

## Minutes of the Meeting

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

**Date: Friday, August 20, 2004 ♦ Time: 1:00 AM - 4:00 PM ♦ Place: Auburn Town Hall**

**1. Roll Call:** Marcia Barry, Judy Breselor, Tracey Clothier, Frank Evangelist, Rocky Ferraro, Kristen Mark Hughes, David Kay, Mike Kayes, Mary Kopaskie, Andy Labruzzo, Mike Long, Gary Palumbo, Janet Marsden, Sean Maguire, George McKibbon, Paul Yonge, Jean Waterbury

**2. Approval of May 21, 2004 Meeting Minutes.** On a motion from George McKibbon with a second from Andy Labruzzo, the minutes of May 21, 2004 meeting of the NY Upstate Chapter Executive Board were unanimously approved.

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

- Rocky Ferraro requested an addition to his report – a discussion on an amices brief to be filed.
- 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 handed out copies of the draft program and reported that registration brochures will be out in the mail to members by the end of next week and posted on the Chapter website as soon as possible. The next meeting of the Chapter EB is scheduled for Wednesday, October 27<sup>th</sup> from 3:00 to 6:00 p.m. and the annual meeting of the Chapter is scheduled for Friday, October 29<sup>th</sup> from 8:00 to 9:00 a.m. Discussion on the program included the suggestion of adding a session highlighting the City of Rochester with a student focus on Friday afternoon. Marcia agreed to look into putting something together.
- **2005 Chapter Conference** – Gary Palumbo reported that the date has been set and the hotel location has been secured thanks to Mike Krasner's work with National APA in coordinating with the Fall Leadership meetings. The Western NY Section is working on getting a chairperson to head up the conference committee.
- **Chapter Awards Program** – Rocky Ferraro handed out a list of nominations submitted to the Awards Committee by the deadline date and reported that this year the number of applications is significantly less than last year. There were a total of 14 nominations in 7 categories. A meeting of the committee will be held on September 3<sup>rd</sup> in the Town of DeWitt to review and decide on award winners.
- **Mandatory Professional Development** – Rocky Ferraro reported that there was a discussion at the national level over the summer months regarding mandatory profession development or mandatory continuing education credits for AICP members. Discussion followed on the pros and cons of having a mandatory program. George McKibbon said that the Canadian Institute of Planners (CIP) and the Ontario Professional Planner's Institute (OPPI) are also talking about mandatory training but has not made a final decision on it yet. Board members agreed that enforcement would be an issue. Andy Labruzzo said that he has not seen anything on the Professional Development Officers list serve about this issue and requested that Rocky forward him the e-mail from the Chapter Presidents Council's (CPC) list serve.
- **CPC Grant Application** – Rocky Ferraro reported that CPC has money available for grants. In 2004, CPC had \$22,000 available but only awarded \$15,300 in the first cycle. Gary Palumbo

took the application that Rocky had and will review it to see if there is something the Chapter should be applying for.

- **CPC Fall Meeting** – The fall leadership meeting, which all Chapter Presidents must attend or send a proxy to, will be held in Portland, Oregon on October 21-23. Motion made by Mike Kayes and seconded by Gary Palumbo to send Mike Long as Rocky Ferraro's proxy. Rocky thanked Mike for agreeing to attend in his place.
- **Amices Curiae Committee** – Rocky Ferraro reported that he received a call from the Patty Salkin, Director of the Government Law Center at Albany Law School and Chair of the Amices Curiae Committee, regarding a case in NYS they might comment on. The case is Smith vs. Town of Minden. Kristen Mark Hughes said he lives 2 miles from the town and knows of the case. There will be a conference call on Monday, August 23<sup>rd</sup> with committee members to determine if they will be commenting on the case. Rocky will participate in the conference all and get back to Kristen with any questions.

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

- **Chapter Website Status** - Jean Waterbury reported that the company that hosts the Chapter website will now be charging for this service. For less than \$200 a year, the Chapter will be able to continue to have the website hosted by this company. The board agreed that the website was a good thing to continue. Jean also reported that job postings continue to come in.

