

MINUTES
APA NY UPSTATE CHAPTER EXECUTIVE BOARD MEETING
FRIDAY, MARCH 19, 2004

1. Roll Call

Judy Breselor, Andy Labruzzo, Dan Aken, Frank Evangelisti, Mike Kayes, George McKibbon, Robert Briggs, Gary Black, Rocky Ferraro, Mike Long, Diane Carlton,, Paul Younge

Rocky Ferraro, as Acting President, opened the meeting and asked for a moment of silence in remembrance of Mike Krasner. He noted there would be a discussion later in the meeting in regards to the scholarship fund being set up in Mike's memory.

2. Approval of January 19, 2004 Meeting Minutes

On a motion from Mike Long with a second from Andy Labruzzo the minutes of January 16, 2004 were approved unanimously.

3. Additions/Changes to Agenda

There were no changes to the agenda.

4. Old Business and Announcements

Rocky Ferraro noted that the Niagara Reservation/Niagara Falls State Park won the 2004 Planning Landmark Award from APA. Mike Krasner worked extremely hard getting this nominated and he and Marcia Kees were principally responsible for the work that resulted in this award. There was a discussion about having someone from the Upstate Chapter present at the awards ceremony on April 22nd to accept the award. It was agreed that someone from the Western Section should be present along with Marcia Kees to accept the award on Mike Krasner's behalf.

5. Officers' Reports

A. Vice President- Rocky Ferraro

1. Mike Krasner Scholarship Fund

Rocky discussed the establishment of the Mike Krasner Scholarship Fund. He passed around some draft criteria that had previously been sent to everyone via e-mail for discussion regarding criteria for the award. The scholarship would be for a second year graduate student in the Planning program at the University of Buffalo where Mike taught as an adjunct. The amount would be \$1500 per year. The University of Buffalo would administer the program and choose the student, not the Upstate APA. Currently the scholarship fund has collected over \$4000 in cash including a substantial portion from the Chapter President's Council (Rocky- is this correct?) There was a discussion on the draft criteria. The scholarship would be given out for about four years or until the scholarship funds are depleted. Mike Long proposed that of the Chapter's \$3100 profit last year, that \$1000 go towards the scholarship fund. Judy Breselor seconded that motion. It was unanimously agreed upon.

Gary Black suggested that if there is a manner in which the scholarship fund can continue for longer than four years, the Chapter should try to do so. He suggested that a committee be formed to look at fund raising, and Gary agreed to serve on the committee. The committee should set goals and activities for fundraising. It was agreed that Gary would try to get others from the western section to commit to serving on this committee. Gary suggested that an annual fund raising event, like a hockey game or a golf tournament, would be a good way to raise money for the scholarship.

Rocky will talk to Kate (last name?) at University of Buffalo to have her follow through with the criteria for the scholarship. Andy said the university should send the chapter something each year in regards to what student was chosen and how that student was selected so that the Chapter knows how the money was spent. Mike Long and Gary seconded this process. All agreed.

2. APA Conference

Mike Long will represent the Chapter at the APA Conference in Washington DC next month. He will attend in Mike Krasner's place. The Chapter Delegates will be Judy Breselor and Diane Carlton. Rocky noted that the January minutes were incorrect, as they identified Mary and Judy as the delegates. Rocky will correct those minutes to reflect the delegates as Judy and Diane.

There was a discussion regarding the reception at the national conference that Mike Krasner had been working on prior to his death. He had been coordinating this with Ethel Schaffer, the Metro Chapter President. Rocky will follow through with Ethel on this to determine if a place was booked by Mike and/or Ethel. It was noted that Paul Young may know the hotel and bar that Mike Krasner had booked.

There was a discussion regarding Mike Krasner dues. Apparently he paid his dues shortly before he passed away. APA is willing to remit his dues on a proportional basis. Judy suggested that the Chapter ask national to remit the dues to the Chapter. We can then give them to the family, as they are part of the estate. Gary Black said the family would probably have the Chapter keep the dues, as this is what Mike would have wanted. Gary and Mike Long will look into this to be sure that national does not keep the dues.

