

## **APA NY UPSTATE CHAPTER**

**Executive Board Meeting**

**Date: Friday, July 18, 2003**

**Time: 10:30 AM – 3:00 PM**

**Place: DeWitt Town Hall**

### **Minutes**

#### **Present:**

Diane Carlton, Michael Long, Michael Ball, Julie Salvo, Paul Yonge, Mary Kopaskie, Dan Aken, Michael Kayes, Rocky Ferraro, Andy Labruzzo, Ann Cavaluzzi, Robert Briggs, Mike Krasner, Angela Ellis

#### **AGENDA**

##### **1. Call to Order**

The meeting was called to order at 10:30. Round table introductions were made.

##### **2. Approval of May 16, 2003 Meeting Minutes**

The minutes were approved with no changes. (Andy/Mike)

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

There were no changes to the agenda.

##### **4. Old Business & Announcements**

- Congratulations to Rocky on his new appointment as Director of the Capital District Regional Planning Commission.

##### **5. Officers' Reports**

###### **A.) President – Mike Krasner**

- **Strategic Plan.** The Spring/Summer 1997 newsletter outlined the Strategic Plan. 1992-1995 was our first written plan. Last updated in 1997. We need to revise it now. We have Wisconsin's plan for 01-03. The 04-05 APA plan was also passed out. We need to plan on discussing this at the November meeting at Cornell University. There are four areas in the Plan: 1) Member services; 2) Outreach and visibility; 3) Advance professional standing, and; 4) Administration of the Chapter. Where can we improve this? Mike Krasner will have the old report retyped so it can be emailed to all Executive Board members. Everyone needs to read the report and be prepared to discuss in November.
- **Chapter Conferences: 2003, 2004:**
  - Rocky gave an update and overview of the schedule. Wednesday, October 22<sup>nd</sup> from 3:00-6:00 will be the Executive Board meeting. There will be entertainment afterwards. Mike Krasner is waiting on confirmation that Paul Farmer will be attending. The three conference themes are planning, transportation, and environment. The design charrette will be focused towards

students. There will also be a bike tour and architectural tour of the area. There have been efforts to involve the other sections, including the Metro Chapter. They will be sending registration forms to their Chapter members. The Board thanked the Conference Planning Committee for their efforts. They did a very good job pulling everything together.

- The Genesee/Finger Lakes Section will sponsor the 2004 Conference. The dates should be determined by October so that it can be announced at the 2003 Conference. It would be ideal if the Section could submit photos and items for an exhibit. This would help generate interest for next year's conference. Mike Ball has the exhibit. He is to get the exhibit to Mary. Mary commented that Section identifiers are needed for the exhibit. Mike Ball thanked the Board for allowing them to borrow the exhibit.
- Update from National APA
  - A representative from National will be at the conference. Most likely Paul Farmer will be attending. Someone will need to pick him up at the airport.
  - The Fall meeting will be held in Chicago on September 11<sup>th</sup>. Mike Krasner asked the Board for permission to travel the day before on September 10<sup>th</sup>. The members approved the earlier departure.
  - Fall Leadership 2005 will be held in Buffalo. Author and SUNY Albany professor Gene Benell will be a key note speaker. A conference planner will be coming to Buffalo in August to tour the hotels and accommodations. There will be an overview of the business meeting arrangements as well. Mike Krasner will find out more at the August meeting and report back to the Board.
- Interaction with the Planning Federation. Andy Labruzzo and Mike Kayes attended the last Planning Federation Board meeting. They haven't heard anything since meeting with the Board, but understood that the Board expressed a need for time to discuss the issues. They were invited to their upcoming meeting to participate as guests. Planning Federation Board representatives, staff and APA Chapter members all agree that maintaining communications between the two organizations is important. Mike Long suggested that the Chapter request the Planning Federation mailing list for a conference mailing. The Planning Federation conference program is out. Perhaps they would be interested in the Chapter mailing list. Andy Labruzzo to check on opportunities. He will also provide a write-up for the newsletter. A joint conference in the future may be a good possibility and opportunity for the two organizations to work together. Mike Krasner reminded members that articles are due to Kim by mid-August.
- National Regional Conference. Mike Krasner commented that there might be interest in having a national regional conference sometime in 2008, perhaps in New Jersey. The last regional conference was held in Burlington about 10 years ago. Rocky offered to check his files for information on the last conference.
- Records Storage. Mike Krasner received the files from Jean. SUNY Albany (Ray Bromley) offered official storage space. Mike Long to check with the accountant to see how long we need to maintain financial records. Mike Krasner to check University of Buffalo for files. Mike Krasner will also be passing over his files and records to the next Chapter President.
- Annual Work Program. Mike Krasner reminded members that there are three major items to still be thinking about: 1) Refinement of the website; 2) Development of a Public Relations Plan, and; 3) Development of a conference manual.

