own section in the Plan versus being integrated throughout the Plan. It was decided that a major restructuring would not be necessary, and that the document is acceptable as is.
- ◆ Sandra M. asked about what it means to have Chapter membership only. Mike L. explained that the APA allows being a member of the chapter only.
- ◆ Executive Board Membership List: Mike asked that everyone review and get back to him with any changes.
- ◆ National Conference Delegate Assembly (March 19-23)
Judy is registered. She commented that there is one policy relating to security that is on the APA website. Mike suggested that Board members check the APA website and get comments to Judy before next Friday. Elizabeth Mylott will be the second person representing the Chapter. Mike L. will get in touch with Elizabeth to confirm her registration. Mike Kayes reported that he will be attending the Conference and can be a back-up to the Delegate Assembly, if needed.
- ◆ By-Laws: Mike L. thanked Rocky and Frank for their work on the By-Laws. There was discussion on the update to the by-laws.
 - Membership. Jean inquired about Art 8, Section 1, pertaining to persons with special portfolios. Should they be added to the board as permanent members? This means keeping 3 professional portfolios open. What happens if we don't have the liaison to the Planning Directors Affiliate in the future? They aren't officers so they can hold the positions without time limit. We just need to be clear on the intent. Mike Kayes commented that the portfolio was filled by the newsletter person at one point. Rocky commented that since the position is not an officer, it is treated differently, similar to the Section Director position. Quorum may become an issue if we increase the membership. Rocky feels that it is acceptable as is. Eve commented that she shares the quorum concern. Jean commented that she believes it is acceptable as long as everyone understands that the three are permanent members with the opportunity to add three more portfolios in the future. Frank commented that the language helps clarify where the people fit in. A consideration may be defining quorum as a percentage of the officers present. Mike L. commented that the necessary changes will be drafted and circulated to the Board members for review.
 - Article 4, Section 4 – There was some discussion regarding membership terminations. Chapter memberships are terminated upon termination of APA membership. Members question how the opportunity for “Section membership only” is affected when the membership with National APA is terminated.
 - Article 6, Section 7_– There was discussion about the ability to conduct membership drives. Can we? Should we? Members want to encourage membership, but member drives suggest an annual event, that the Chapter may not be able to do. Mike L. commented that National is strongly encouraging an expansion in membership. Jean commented that we sponsor conferences and do displays, and have student receptions.

Members commented that the Chapter should coordinate with national efforts to expand membership.

- Article 10, Section 4. Boundary changes go to the affected Section membership for a vote. There was discussion that this may discriminate against the smallest Section if they did not want a boundary change. Members agreed that getting section input before making changes is important. National may be also be concerned about changes to Chapter boundaries.
- Article 10, Section 7. Frank commented that this new section describes the Annual Chapter Conference and spells out the Section and Chapter responsibilities.
- Article 5. Officers. Jean commented that the role and responsibilities of the nominating committee should include deadlines for when the committee needs to have the proposed slate to the Executive Board. She read a proposed change for deadline and procedures to the members.
- Article 8, Section 2. There was discussion about appointment of student representatives. The proposed language changes the appointment responsibility from the “President” of the school to the “School”. Members discussed whether the school should “appoint” the representative or “nominate” the representative to the Executive Board for appointment. Members weren’t unanimously in agreement on who should have the responsibility, but did agree that making it a formality in the by-laws is a good idea. Frank to review past procedures and propose revised language for the Board to consider.

Frank will make revisions based on the meeting discussions and review them at the next Chapter meeting. The proposed revisions to the by-laws need to go to the full membership for a mail ballot vote after the Executive Board is satisfied with the proposed changes. Members discussed doing an optional mail and/or electronic vote. Electronic responses should be encouraged even though a concern may be ensuring proper accounting of responses and number of votes.

- ◆ National Conference Registration – 50 people have registered for the conference from the Chapter. The Association of County Planning Directors is having reception. Mike K. will send the details to Mike L. for him to distribute to the Chapter registrants. Mike L. will check and see if the Metro Chapter is planning an event.