#### **C. Treasurer – Mike Long**

- **Financial Statement** – Mike Long reported that he was able to get the City of Auburn to pay half of his expenses to go to the National APA conference in Washington D.C. The other half of his expenses will be paid out of the Presidents budget line. Rebate checks to Sections will go out next week. Andy Labruzzo said he would not need to order more AICP manuals this year. The budget was reviewed and motion made by Gary Palumbo, seconded by Andy Labruzzo to approve the budget for this quarter. All in favor, motion carried.
- **Mike Krasner Scholarship Fund** – Mike Long reported the M. J. Krasner scholarship fund received 38 contributions from across the country. Western NY Section of NY Upstate Chapter has pledged \$500. To date, the fund has \$8,541, which includes \$341 back from National APA for Mike Krasner's membership dues he paid earlier this year. This year's scholarship will be handed out at the Chapter conference in Rochester. Rocky agreed to contact Kate at UB and coordinate the presentation. As reported at the May meeting of the Executive Board, Eric Army was selected as this year's \$1,500 scholarship winner.
- **Authorized Signatures on Chapter Checking Account** – Motion made by Judy Bresselor and seconded by Frank Evangelisti to put Rocky Ferraro, Mike Long, and Dan Aken on the Chapter checking account as signatories. All in favor, motion carried.

#### **D. Secretary – Angela Ellis**

Angela Ellis not present, but it was reported that Angela had her baby boy in April named Jeff and she returned to work about three weeks ago. Mike Long agreed to get a congratulations card for the board members to sign before the end of the meeting.

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

- **AICP Spring Exam** – Andy Labruzzo received the list of those that passed the AICP test this spring. There was an 83% pass rate in NY and a 63% pass rate nationally. Twelve members took the test in NY, 10 passed and 2 failed. The names of those that passed have been posted on the Chapter website.

- AICP Fall Exam - There is another window in November to take the AICP test. Andy said he needs help putting together a study session. If anyone is interested or has ideas on who might be interested, they need to contact Andy as soon as possible.
- AICP Chapter Grant Award – Planning for Agriculture Training Session – Andy handed out the outline for the session that will be presented on November 19<sup>th</sup> at the G/FL Local Government Conference. They are in the process of getting the word out to all planners in the state about the session. There will be a workbook as an end product and a power point presentation that can be used at other venues. There was a suggestion made to videotape the session for future use.
- Ag and Markets Round Table Discussion – Andy reported that there would be a round table discussion on October 5<sup>th</sup> from 10:30 to 2:30 in Albany. Rock Ferraro said that he would be attending this along with others from around the state.

**F. Director of Legislative Affairs - Judy Breselor**

- Legislative Updates – Judy Breselor reported that she is still involved in the Quality Communities Group. The Legislative Commission on Rural Resources will be forwarding bills they have been working on but there is nothing new. The Clean water revolving loan fund bill with \$1.3 B came out of committee.

**G. Membership Officer – Mary Kopaskie**

- Membership Update – Mary Kopaskie reported the last time she received an updated list of members was in May. Mary handed out a report on membership, which reflects a total of 720 members.

**H. Education Officer – Dan Aken – not present, no report**

**I. Public Relations Officer – Gary Black – not present, no report**

**J. Member at Large- Diane Carlton – not present**

- Chapter Elections/Slate of Officers – Rocky Ferraro reported that a slate of officers has been completed and a ballot will be included in the next newsletter.

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

- David Kay reported the NYPF conference will be held in Lake Placid on September 19-22. Fred Kent will be the keynote speaker and he should be very good.

**L. Newsletter Editor – Sean Maguire**

- Rocky Ferraro introduced Sean Maguire as the new Chapter Newsletter Editor and thanked him for stepping up to the plate. Sean reported that the second issue of the year will be going out soon and can be posted on the website. The content, printer, and mailer are all set. The third issue will be the conference registration issue. Sean observed that the newsletter has a lot of ads but no pictures and that the newsletter can use good human-interest stories.

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

- Mike Kayes reported that the County Planning Directors Association has not met since May so there is nothing to report. There has been talk that they will be contributing \$1,000 to the M J. Krasner scholarship fund. Mike will report on this at the October board meeting.

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

- George McGibbon circulated a package of information on the Ontario Professional Planner's Institute. George handed out an article he wrote for the OPPI newsletter about his position on the NY Upstate Chapter Executive Board. George handout out a copy of a bill in the Canadian Legislature relating to OPPI.