3. Chapter Conference 2003 and 2004

The 2003 conference is now closed out; the chapter netted about a \$6000 profit. Dan Aken discussed the 2004 conference preparation. It will be held October 27- October 29th. The three tracks for the conference are Economic Development, Community Character and Design, and Professional Development. Mayor Johnson and Bob Elliott have agreed to speak at the conference. Rocky suggested that the Section get the information on the tracks to Jean Waterbury so that she can post it on the web site as soon as possible. He also suggested the Section communicate with the other section directors to see if they have any ideas or suggestions for speakers and tracks. The information should also go to Kimberley for the newsletter as soon as possible. The deadline for the newsletter is May 15th. The registration form could go into the newsletter if the Section gets it to Kimberly before the May 15th deadline. Officially the August newsletter is the pre-conference newsletter, but it would be good to have information about the conference in two consecutive newsletters. George McKibbin said he can get information about the conference into the Canadian newsletter. It was suggested that an event in Toronto would be appropriate too, since the Section is looking at having the high speed ferry take people from Rochester to Toronto for lunch. Rocky emphasized scheduling sufficient time for the awards ceremony and for the upstate APA meeting in the conference agenda.

4. Chapter Awards Program Schedule

We need to create a committee to conduct the review for the annual awards. Rich Perrin expressed interest in being on the committee. A letter will go to the other section directors to garner interest as to who might want to serve on the committee. The announcement about the awards will appear in the newsletter. It will direct people to the website where the nomination form will be available to download. Rocky handed out the 2004 awards schedule to everyone that provides time lines and activities.

There was discussion about whether a fee should be charged to those who submit an application for an award. Mike Long said it cost the Chapter about \$700 in framing and copying for the awards program each year. A \$20 fee would help cover these costs. Diane spoke against the fee because government entities would then not be able to submit awards, as they can't justify such a fee legally. Only the private sector would submit, or planners working for government would have to cover the fee out of their own pocket. Gary suggested waiving the fee for governments and only charging the private sector, as the awards are publicity for them and their business. Rocky said that all the private firms would then just get the governments for whom they worked to submit the nomination on their behalf.

It was eventually agreed not to charge a fee this year. A digital copy of the award winner's work must be provided to Jean for inclusion on the web site. The copies for the review committee must continue to be submitted in hard copy format. The web site version will have to be in PDF Format.

It was also agreed to provide one free lunch next year for each award winner.

Dan Aken felt that last year's top notch awards didn't stick out because there were too many awards. It was agreed that the honorable mention awardees will *not* come to the front of the room and be recognized. They will be listed in the program that everyone will have, but only the winners will be publicly recognized at the luncheon.

5. 2004 Work Program

Rocky said he will be following the work program closely until the end of the year. The program needs some minor adjustments. Rocky has the new work program that Mike Krasner finished. He will get it to everyone. Mike Long made a motion to accept the work plan dated 1/19/04 that Mike Krasner had completed. All agreed.

6. Chapter Plan Update

Jean had made date changes to this document. We will need to look at this in May. Jean also has the electronic version of this and the sourcebook. Andy noted that he had re-written his section and sent it to Mike Krasner. He will send it to Rocky and Jean.

7. Sourcebook Update

Rocky suggested that someone should be given the responsibility for updating the Sourcebook. We may not need to do it this year, but perhaps the member at large would do this next year. It will require some research. Andy suggested that the update be kept in a three ring binder format for ease of updating in the future. In this manner each new member could easily add other information to the back of the sourcebook that all new members receive when they join. Rocky noted it has been ten years since the sourcebook was updated. It is a good project for next year. The member at large will be assigned to this next year.

8. APA National

The CPC is conducting a 25th anniversary event and wants the name of all chapter presidents since 1978. Mike Kayes said he could probably provide this, as he has been involved since then.

It was also noted that the Chapter files are now at SUNY/Albany in Ray Bromley's care. Rob Briggs will check to see where they are, and he and Rocky will work on organization them. It was also noted that Cornell University has the national APA records.

Rocky noted that members should have received their national election ballots by now. Make sure to vote and send them in. National wants to pass a requirement that every chapter have at least two candidates for each position, even though the suggestion was vetoed by the CPC last year. They want to add this change to the national by-laws. It may be discussed at the national delegate council event in Washington DC in April. Rocky asked Judy and Diane to pay attention if this comes up at the meeting.

