

**APA New York Upstate Chapter  
Executive Board Meeting – Conference Call  
March 2010  
March 19 and March 26**

**Minutes**

(Motions are in **bold**, action items underlined)

**Meeting convenes: Judy Breselor opens meeting 10:05AM**

Board Present: Judy Breselor, Diane Carlton, Gail Domin, Doug Greene, Jason Haremza, Eve Holberg, Steve Iachetta, Elaine Jardine, Sandy Misiewicz, Gary Palumbo, Ellen Parker, Leigh Whyte,

Staff Present: Tanya Zwahlen

Discussion of meeting. Agreed to have 2 hour conference call on March 19 and 2 hour conference call on March 26.

**Motion: approval of January minutes as amended by Ellen Parker, passed unanimously**

**President's Report – Judy Breselor**

Sponsorship (Web, Newsletter, Conference). Sandy Misiewicz, Elaine Jardine, Judy Breselor, Tanya Zwahlen had conference call on March 16 on this issue. Sandy: every other chapter has "chapter-only" category. Seems that quite a few chapters are generating revenue that way. Other chapters do far better job getting ad revenue than Upstate Chapter. Other chapters make a lot of money at conferences, upwards of \$50,000 in some cases. Upstate Chapter is a very decentralized chapter; has delegated many responsibilities to sections. Very different from other chapters. Upstate sections have growing fund balances; the chapter is spending down its fund balance in 2010. Raised a lot of issues. Conclusion: board retreat.

NY Upstate Web Site. Sandy Misiewicz: Mark Castiglione indicated \$3000 expense to rehab website. Wait for Mark or Andy to report.

Chapter Board Retreat. This would need a facilitator to keep us on topic, maybe Rocky Ferraro? Elaine Jardine: feels that it should be a neutral person.

Judy: will reach out to 3 chapters to get greater feedback.

**Motion: Proceed to set up board retreat. Gary Palumbo moved, Jason Haremza seconds, , passed unanimously.**

Delegate Assembly reps for APA National Conference in New Orleans, April 10-14: Gail Domin, Ellen Parker. Northeast chapters are contributing \$500 towards regional gathering in New Orleans. Discussion on amount, appropriateness. Consensus developed around \$250.

**Vice – President – Gary Palumbo**

2010 Conference Update: preliminary schedule and floorplan distributed via email. Keynote speaker: 3 candidates. Session proposal form distributed via email.

2010 Awards. Discussion of eligibility criteria. Made some changes to the form. Consultants and communities within the Chapter are eligible. Traditionally, consultant work conducted outside of Upstate has been eligible. Judy: one of the reasons for limiting it to Upstate was that it was hard for committee to evaluate projects that are far away. Lively discussion ensued. Discussion to continue online via email and next week. Issue needs to be settled in April, application form needs to go out in May. Early July is submission deadline. Section Directors needs to tell Gary who will be on awards committee.

Krasner Scholarship. Schedule distributed via email. Selection committee meeting at end of March. Judy: if Gary is not on the board, then we need to have a successor to continue the efforts.

2011 Conference – Justin Woods (absent)

**Past President – Mike Long (absent)**

**Treasurer – Sandy Misiewicz**

Largest expenditure has been on staff support. Also spent money on website domain name renewal and January meeting expenses.

NY Upstate Chapter, American Planning Association  
Box 5931  
Albany, NY

Revenue: got first rebate from national.

Fund balance is approximately \$50,000

Subsidy for student attendance at conference: conclusion: fold into Board retreat as part of larger discussion on finances and conference

Dues increase: 2009 \$15,000 revenue from dues at \$35 each. Increase to \$40, gain approximately \$1,500 additional revenue. Sandy: at this time, explore other options (advertising) and put off dues increase for now. We remain at lower end of dues schedule compared to peers.

National will be taking more of our dues by reducing rebates

**Secretary – Jason Haremza**

Will send updated Board list ASAP.

**Professional Development Officer – Ellen Parker**

Report distributed via email. Expects 80% of Chapter AICP members to meet CM requirements.

Tanya will send reminders on April 30 deadline for logging CM credits.

