

MINUTES
APA NY UPSTATE CHAPTER EXECUTIVE BOARD MEETING
FRIDAY, MAY 21, 2004

1. Roll Call

Diane Carlton, Andy Labruzzo, Mike Kayes, Dan Aken, Marcia Barry, Mary Kopaskie, Gary Palumbo, Mike Long, Jean Waterbury, Paul Younge, David Kay, Rocky Ferraro

Marcia Barry was introduced the new GFL Section Director to everyone.

2. Approval of March 19, 2004 Meeting Minutes

On a motion from Mike Long with a second from Andy Labruzzo, the minutes of March 19, 2004 were unanimously approved.

3. Additions/Changes to Agenda

There were no changes to the agenda.

4. Officers' Reports

A. President – Rocky Ferraro

1. Mike Krasner Scholarship Fund

Mike Long and Gary Palumbo discussed the status of the Fund as listed below. There have been 35 contributions so far, totaling \$7,191. Also, \$200 is pledged from the Western Section, and \$500 is pledged from the Capital District Section. The largest pledge, from the APA President's Council, was for \$2,300. There are now sufficient funds for five years of scholarships with \$1500 being awarded each year. The funds will go to the University of Buffalo for a scholarship fund in Mike's name. Mike Long noted that at the CPC meeting in Washington, DC there was a moment of silence for Mike.

Mike also noted Kim did a great job with the newsletter about Mike.

There was discussion about the scholarship fund. Mary Kopaskie suggested a split of funds from the Conference proceeds to allow for an annual contribution to the scholarship fund each year. Concern was expressed that a further split could cause financial difficulty for some of the sections. It was suggested as an alternative that the Chapter could directly contribute a certain amount each year, which would have no direct impact on the sections.

Gary Palumbo said the process for the Mike Krasner scholarship fund needs to be formalized. A committee was established to dispense the first year of scholarship funding. It consisted of a representative from Erie County Planning Dept, a representative from the University of Buffalo, and the Section Director representing the Chapter Board. Five applicants for the funds submitted a resume and essay. Eric Amy was selected; he is working for GFLRPC this summer. He showed strong interest in staying in NY State and was clearly one of Mike's students. He will receive the scholarship funds at the Upstate Conference in the fall. The Western NY Section Director will continue to represent the Upstate APA on this Committee. Gary says it should all be in writing by next year to formalize the scholarship process. The three members of the Committee are all active APA members and knew Mike well, including his best friend.

The newsletter deadline was 5/15; it should get out as soon as possible. Kim is leaving but we have someone new to take over her responsibilities as editor. The Board discussed whether the newsletter

should list everyone who donated to the scholarship fund. It was decided to name chapters and organizations who donated, but not individuals for newsletter. We will, however, mention Mike's cousins who gave \$1,000.

2. APA National Conference- Washington, DC

Chapter President's Council (Mike Long)

Mike represented the Upstate Chapter at the Chapter President's Council (CPC) in D.C. One-third of the people were brand new. The meetings consisted of two days with starting times at 7 AM. An educational summit was discussed. Rolf Pendell from Cornell was there. The next CPC meeting will take place in Portland, OR in October. The national point of contact will change; will get one staff person from APA now to work with President's Council.

Mike noted that the Upstate APA spends \$32 per member versus Michigan, which spends \$682 (they are licensed) per person. Also, Mike provided the Board with "Min. Chapter Performance Criteria" (10 rules).

There was a discussion at the CPC meeting in D.C. regarding the APA Watchdog web site, which was created by Dan Lauber (lawyer from Chicago). The CPC recommended to the APA Board that he be censured because he criticized candidates running for national office and that he lose his APA and AICP status for five years. He was previously an AICP President.

Mike also reported that national elections would now occur before the national conference, so people do not campaign at the conference. There were also 800 planners who went to see congressmen at Planners Day on the Hill.

APA wants to expand APA membership by 10,000 members in ten years. To do this they hope to entice students with free memberships, and reduced dues for their first year of work. Finally the requirement to have two candidates running for each position on APA Chapters was defeated at the conference.

Mike asked for authorization to write a check to cover his expenses at the national conference. Gary motioned, Mary seconded, and all approved the motion.

Chapter Delegates (Diane Carlton)

Diane reported on delegates meeting at Washington, D.C. The meeting went very smoothly and there was not a great deal of controversy on the two items under consideration—the Redevelopment Bill and the Energy Bill.

Niagara Reservation/Falls Landmark Award (Mary Kopaskie)

Mary accepted the award with Marcia Kees at the national conference. The Chapter discussed where the award should be housed. Rocky favored keeping it at the Visitor's Center. Mary was concerned about what might happen to it if the center moved. Suggestion: make a duplicate for park; keep original in OPRHP District Office in Lewiston. The Board agreed to this concept.

3. Chapter Conferences: 2004 (Marcia Barry)

Marcia handed out the preliminary material. The title of the conference is "Planning on the Edge". It will be held from October 27-29 at the Clarion Riverside Hotel. Sessions are set up, but the section is still

working on speakers. The three tracks are: Economic Development; Community Character; and Planning Tools and Techniques. Andy is doing the Planning for Agriculture session.