B. Past President- Jean Waterbury

Jean was unable to attend the meeting.

C. Treasurer- Mike Long

1. 2002 AICP Dues Reimbursement

Mike noted that national APA is withholding the chapter's AICP dues reimbursement because we did not file the paperwork for reimbursement in the proper time frame in 2002. The PDO Officer has to file a report within a certain period of time. Six chapters nationwide did not send their reports in on time and national APA kept all of their AICP dues. We lost out on nearly \$1000 in dues that we were owed. Rocky said there should be a more established procedure in place. National said they notified us by e-mail, but that is not reliable in many instances. Notification should be in writing. Rocky suggested the Chapter send a letter to Paul Farmer and to the AICP affiliate. Motion by Mike Long. Seconded by Diane. Everyone agreed. Rocky noted that we need to be more pro-active about these issues with national. They want everything done in a timely manner, but as many in the Chapter noted, they never respond to their constituents/us in a timely fashion when we contact them. Rocky will write a letter and send it around for everyone to review before it goes out.

2. 2004 Budget Approval

Mike passed out the budget with the 2003 Fourth Quarter Expenses on one side and the 2004 proposed budget on the other side. The Chapter had \$3160 profit last year mainly because we didn't mail out the directory. He also noted that rebates from national have increased.

Proposed Changes to the 2004 Budget:

- Changes to the member at large line item from \$500 to \$1500 so two or three people can go to the national conference.
- \$500 for the legislative position to help supplement going to Washington DC for legislative conference
- A supplement to students to help them attend our Chapter conference
- \$8000 cost for the newsletter (which is an increase)

Rocky noted that we need to break out the Mike Krasner scholarship into two lines. There was discussion of the changes to the budget. What will the student supplement/initiative cover and when? Robert Briggs suggested it be paid before the students go to the conference, not as a reimbursement since money is tight for students. A motion to approve the budget was made by George McKibbin and seconded by Gary Black. Unanimously agreed upon.

D. Secretary- Angela Ellis

Angela was unable to attend the meeting and will be out for the May meeting on maternity leave. Diane took minutes for her.

E. Professional Development Officer-Andy Labruzzo

1. AICP Exam/Study Manual

Andy said he had received the AICP Exam material. Jean posted it on the web. Twenty-six (26) persons have registered to take the exam in May. November is the second window of opportunity to take the exam, since it is now computer based. There is one opening for a reduced fee scholarship that the Chapter gives out per year. Andy has had one request for the November exam for the scholarship. The person will let Andy know if her job situation changes (she is currently unemployed). Andy said he sent e-mails to all 26 persons who are planning to take the exam to let them know about the study manuals, but many of those e-mails have bounced back. In putting together the AICP study guide Andy took all of the material from last year's study class that he and Rocky conducted and combined it with what national gave him. This supplements the national book. It was noted that in order to get our AICP rebates we have to conduct a session on ethics.

2. SUNY Albany Reaccreditation

The site visit is scheduled at SUNY Albany for March 21st through the 23rd. The site team will visit with the Chapter which is being represented by Rocky, Judy and Andy on March 29th. Steve, Sand and Tracy will represent the Section. Ray Bromely is the point person on this issue.

3. AICP Chapter Grant Award- Planning for Agriculture.

Andy noted that the chapter had applied for a "Planning for Agriculture" chapter grant award through the AICP Chapter Grant Award Program. Andy asked for \$1000 to help with educational efforts of American Farmland Trust. The Chapter received the \$1000 grant.

The plans are to hold a program in three locations- Saratoga, Batavia and Tompkins are under consideration. It was suggested that we might want to do one of these sessions at our conference in the fall. Andy will develop the training with the American Farmland Trust and David Kay. American Farmland Trust will receive the grant to offset their costs.

It was noted that we will need to amend the budget to reflect this grant in both the revenues and the appropriations. Frank made a motion and Judy seconded it. All agreed to this amendment to the 2004 budget.

F. Director of Legislative Affairs- Judy Breselor

1. Legislative Updates

Judy spoke about the mandatory training bill that the Legislative Commission on Rural Resources was working on again this year. The bill has been pulled from consideration. Because it is an election year, many elected officials did not want to have their name associated with it. It has been labeled as an 'unfounded mandate'.