B. Vice President – Dan Aken

- ◆ Annual Awards Program 2005 – Mike L. commented that the Board needs to make sure that the details are coordinated. Rocky agreed to chair and coordinate the 2005 program if Dan was unable to fulfill the obligation. Rocky offered to contact Dan about the details.
- ◆ Annual Chapter Conference – Gary Palumbo and Eve are co-chairs. Gary Black has offered to work on the financial details and responsibilities. The Committee has been meeting and making good progress.

- ◆ There is a proposed MOU with ASLA to do a joint conference. There are three split sessions proposed: 1) APA; 2) ASLA; 3) Joint. Gary P. commented that the Committee would appreciate a guidebook or tool to help them guide the organization of the sessions since they are not familiar with how they are typically handled.
- ◆ There was discussion about the financial details pertaining to registrations and potential revenues to the ASLA and APA. The members expressed that it is still early in the planning process, but that the details need to be equitable for both sponsors. The Section will execute the agreement with ASLA. The Chapter Board will promote as much cooperation as possible.
- ◆ The Section will work with UB on registration and advertising on their website. There will be on-line and mail registration. There won't be credit card registration. UB will handle all the logistics for registration on-site. A hyperlink between websites will be needed. UB will handle the registration booth and provide an accounting of registrations to the Section. UB will get \$12.50 per person with a guaranteed attendance of 100.
- ◆ The hospitality consultant agreement has been signed. They will be on-site during the conference to take care of details. This will cost \$1,000.
- ◆ The Conference budget was distributed to members. There was comment that \$130 is high expectation for students. Gary P. commented that the Friday session will be geared toward the students, and they will make lunch optional for students to keep their costs down.
- ◆ Eve commented that the Curtain Up Event is the following week. They are hoping that the lobby of Sheas theatre may be available for the off-site reception. The Hyatt can cater there.
- ◆ Mike L suggested that they include the meals as part of the program for Wednesday and Thursday, and make meals optional for Friday. This may help reduce costs.
- ◆ Sessions/tracks – A call for presentations has been issued. They will be organizing by topics. The Section would welcome input from the Board about possible topics and speakers.
- ◆ School/Student involvement. The Section is coordinating student involvement with Kris Hughes.
 - ◆ Rocky commented that the schools' need to assign a representative to participate in the planning process.
 - ◆ Sandra offered to help with coordination with SUNY Albany.
 - ◆ The schools need to be contacted to get their input on the topics for the sessions/tracks.
- ◆ In addition to Niagara Falls, Olmstead or Lockport may also be opportunities for mobile workshops.

Chapter Conference 2006

- ◆ Jim Kent and Mike Long will be coordinating. The conference will be in Auburn. They are considering various topics including NASA-RACNE, historic preservation, economic development, and use of geothermal at city hall. They are in the early process of forming a committee. They are hoping to partner with the Conference of Mayors.

- C. Past President -- Jean Waterbury
- ◆ Jean reported that she continues to work on keeping the website up to date. She asked that members keep her posted with new info as it becomes available, such as job and workshop postings, and hot topic postings.
- D. Treasurer Report – Rocky Ferraro
- ◆ Mike L. will get the required 990 paperwork together, and submit to the accountant.
 - ◆ 2005 Proposed Budget – Rocky reviewed the proposed 2005 budget. There was an increase in the PDO expenses to \$1,000. He added a new item for \$500 for conference speaker. All else remains the same. A motion passed to amend the budget to accept the AICP grant for \$1,000 for Preservation Planning for NY Communities for Judy B for professional development training. (Palumbo/Holberg)
 - ◆ 2005 Revenues & Expenses. Rocky reviewed the 2005 Revenues and Expenses. There are still a few outstanding items to be determined with Mike. A motion was passed accepting the 2005 Revenues & Expenses (Black/Breselor).
- E. Professional Development Officer – Judy Breselor
- ◆ Judy commented that she was pleased to receive the grant and looks forward to attending the conference. A requirement of the scholarship will be to write a paper on what she learned.
 - ◆ The AICP exam will be given on March 15th. She has some copies of the study guide to give out, but there aren't many copies left. This may be an outreach concern.
 - ◆ She is a member of the Women in Planning Division. She can serve as the Chapter contact since she is already attending.
- F. Director of Legislative Affairs – Andy Labruzzo (not present)
- ◆ Mike L. reported that he has copy of the final report from the Agricultural Grant project. There is a letter of agreement to accept the grant. The Board passed a motion to accept the loan and have Mike sign the necessary paperwork. (Ferraro/Waterbury) The Board congratulates and thanks Andy and Judy for their work.
 - ◆ Mike L. asked the Board about its willingness to send a letter to state and national representatives requesting that the CDBG program be reauthorized. Mike Kayes made a motion to send such letter requesting reauthorization. There was a unanimous second to send.
 - ◆ Mike L. reported that the City of Utica has requested a letter supporting a provision in the City's ordinance that rezoning to commercial property requires a supermajority vote of City council to approve. New York State law only requires a majority vote to pass. A developer is suing stating that the State law overrides. An amicus brief is being prepared. The city would like a letter of support to include in the brief. After discussion, the Board recommended that Mike L. suggest that the City contact Patty Sullivan for further information.
- G. Public Relations Officer – Gary Black
- ◆ Gary reported that the award process for the Mike Krasner scholarship has begun. He is participating on the committee. Applications are due April 11th. The scholarship recipient will be announced at the UB planning dinner.