#### **5. Section Directors' Reports**

- **Capital District Section** – Tracey Clothier reported for Steve Iachetta that the Section has been meeting monthly. Upcoming sessions will include one with Marcia Kees from OPRHP and one on dredging the Hudson River.
- **Central NY Section** – Paul Yonge thanked Mike Long for arranging the Bass Pro tour later this afternoon. Paul reported that he has done four e-mailings to Central NY Section members since the last meeting. One on the survey results discussing the future of the Section. Other e-mails discussed the Bass Pro tour. Paul reported that he talked to Matt Johnson about putting together a nominating committee. Paul thanked Janet Marsden for coming to the meeting today as a student representative for ESF. Paul has been talking to people at ESF about becoming more involved in the Chapter and there is interest in doing so.
- **Genesee/Finger Lakes Section** – Marcia Barry reported that they are working hard on the Chapter conference and have not had any other programs.
- **Southern Tier Section** – Frank Evangelisti reported that the Section toured the Eco Village just outside Ithaca. They had 15 or so members attend and it was very interesting. Frank reported that they had to cancel the golf event this year do to lack of interest.
- **Western NY Section** – Gary Palumbo reported that they are already discussing the 2005 Chapter conference planned for Buffalo. The Section held its annual business meeting in June with over 100 members in attendance. The meeting included an awards ceremony. The Section is working on getting a new Student Rep from SUNY Buffalo and a new Newsletter Editor.

#### **6. Student Representatives**

- Cornell – Megan McDonald – not present, no report
- SUNY-Albany – Robert Briggs – not present, no report
- SUNY-Buffalo – Erik DeLine – not present, no report
- Janet Marsden – College of Environmental Science & Forestry – Janet Marsden reported that she is working on organizing a PSO at ESF. It was suggested that the Chapter Executive Board meet at ESF in November instead of at SUNY Buffalo since there is interest at ESF of becoming a certified planning school. Janet agreed to look into making arrangements for this meeting.

#### **7. Other Business**

- **Chapter Plan** – Rocky Ferraro requested that all board members review the existing document and get back to Rocky on their relevant sections. The Chapter Plan will be discussed at the October Executive Board meeting.
- **Chapter/Section Relationship**
  - Paul Yonge suggested that the Section needs to see what comes out of the relationship with ESF. The Section needs to get ESF more involved and see if there is more interest in the Section. Paul reported that he is moving to the Southern Tier Section at the end of this year. Matthew Richard is the Section Treasurer, Karen Noise is the VP for Programming, and Matt Johnson is Immediate Past President. Matt Johnson is in the

process of putting together a slate of officers for new elections. Paul reported that the consensus is that things are looking better for the Section. With ESF getting more involved, things might get better for the Section.

- Gary Palumbo suggested that the Chapter needs to relax some of the requirements on sections that are not as active, such as the requirement that all sections host the Chapter conference.
- Rocky Ferraro suggested that maybe some sections need to expand the number of Section officers.
- Rocky said that there are really two different issues here. 1) sections' responsibility to host Chapter conference and 2) sections' geographic size.
- Andy Labruzzo suggested that the Chapter needs to look at its role in coordinating the Chapter conference.
- Frank Evangelisti suggested the need for a conference manual on how to organize a conference and include what has been done at past conferences. Frank also suggested that the Executive Board should dedicate a full meeting in the spring to discussing the conference sessions and speakers.
- Marcia Berry said she would like to see the Chapter Executive Board put the sessions together for the conference.
- Kristen Mark Hughes said that sections need to start planning for next year's conference the day after the last one. Suggested that the active conference chair be the ex-officio member of the new conference committee.
- Mike Kayes remembered when he worked on the conference back in 1985, there was a closer working relationship between the section and the Chapter.
- Rocky Ferraro suggested that the Chapter dedicate the March meeting of the Executive Board to the discussion of the conference.

## **8. Adjournment**

Rock Ferraro thanked Mike Long for arranging the meeting today at the Auburn mall and tour of the Bass Pro Shop. Mike Long explained the history of the development of the Bass Pro Shop.

Motion made by Marcia Barry, seconded by Frank Evangelisti to adjourn the meeting. All in favor, motion carried. Executive Board to tour Bass Pro Shop then attend baseball game in honor of Mike Krasner.

Next Meeting of the Board scheduled for October 27, 2004 at the Clarion Riverside Hotel in Rochester, New York.

### **Handouts Included:**

1. Draft outline of Chapter Conference – October 28<sup>th</sup>-29<sup>th</sup>
2. Memo from Rocky Ferraro to Awards Committee on awards nominations submitted
3. Treasurer's Report
4. New AICP Members – May 2004
5. Planning for Agriculture Training Session – November 19<sup>th</sup> – outline
6. Membership as of May 31, 2004 – NY Upstate Chapter APA
7. Connecting to Canadians – article by George McKibbin
8. Bill Pr129 – An Act respecting the Ontario Professional Planners Institute