- APA Chapter President's Council. There is an open grant announcement. If members think of any initiatives that we should pursue, let him know. There is an August deadline.
- Envelopes. Mike Krasner has about 500 envelopes available to members, if interested. They can be used for advertisers, letters, etc.
- APA National Planning Landmarks Award Program. The Niagara Falls Landmark has been proposed to the awards program. There is an October 2003 deadline. Mike Krasner sent Bernadette Castro a letter, but hasn't heard back yet. It will be a Chapter nomination.

B.) Past President -- Jean Waterbury

- Jean was not present. No report.

C.) Treasurer -- Mike Long

- Mike Long distributed checks to the Section directors present.
- Mike Long provided an update: There are 57 Canadian's that joined the Chapter. There was a question raised about whether there should be a Canadian section?
- The Chapter is ahead in profit by \$3,375.68
- Mike Long also commented that there is money available for the Directory, if the Board wanted to plan for it.

D.) Vice President – Rocky Ferraro

- Rocky provided an update on the Awards Program. There were 31 nominations. Several submissions in the comprehensive plan category. The review packets are being sent out this week. The committee will be meeting on August 15 at Mike Long's office. They expect a decision to be made on August 15. They will need to notify the winners immediately because of the national award deadline.
- Mike Krasner emailed to Board members the Michigan request to review award program submissions. Michigan has been doing these review requests for a number of years. They have requested for 4 jury members. 3 people have volunteered from the western section. The Chapter Board voted in favor of participating in the Michigan request. (Long/Kopaskie)

E.) Secretary -- Angela Ellis:

- There is an updated member list. Members to provide Angela with any changes or updates.

F.) Professional Development Officer -- Andy Labruzzo

- AICP Exam. There are 17 new AICP members. Andy is unsure of how many took the exam. Only the number of individuals eligible (38) is reported to him. AICP members must pay dues first in order to receive their certificate and pin. Andy will prepare a write-up for the newsletter.
- Continuing Education. He spoke with the Planning Federation. He is trying to get the courses at their next conference credited for the AICP – same as the Chapter conference. He will also check on other opportunities, perhaps through the National Landmark Society.

G.) Director of Legislative Affairs -- Judy Breselor

- Judy was not present.
- Mike Krasner reported on the reauthorization of TEA-21. TEA-21 will be expiring in September. Any issues needed to be reported to the Congressional representatives by June. Mike Krasner also provided an overview of the APA Legislative Monitor.
- Andy commented that there are a few smart growth bills circulating, if members are interested. The Metro Chapter is looking into State licensing requirements. There is an ownership issue for corporations involving a licensed individual. When one owner is licensed, all owners must be licensed. This creates ownership difficulties for planners.

H.) Membership Officer -- Mary Kopaskie

- Membership Directory. Mary distributed the list of expired members. It is very difficult to keep track of changes to the membership. Changes need to go through the national office. Mary commented that there is a need to do a membership directory, but needs guidance from the Board. There was much discussion regarding the media for the directory – paper vs. CD vs. on-line. Mary agreed to do a write-up for the next newsletter asking Chapter members to send in a voucher requesting a CD. There will be a 2-week deadline. She will also have some CDs available at the conference to give out. People need to be reminded to go to the national website to update their information. There are 729 members, down from 780. Mike Krasner suggesting checking into the cost of having someone update the directory once a month.
- Sharing Mailing Lists. Rocky asked about potential restrictions on sharing our mailing list. Mary provided an overview of the requirements. There was agreement by the members present that it would be acceptable to share the Chapter mailing list with the WNY Landmark Society and for the NYS GIS Conference.  
(Long/Kopaskie)

I.) Education Officer -- Dan Aken

- Student Membership. There is a question about why student membership is so low. Dan reported that he is finding membership cost and relevance to be the two major reasons. First year students are not aware of the benefits. Second year students have less time to dedicate. Dan will be coordinating with the universities to do the “APA pitch” to students. Mike Krasner commented that for the Western Section, the Section Director does a pitch. They also do an additional pitch during orientation and sponsor a “mixer” with the students. Mike suggested that if Board members have any ideas to let him or Dan know. Paul Farmer may be attending the meeting at Cornell on November 21<sup>st</sup>.