- ◆ Jean commented that the scholarship flyer could be added to the website with a note that applicants must be from UB.

H. Membership Officer – Eve Holberg

- ◆ Eve reported that membership is up in total, but that 75% are free students. There was discussion about potential increased costs associated with distribution of the newsletter. One option may be to have a coordinator at the section level to deliver them to the school instead of mailing them to the students. Another consideration may be an email newsletter. There are subsidies from APA that may affect our bottom line. Eve reviewed the membership status. We do not have email addresses for several members, the most missing are from the Central NY area. The Board may need to discuss needs for doing outreach to these smaller areas. Maintaining email addresses would be difficult. The format of membership information provided by APA is challenging. It may be necessary to request that Section Directors do outreach with their membership to confirm email and contact information. Eve will send an email to the Section Directors notifying them of the members she does not have email addresses for, and ask them to confirm. She will also send the list to Board members for their review.

I. Education Officer -- Kristen Hughes (Not present)

No report.

J. Public Relations Officer – Gary Black

Reported on activities earlier in meeting. Jean reported that she put the officers on the website.

K. Member-At-Large – Diane Carlton (Not present)

No report.

L. Planning Official Development Officer – David Kay (Not present)

No report.

M. Newsletter Editor – Sean Maguire (Not present)

- ◆ Mike L. reported that Sean has the necessary information for the newsletter.
- ◆ Mike L. suggested that the Board encourage advertisers for the newsletter. There is value added to put a website hyperlink. It could be a special promotion for those who have supported the newsletter for a long time.

N. County Planning Director's Liaison – Mike Kayes

- ◆ Mike reported that the National Association of Counties is looking at a national housing strategy. He brought reports outlining the housing initiative for interested members.
- ◆ The Affiliate has a website (www.countyplanners.com). Mike suggested that a hyperlink between sites may be appropriate.

- ◆ The Planning Director's Affiliate will have a booth and reception at the San Francisco conference.
- ◆ The Affiliate elected new officers. Alicia Terry is the new President. Warren Hart is the Vice President. Kristen Hughes is the secretary.

O. Section Reports

Capital District – Sandra Misiewicz

- ◆ The Section had two luncheon programs, and will continue the audio conferences.
- ◆ They are beginning to review their by-laws. There may be some organizational issues to be addressed, such as the title of “President” versus “Section Director”, and the name of the organization and section.
- ◆ Section only memberships – There are about 30 people taking advantage of it. There is some concern that these members are getting access to information that they aren't paying for.
- ◆ Mike L. thanked Sandra for sending Jackie to the January meeting.

Southern Tier – Frank Evangelisti

- ◆ Hot topics in the Southern Tier include brownfield redevelopment and the Gannett Corporation. The project involving a major printing press facility in a brownfield in Johnson City is innovative and complicated. Could be a speaker for the conference.

P. Other business

None.

Q. Adjourn

The Board passed a motion to adjourn at 2:35p.m (Holberg/Evangelisti)