Judy talked about other bills that are being worked on including:

- Municipal Cooperation and Sharing of Services (Judy will get more information on this bill)
- Municipal Annexation (joint activity by municipalities)
- Mediation in Planning and Zoning

Judy also discussed the Quality Communities Group. They will meet in June in Saratoga. Bob Elliott and Scenic Hudson will attend. It's unclear exactly what they want volunteers to do. Judy has asked about the pilot program for which both she and Andy have volunteered, but has gotten no clear answers. It's apparently on hold.

Safe Tea may actually have more money than TEA 21. There will be more money for planning activities and for MPOs because more MPOs are being created. Several have been added in New York State.

G. Membership Officer- Mary Kopaskie

Mary was unable to attend the meeting

H. Education Officer- Dan Aken

1. Student Subsidy/Conference

Dan said that Paul Farmer's plans to have free student membership is still being examined by national. Under the program students would get free or reduced membership in APA while in graduate school and for the first year after grad school. They would then get a reduced rate from the professional planner rate for the next two years.

Dan contacted the University of Buffalo, at Mike Krasner's request, to look into why they had not renewed their PS. Erik Deline, President of the student chapter said there was a delay with the paperwork, but everything was finalized and should be updated with APA national shortly. The University of Buffalo PSO will then be reinstated.

Dan said he has contacted the three planning schools and the schools don't want to be involved with the \$1000 student subsidy that the Chapter has proposed. The Chapter had discussed providing \$300 per school to help students attend the chapter conference in the fall. It was suggested that a letter be sent to each of the schools telling them that they have \$300 at their disposal to use to help students attend the annual conference. The colleges can then decide how to best use the funds to get students to the conference, with the caveat that they provide the chapter feedback as to how the money was used.

Rocky noted that our student reps aren't attending our upstate APA meetings (except for Bob). We need to tie these funds into getting students to come to our meetings. Rocky suggested the students reps from each school be responsible to come to our meetings and tell us who from their school will be attending the conference using our scholarship funds. If they don't come to the meetings, their students don't get the funds. Dan made a motion to accept this concept and Mike Long seconded the motion. All agreed. (for the record Frank was out of the room at the time this motion was made and voted on, so officially he abstained).

I. Public Relations Officer- Gary Black

Gary suggested naming a current award after Mike Krasner so there is a permanent remembrance of Mike after we have depleted all of the scholastic funds. Perhaps a Public Leadership Award would be a good one to name after Mike. There was discussion as to how we want to do this. Should the award be a new award or should we name an existing award after Mike? It was suggested that an award for a municipal official or a planner who has contributed to the planning field would be a good award to name after Mike. We could post this on the web with the award application. Gary moved this as a motion and Andy seconded it. All were in favor

J. Member at Large- Diane Carlton

1. Chapter Elections

Diane noted that she had a nearly completed list of candidates for the next election. Mike Long has agreed to run for president. Dan Aken has agreed to run for Vice President. Rocky will run for Treasurer. Angela will run for Secretary. Mary will run for Membership. Rick Gillert was contacted to serve for Education Officer. Diane has not heard from him, but will follow up again. Gary agreed to run for Education Officer. Diane agreed to run for Member at Large and David Kay agreed to run Planning Official Development Officer. The Legislative Affairs position and the Professional Development Officer position are open.

Rocky discussed the importance of dedication for those who choose to serve. Persons must be committed to their responsibilities. They must have a strong commitment to follow up on those commitments that they take on. A final slate of officers is needed for the May 15th newsletter. The Legislative Affairs position requires more follow up. Andy stated that if the Chapter really needed someone he would stay on the Board. Judy will speak to Lisa Nagel about the duties of the Legislative Affairs position. If Lisa cannot do it Judy will speak to Kris Hughes from Ontario County who expressed an interest in serving in any capacity on the board.

Judy agreed to serve as the Professional Development Officer, as Andy said he is not interested in running again.

Diane will follow up with Judy and get commitments on these two positions- Legislative Affairs and Education Officer before the May 15th newsletter deadline. She will communicate with Kimberly about the slate of officers.

K. Planning Official Development Officer- David Kay

David was unable to attend the meeting.

