



**APA New York Upstate Chapter Executive Board**  
**January 20, 2017**  
**Meeting Notes**  
**CNYRPDB**

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1. Roll Call
  - a. Attendees: Board Members/In-Person – Katie Evans, Eve Holberg, Brian Pincelli, Felipe Oltramari, Rich Guarini, Matt Ingalls, Jim Levy, Jane Rice, Tom Knipe; Phone – Nicolette Wagoner, Patricia Tatich, Ellen Parker, Vicky Simon, Andy Raus, Mark Castiglione, Kerry Ivers.
  - b. Excused: Jonathan Bleuer, Darren Kempner, Hilary Papineau.
2. Approval of Meeting Minutes
  - a. Approved (Jim/Felipe).
3. Additions/Changes to the Agenda
  - a. None.
4. 2017 Budget
  - a. Eve presented 2016 and 2017 budgets.
  - b. Overall loss of \$3,729, due to: advance to Chapter Conference reflected as a loss, Planners Day didn't realize \$650 in revenue, Chapter Conference +\$1,876, sponsorships \$1,900 above budget. Accountant costs for 2015 and 2016. CM fees are paid separately now. Liability insurance costs have increased in the past couple of years.
  - c. CM fees \$1,254 in 2017, not anticipated to change.
  - d. Major changes in 2017: Two Planners Days and no Chapter Conference, President's Travel Conference was one-time payment in 2016, increased sponsorship goal. Loss for 2017 projected -\$13,896; however, we have the money to lose and given the fact that Chapter isn't hosting a conference this year because National is in NYC, this is a workable budget.
  - e. Question about reimbursement for travel expenses, WNY members mentioned that they car pool from Buffalo.
  - f. Current cash in accounts: as of 12/31/16, approximately \$10,000 in checking, approximately \$9,000 in savings, 2 CDs (approx. \$5,000 and \$10,000) for grand total of \$34,348.09.
  - g. Motion to approve: Jim/Ellen (unanimously).
  - h. Eve asked Board to vote on
    - i. Authorizing Eve to deposit CD (1) at Citizens Bank (Rich/Jim) approved.
    - ii. Authorizing Eve to deposit CD (2) at Citizens Bank (Rich/Katie) approved.
    - iii. Authorizing Eve to change checking account to a no-fee account (Rich/Felipe) approved.
5. Conference Planning
  - a. 2017 NYU Chapter Meetings in Syracuse
    - i. Planners Day/March 17 at ESF
      1. Brian is confirming speakers (3D modeling/planning boards, EV transportation and infrastructure, potential presentation from City of

Syracuse on zoning update and discussion). Darren may present legislative update at lunch.

2. Registration will be online next week.
3. Katie mentioned that on the handout and agenda, we need to advertise event sponsors.

ii. Fall Event

1. Will include awards presentation, concurrent sessions, raffle.
2. No date set yet. Brian will check with ESF staff by late Jan./early Feb. to ask if it's possible to tentatively reserve the space. Felipe will check with County Planners at NYSAC on 1/31 regarding their fall events. Katie asked if we could hold it after 9/22 so she could present information from her meetings.

b. NY Planning Federation Conference

- i. The Chapter has two free registrations to NYPF in Saratoga Springs (March 26-28). We will utilize the exhibitor booth. Mark, Pat and Eve are going anyway, Rich and Nicolette will take the free registrations.

c. 2017 National Planning Conference Update

- i. Discussion about whether the Chapter willing to provide a match to contribute toward a student grant for the conference. Match up to \$750 per section (3 sections, each of which has an accredited planning school). Katie asks that if student planning representatives are involved with grant, that someone documents how funds are distributed.
- ii. NYU Meet-up at National Conference: need to set time/date and advertise. Hilary may organize time and place.

d. 2018 NYU Chapter Conference

- i. September 26-28 or October 3-5 are dates up for consideration.
- ii. Tom is in conversation with 3 potential venues: Binghamton Doubletree (he has a draft contract from them, it's available both potential dates, 100-room block) and the Statler Hotel on the Cornell campus and Hotel Ithaca, both in Ithaca. He has a draft contract from Statler for 9/26-28; fewer rooms are available but other hotels will be available nearby. Ithaca is interesting as we have not held the Chapter Conference there recently.
- iii. Discussion about attendance for previous concerts, what's a realistic number to anticipate, how many breakout sessions to plan.

e. Potential Conference Idea: NY/Canada event (Toronto? Hamilton?)

6. Projects in the Works

a. Updates from National

- i. Legislative update webinar on January 25.
- ii. Great articles in recent issue of Planning magazine.
- iii. National asked Katie if we are holding section elections. We do not have section elections planned as of now.
- iv. APA student membership will be free for any student registered at any college or university, National/Chapter/AICP membership and up to 5 divisions. Discounts for recent graduates as well. This will go into effect June 2017.

b. Sponsorship Outreach

- i. Sponsorship letter is finalized, Jen is sending it out this week.

c. Chapter Dues Changes

- i. We need to decide on a new dues structure by the end of 2017. Eve has discussed options with other chapter treasurers. Discussion about rebates from National for chapter dues.
  - d. New Website Release
  - e. Budget Update
    - i. The Board had a larger conversation about the role of sections as they relate to the overall Chapter.
    - ii. Motion for Chapter President and Treasurer reach out to Section Directors to hold a meeting before the March Board meeting to develop recommendation on this subject. October 2015, Board held a retreat in which members discussed this topic, possible to redistribute this information to the new board (Ellen/Andy, passed.)
  - f. CM Activity
    - i. Federal highway session and Saratoga County Conference approved for CM credits.
    - ii. Rich will be working with NYPF on CM credits for their spring conference.
  - g. Krasner Update and Final Numbers from Buffalo Conference
    - i. Basket raffle raised approx. \$1,100. 50/50 at the lunch raised additional funds. Scholarship is funded for another year (\$1,500 annually).
  - h. Document Repository – no update
  - i. Election recap, legislative work plan and bill monitoring, priorities – no update
- 7. Section Directors Updates
  - a. Katie asked Section Directors to send board member names to Nicolette.
  - b. CNY – Section is having active discussions on how to spend down their budgets.
- 8. Other Discussion Items
  - a. Community Outreach Idea/CDPA model
  - b. HR Items, Managing Expectations (CM)
  - c. Conference Student Poster Session Changes
  - d. Update Board Contact List
  - e. Article to Rochester Area papers
  - f. Outgoing Board members/coordination with incoming members
  - g. Subcommittee to discuss potential for scholarships
  - h. Other agencies to coordinate with in 2017
  - i. Set 2018 Board Meeting Schedule
- 9. FAICP Recommendations
  - a. No update
- 10. Other Business
  - a. Next Meeting: March 10, 2017 – Teleconference
- 11. Motion to Adjourn
  - a. Adjourned (Felipe/Tom) at 2:13 pm.