Energy Alternatives will be a session as well. Marcia went over all of the sessions and discussed possible speakers for each. Rolf Pendall – Urban Land Instructor at Cornell was suggested by Mike Long as a speaker for “Common Good Planning: Case Studies.” Members helped Marcia brainstorm to get names for speakers for each session.

Rochester will be heralding its planning efforts. It was noted that Marcia needs to add a public meeting session for the Chapter into the agenda. It is our membership meeting – about an hour is needed.

Fast ferry trip with history and planning history was scheduled for Friday afternoon, but this may need to be changed. We need to do a panel discussion in the morning so we don't lose too many people. .

There was a long discussion on focusing the panel discussion to help Marcia. Andy suggested Linda Hartshock in Cortland County. She works with Economic Development and is a very good speaker. Need small successful cities stories too.

Rocky suggested that we have a speaker represented from each of the planning schools. Gene Bunnell and David Lewis from U-Albany would be possible speakers.

Gary Palumbo briefly discussed the 2005 Conference which will be held in Buffalo along with the National Leadership meetings as well. The dates are September 21-23. Gary is looking to form a Conference Committee.

4. Chapter Awards Program

July 10 is the deadline for submission of forms. Information is available online. Rocky is chairing the Committee. “Safe Growth” is the current topic. The “Mike Krasner Professional or Award” is a new award category. Only written submittals will be accepted; no fax or e-mails.

5. 2004 Work Program

Rocky passed out the Work Program again for the Board's review. We reviewed it in January, but it has been updated. We are following it, and it can be modified as we go along. Jean will put it on the website.

Motion was made to adopt the work program. Motioned by Jean, seconded by Mary, all approved. A motion was then made (Gary and Mary) to amend the approved work program to remove the Quality Communities reference, and add the Land Trust Alliance (LTA) to the work program. We'll give \$500 to LTA conference for June 11-12. We will have one free registration and a display booth. We will co-sponsor the conference. Motion approved.

6. Chapter Plan Update

Andy provided his outline for the Professional Development position to upgrade the Chapter Plan. Rocky asked everyone to use Andy's model and update his or her section:

- Chapter Program – Rocky
- Professional Development – Andy
- Legislative Liaison – Judy
- Liaison with Educational Instruction – Dan
- Conferences – Mike Long

- Awards – Rocky
- Newsletter – Gary Black
- Section – Mike Long,
- National Chapter – Rocky
- Policy Statements – All

This should be completed for our August meeting. Mary asked if she should add a section on membership, as it doesn't exist in the old plan? It was agreed that all members should add the duties and responsibilities of their job title if it was not covered in the old plan.

B. Past President – Jean Waterbury

The Hudson River Valley Greenway has job posting now; it is on our web site. Our website is getting 20-25 hits a day.

C. Treasurer – Mike Long

We spent \$9,000 to produce the newsletter last year; we spent \$1,862 for latest newsletter.

Mike talked with Lynn Jorgenson at APA national about AICP reimbursement problems. There is no promise that we will get our funds back. Discussion regarding who should represent the Board at the Land Trust Alliance Conference? We need to set up our display booth (Rocky has display) and push our conference there on June 11-12. It was agreed that Andy should represent the Board at the conference. Mike noted that we need to add a budget item for the AICP grant that we received. We also need to set up a line for the endowment for the Krasner scholarship; he will do this for next quarter's budget. Jean motioned these changes; seconded by Andy, all approved the motion.

D. Secretary – Angela Ellis (not present)

E. Professional Development Officer – Andy Labruzzo

1. AICP Exam

Only one person contacted Andy regarding the content and difficulty of the exam. Andy said this person told him that the CPC manual is not that useful. Dan will talk to someone who took exam in eastern NY and see what they thought. Andy still has a box of study manuals. We sell them for \$20 each; our supplement is for \$5 (from the Andy/Rocky training session last year). Dan asked Andy to bring the books to the conference in the fall, as the exam will also be given in November as well as May.

2. SUNY Albany Reaccreditation

Andy sat in on the meeting with the site team, but has not heard anything. Gene Bunnell was hired to replace Tom Daniels.

3. AICP Chapter Grant Award

Last meeting Andy reported that the Chapter received \$1,000 for a "Planning for Agriculture" grant that he wrote. Andy is working with David Height at AFT, and David Kay at Cornell to put together a training program from this grant. The program will be presented at the NYPF Conference and the Upstate APA Conference in the fall. Full program is scheduled for November. The first two programs (at the

conferences) will be condensed. We may do two after November if we have enough funds. We have contract with AFT; we must do a mid-report and final report. We may have to front the cost depending on AFT.

Andy reported that Judy will be leaving the Hudson River valley Greenway on June 8th to take a planning position with the Rensselaer County Department of Public Works.

F. Director of Legislative Affairs – Judy Breselor (not present)

G. Membership Officer – Mary Kopaskie

No update from APA on membership since January 2004; there are 703 members total. Biggest drop is in the Capital District. See members attached in handout that Mary provided.