J.) Public Relations Officer -- Gary Black

- Gary was not present. No report.

K.) Member at Large – Diane Carlton

- Ontario Professional Planner’s Institute (OPPI). Diane commented that there might be interest in sharing a newsletter and perhaps joint conference efforts. She is waiting for a response back from her contact.

L.) Planning Official Development Officer -- David Kay

- Dave was not present. Mike Krasner commented that Dave is planning on providing the Board members with more detailed information on the NYPF Survey of Planning Boards & Zoning Boards of Appeals.

M.) Newsletter Editor -- Kim Thaler

- Kim Thaler was not present. Mike Krasner commented that members get information and articles, such as information on jobs and noteworthy projects to Kim by mid-August. Mike Krasner also suggested articles on major development projects across the state. Maybe have beefed-up Section updates. The post-conference wrap-up will be published in Nov/Dec 2003 edition.

N.) County Planning Directors Liaison – Mike Kayes

- Mike Kayes reported on activities of the NYSAC County Planning Directors Affiliate. The Affiliate has finalized its contract with the Planning Federation for administrative services. There will be an annual meeting in September. The Affiliate was researching how many states have organizations similar to the Affiliate. Out of 16 states contacted, only 4 do. Only about 50% of the Planning Directors nationwide are APA members. This raises the question about how NY compares to the nation. Mike Kayes and Diane to check in to the number of planning department staff who are APA members.

O.) Canadian Officer – Sandy Hay

- Sandy Hay was not present. No report.

## 6. Section Directors Reports

- Western – Mike Krasner reported that the Buffalo Waterfront conference was held. There were 8 winners announced at the Annual Awards dinner. The Section had elections. Julie Salvo is the new Director. Mike Krasner reported the names of the other new officers. The second week of August will be the next newsletter. Julie commented that she would have more to report on Section activities at the next meeting. Their first meeting will be held next Monday. The Board expressed their thanks to Mike Ball for his good work and participation in APA over the years.
- Central -- Mike Long thanked Paul for jump-starting the Section and the elections. Paul reported that there would be a meeting on September 19 at the Syracuse fairgrounds – Issues for Economic Development and Planners. The email list remains as the primary form of communication. The Section is working on getting more local planners and students involved in its activities.
- Southern Tier -- Frank Evangelisti reported that a gas drilling seminar was held. There is a new planner in Broome County – Jeremy Evans. The 4<sup>th</sup> Annual Golf Outing will be held on August 7. An open house will be held to celebrate the renovation of the Broome County Courthouse.
- GFL -- Rich Perrin was not present. No report. Dan Aken reported that there is a new urban design center in Rochester that will present interesting development opportunities for the city and surrounding areas.

- Capital District – Rocky reported that the conference planning has been the major activity there. The Section held a program in May on the new DEC Phase II Stormwater Regulations.

## 7. Student Representatives

- Robert Briggs reported that there has been some change in the faculty at SUNY Albany. They are planning on having representation at the national conference and the local chapter conference.

## 8. Other Business

- No other business reported.

## 9. Adjournment

Meeting adjourned at 2:00. (Kopaskie/Long)

### Meeting Handouts:

- Meeting Agenda: July 18, 2003 (Mike Krasner)
- Draft Minutes, New York Upstate Chapter APA, Executive Board Meeting, Friday, July 18, 2003, Town of DeWitt, New York (Angela Ellis/Diane Carlton)
- NY Upstate Chapter APA Membership List (Revised 7/17/03)
- 2003 Adopted Budget \_ Q2 Expenses, dated 7/1/03 (Mike Long)
- List of Expired NY Upstate Chapter APA members (Mary Kopaskie)
- NY Upstate Chapter APA – AICP – Class of 2003 (Andy Labruzzo)
- Memo from Rocky Ferraro to the New York Upstate 2003 Awards Committee Members regarding awards nominations, dated 7/17/03 (Rocky Ferraro)
- APA NY Upstate Chapter, Guiding Growth: Better Communities Conference, Schedule (Rocky Ferraro)