L. Newsletter

Rocky said the newsletter for May will be a special one dedicated and devoted to Mike Krasner. It is currently being edited by Rocky. There will be extra copies made available for the CPC meeting in Washington DC (50 or so) so that Mike Long can hand it out to those who knew Mike. Andy noted that Kimberly has extra copies of the newsletter at her office. It was suggested she give them to Mary so that Mary can bring them to our meetings and we can pass them out to people who would like copies.

M. County Planning Directors Liaison- Mike Kayes

Mike said the County Planning Directors meet at the Association of Counties meetings in January. They discussed the same bills that Judy presented today. Diane asked about the status of the "Train the Trainers" program which the New York Planning Federation was working on again for the County Planning Directors Association. She noted the first drafts of a PowerPoint presentation have gone out to the County Planning Directors, and several planners have provided feedback to both David Words, President of the Association, and to the New York Planning Federation. Mike said there was no update to this.

Mike noted that the National Association of County Planning Director will have a booth at the APA conference in Washington DC. It will help to build awareness of the national association.

Mike Kayes was asked to draft a letter to the non-APA county planning directors that he and Diane uncovered through matching mailing lists last year. The purpose of the letters is to encourage planning directors and their staff to join APA. Rocky will review the letter before it goes out.

Mike said he is putting together the results of the survey he sent out last year to all county planning departments in NYS. He only got about a 50% return, but he will tabulate the results he got.

N. Canadian Officer- George McKibbin

George noted that his chapter conference for the spring will be March 28th through March 30th in Hamilton. The Upstate APA's fall conference in Rochester will be noted at this time. He also noted that his fall conference is being planned in Kingston, Ontario.

Mike Long asked George if he had a link with Jean Waterbury so that he could put information on our web site and vice versa. George will check into this.

Rocky asked everyone to read Angela Elli's update mailing list and to send any updates to Angela.

6. Section Director's Reports

A. Capital District-Andy Labruzzo

Andy reported they have had two luncheon programs recently. The topics covered were Roundabouts and Citing Cell towers.

B. Genesee Finger Lakes- Dan Aken for Marcia Barry

Dan noted they have been working on the Conference. The City has also developed a Commercial Design Center that the planners have been involved with. Marcia Barry is the new section president. She works at the Building and Zoning Office in the City of Rochester.

C. Southern Tier- Frank Evangelisti

The Section contributed \$250 to Mike Krasner fund. They are working on a program called "Eco-ville" that is in Tompkins County.

D. Western- Rocky Ferraro Gary Palumbo

Gary Palumbo is now working for URS. He couldn't attend today. They raised \$118 for the Mike Krasner fund. The section awards committee is being put together.

E. Paul Younge

Paul proposed dissolving the Central Section, as it is next to impossible to get anyone to serve. He redrew the district lines on a map that Broome County had prepared based on zip codes and passed it around for everyone to review. It enlarges the Capital District section and the Southern Tier section. Mike Long suggested that it may be time to totally re-do all of the district boundaries, especially in the metro chapter, since many of them want to join the Upstate Chapter. There was a lengthy discussion about looking at the entire map and how to approach those from the Metro Chapter. Andy said he has a meeting scheduled with some metro members to begin to discuss this issue.

As a starting point Paul will draft up a survey that will go to all 65 members of the Central Section. Rocky will review it. It will go out from the Chapter, not from the Section. It will ask the members "what is best for you". It was noted that the Chapter would only need to change the by-laws to effect any changes in the section boundaries. It would be much more difficult and politically charged to do anything with the metro chapter.

The section directors could meet to discuss the survey results or they could discuss this issue via e-mail.

7. Student Representatives

A. SUNY Albany- Bob Briggs

Bob noted that Gene Bunnell was hired at SUNY Albany. He's AICP. Ten students will attend the National Conference in April. The new Upstate SUNY Rep. will be elected early in May to replace Bob.

8. Other Business

There was discussion about our summer meeting in Auburn. It was agreed to change the date to August 20th. Mike Long suggested meeting a bit later in the day. After the meeting we can go down to the baseball field around 4:30, grab a bite to eat and be ready for the game at 7:00.

Being no other business, motion to adjourn made by Dan, seconded by Andy. All agreed. Meeting ended at 3:10 pm.

Respectfully submitted,

Diane Carlton
Acting Secretary