H. Education Officer – Dan Aken

There is a student subsidy available to attend our chapter conference. The Chapter has a \$300 scholarship earmarked for the planning schools, but they have to come to the Chapter with a proposition; Dan hasn't heard anything from them. Last year we charged \$45 to \$50 for students at our fall conference. We waived fees for those who worked at the conference.

Rocky asked Dan to send letters to the planning schools for name of the new student representatives on our Board.

I. Public Relations Officer – Gary Black (not present)

J. Member at Large – Diane Carlton

Diane passed out a list of candidates who are willing to serve on the Board for 2005-2006. There was a discussion as to whether Rocky should be the past president as well as the treasurer. Jean said she would think about staying on as past president. Diane made a motion, Jean seconded to remove Jean's name from the official list because as past president she does not run. Diane will clean up the list and send it to Rocky along with a bio from each person who is running. Rocky will send the completed list/bio to Sean Maguire, our new newsletter editor. It needs to be a separate insert in the newsletter for elections.

Jean also noted that we should put the old newsletters on the web site.

K. Planning Official Development Officer – David Kay

September 19-22nd is the NYPF Conference in Lake Placid.

L. Newsletter Editor – Kimberly Thaler

Kimberly is going to West Palm Beach, FL. She did a great job with the newsletter. Gary made a motion to formally acknowledge this. Rocky received a call from Sean Maguire, a planner in the Albany County Dept. of Economic Development, Conservation, and Planning that he is willing to take over as newsletter editor. If you have articles, get them to Rocky. A bio is needed from everyone who is running; Jean has hers and will send to everyone to model for Diane. Diane will contact Kris Hughes.

M. County Planning Director's Liaison – Mike Kayes

Planning Directors met several weeks ago. Training requirements and the status of the bill pertaining to such were discussed.

N. Canadian Officer – George McGibbon (not present)

5. Section Directors Reports

A. Capital District

Luncheon meeting discussed the Malta Chip Plant. Up to four plants could be accommodated at the proposed site. The section is co-sponsoring the ITE conference being held in the Capital region in November.

B. GFL – Marcia Barry

Marcia said her section had three speakers to talk about design centers t a recent section meeting.

C. WNY – Gary Palumbo

The section has been busy with programs-zoo program/dinner. An audio conference for next Wednesday and a set up for annual awards program is also in the works. They need a newsletter editor, and are trying to get a conference committee chair for next year.

There was a discussion about whether we should charge CPC members for attending our conference in 2005 in Buffalo. If they only attend socials function, no, but if they attend work sessions they should have to pay for the conference. Mike K. had written a proposal for the Leadership conference. We need to follow-up on what Mike had written. Mike L. said he'd try and talk with Lynn about this. Gary said he could contact Erie County and find out what Mike K had written. The proposal is probably still in Mike's office or in the department.

D. CNY – Paul Younge

His section met with Scott Shannon and students at Syracuse ESF. The students want to form a student group. They have donated CD discs to library on planning.

1. 2002 Conference Financial Audit

Paul discussed concerns with the treasurer's figures and final reports from his section; there is supposed to be an audit committee, but none exists. No one in his section seems to know if the figures are correct or not. Paul said there were a lot of errors in the books based on the conference in Alexandria Bay. There was a long discussion of how other sections handle their finances. Western does an audit whenever the treasurer changes. Rocky said an audit committee would be fine if an auditor was too costly or not available.

Mary made a motion that each section conducts a yearly audit of their finances. This audit can either be conducted by an audit committee or by someone not involved with the bookkeeping functions to insure that figures are accurate and fair. This audit must be signed and sent to the Chapter Treasurer by February 15th and it must include all expenditures and revenue-balance sheets and bank statements. It was also suggested that a separate checking account be opened for our conferences. Dan seconded this motion,

with all in favor. Mike L. will get letter out to the sections regarding this so they are aware of what they need to complete by next Feb. 15th.

2. Survey Results

The Board discussed the survey that was sent to all Central New York (CNY) Section members. Of the 62 members in CNY; only 11 responded to the survey. 9 vs. 1 wanted the present relationship to continue. Rocky went over the APA/CNY Survey; some of the answers to questions by members are contradictory and unclear. Several Board members that if we were to dissolve the section, people would have to drive further to attend meetings. There was an extensive discussion on this issue.

Mary said we could change the by-laws so that the CNY doesn't have to have as many programs or host as many conferences as the other sections. Then the section would not be sanctioned for not meeting requirements. CNY is scheduled to host the conference in 2006. Maybe they need to partner with another section for the conference and not do it themselves.

According to Mike L. if the section goes into hibernation, the chapter keeps their dues money.

Andy noted that we should do the following:

- 1) Long term-we need to look at the delivery of service; and
- 2) Short term we need to do other programming to see if it helps.

It was suggested that Paul Younge share the survey results with all the members of the section by US Mail. Dan suggested that we might want to look at having the Chapter serve for all of the sections and consider abolishing the individual sections.

It was agreed that this discussion should continue at our next meeting.

6. Other Business

There was no other business

7. Adjournment

Next meeting: Friday, August 20, 2004

1:30-4:30 in Auburn, followed by a baseball game and dinner in honor of Mike Krasner