Discussion on how to enforce on any member who lets membership lapse. What if they continue to use AICP? Reflects poorly on those who do go through the effort of maintaining their certification.

**Director of Legislative Affairs – Doug Greene**

Had to leave at 11:30

**Membership Officer – Eve Holberg**

National no longer has membership department. Had to plead with national just to get membership list. Quite unhappy with service. Has not received 1<sup>st</sup> quarter report yet.

**Education Officer – Andy Raus (absent)**

**Public Relations Officer – Diane Carlton**

Gotten two articles from Tanya for newsletter. Waiting for rest of content from George Homsy.

**Member at Large – Mark Castiglione (absent)**

**Planning Official Development Officer – Mike Kayes (absent)**

**County Planning Director’s Liaison – Elaine Jardine**

Association of County Planning Directors. Looking at shared professional services.

**Canadian Officer – Leigh Whyte**

Leigh Whyte had to leave early. Gary Palumbo reporting: non-residents of Ontario can now join OPPI. Leigh is writing article for OPPI newsletter on Upstate Chapter conference.

**Section Directors’ Reports**

Capital – no discussion

CNY – absent

GFL – no discussion

Southern Tier – Gail Domin: Section has program planned in April, Visit and discussion of Broome County airport master plan, stormwater and de-icing strategies, unique location constraints, etc.

WNY – no discussion

**Student Representatives**

No student reps present

**Other Business**

Thank you to Andy Raus and Bergmann Associates for sponsoring today’s conference call. Conference call next week, March 26. Tanya will email call info.

**Adjournment**

Discussion tabled at 12:02PM. Meeting held open; will reconvene with conference call, March 26, 2010, 10AM.

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**Meeting Reconvened: March 26, 2010, conference call 10AM**

Board Present: Judy Breselor, Katie Evans, Rich Guarino, Jason Haremza, Eve Holberg, Steve Iachetta, Elaine Jardine, Mike Kayes, Sandy Misiewicz, Gary Palumbo, Ellen Parker, Leigh Whyte, Justin Woods

Staff Present: Tanya Zwahlen

**Section Directors’ Reports**

Capital – Steve Iachetta. Monthly luncheons continue. Most recently US EPA gave overview of Hudson River cleanup. Next one will be about pedestrian linkages. Considering event for World Town Planning Day, November 8, possibly bringing nationally known speaker to the Capital District.

CNY – Justin Woods. Section is planning an educational program in Auburn. Looking to collaborate with NYPF for 2011 conference. It was noted that the last time this occurred was in 1996. Section has the beginnings of a conference committee. Looking at Syracuse or Turning Stone Casino for location.

Concern expressed over potential of Turning Stone Casino site (complications for public employees to get travel expenses to a casino covered, issue of holding conference on sovereign tribal land, etc.)

**Motion: Keep conference in Syracuse area in 2011. Jason Haremza moved, Judy Breselor seconds, passed unanimously.**

GFL – Katie Evans. Section co-sponsored tour and lecture with Dr. Ellen Dunham-Jones from Georgia Tech, author of Retrofitting Suburbia. Tour and lecture are both accredited for CM and took place March 23. Visit [www.rrcdc.org](http://www.rrcdc.org) for more information.

Southern Tier – reported previously

WNY – Rich Guarino. Section added 2 new committee members. Have gotten good response from the community to help co-sponsor events. Matt Balling is taking on Krasner Scholarship fundraising efforts (Sandy reported that there is a \$6,653.24 balance in the scholarship fund). Section has 5 CM credit CD-ROMs available for members.

**Planning Official Development Officer – Mike Kayes**

NYPF is reviewing bylaw regarding operation. NYPF offices moving to downtown Albany on May 1.

**Vice – President – Gary Palumbo**

Chapter awards.

President – Judy Breselor

Has made efforts to reach out to other chapters regarding planning the chapter retreat.

Nomination committee has not yet developed a full slate of officers yet.

**Motion: Adjourn. Ellen Parker moved, Gary Palumbo seconds, passed unanimously.**

**Adjourn: 11:07AM**

*Respectfully submitted,  
May 28, 2010*

*Jason Haremza, Secretary*

**Next meeting: May 21, 2010, DeWitt Town Hall, 10:30AM**