



APA New York Upstate Chapter Executive Board
June 13, 2017
Meeting Notes
Teleconference

1. Roll Call
 - a. Attendees: Board Members – Mark Castiglione, Katie Evans, Matt Ingalls, Tom Knipe, Jim Levy, Felipe Oltramari, Ellen Parker, Andy Raus, Jane Rice, Kim Schueler, Vicky Simon, Patricia Tatich, Nicolette Wagoner
 - b. Excused: Eve Holberg
2. Approval of Meeting Minutes
 - a. Approved (Tatich/Parker).
3. Additions/Changes to the Agenda
 - a. Katie asked if anyone would be willing to explore options for online board meetings as an option to conference calls or in-person meetings. She will forward information from Chapter Presidents to Jim for him to research. Andy offered the Bergmann's BlueJeans video conferencing account for the chapter's use.
4. 2017 Fall Conference Planning
 - a. Friday, October 13 at Hotel Syracuse (all day).
 - b. Program and Comments: Jane mentioned that a walking tour was an option because of hotel's location near Armory Square and other downtown Syracuse development. The planning committee will be asking other chapter members for ideas for sessions.
 - c. Preliminary cost of hotel for conference is approximately \$75/person with assumption of 100 attendees. The hotel set-up could provide up to three separate rooms if we decide to offer separate tracks. Board is uncertain about whether we can reach the 100-minimum given the other CM opportunities this fall. Jane will go and walk through the conference area to provide information about the set-up.
 - d. Katie asked if we should poll members to ask if they would be interested in attending given the cost, CM credits and number of conference in Syracuse this summer/fall. Possible to stretch to a day and a half with a pub crawl, bike tour, mobile workshops (planning-related social opportunity) with the educational component on Friday. Preference for Thursday night social event as opposed to Saturday. Ellen will distribute a Survey Monkey link to the chapter membership to gauge interest in the social event and the conference as a whole, which topics are interesting, etc.
 - e. It may be possible to get a discounted room rate, and in addition there are two other hotels very nearby and a few others within a short drive.
 - f. Felipe mentioned that during previous board meetings we had discussed coordination with County Planning Directors on sessions such as a legislative update similar to what we did at Spring Planners Day and/or County Planning staff brainstorming with state agency officials regarding changes to statutes (GML, SEQR, etc.) County Planning Directors would need an official request from the chapter to move forward on planning a track.
 - g. Annual Business Meeting agenda items

- i. Vote to change to % based dues structure (by the end of 2017). Katie will ask National what percentage of membership we need for approval, and if we can do the membership vote via email.
 - h. Awards Program nomination schedule and changes – Jim proposes to present awards as he did at 2016 conference, during which recipients weren't asked to make speeches and program moved along at a comfortable pace.
 - i. Student Poster Session and changes – Jim presented other options, such as allowing for voting throughout the conference, rather than only during the poster session.
- 5. 2018 Chapter Conference
 - a. Chapter has a contract with Hotel Ithaca for Oct 3-5, 2018.
 - b. Tom is hoping to form a planning committee in the coming weeks. He is meeting with Cornell CRP next week to discuss their role in the event (possibly an on-campus reception on Thursday evening) and engaging students in the conference.
- 6. Spring Planners Day
 - a. Recap and Comments. Katie will email survey results (from Survey Monkey) to the Board for our review.
- 7. National Planning Conference
 - a. Updated Minimum Chapter Performance Criteria – Chapter Presidents discussed this at APA National. Katie asked if anyone would be willing to work up a work plan applying the document for the chapter (to be continued).
- 8. Projects in the Works
 - a. Updates from National
 - i. Katie outlined APA Goals discussed at National Conference, value of membership / changes in benefits to members (i.e. free PAS reports, knowledge center, toolkits on APA website, mentoring, professional development).
 - ii. Nationally Resilient Communities/Partnership information online.
 - iii. Katie updated Board on advocacy efforts and information available online.
 - iv. Communications update – National rolled out a new coordinated messaging calendar.
 - v. APA has received several suggestions from Upstate NY for “Great Places in America”.
 - vi. New student membership structure is set up to help make membership easier and more affordable, and to retain members who join as students after they graduate.
 - b. Sponsorship Status – no update
 - c. PDO Update – no update
 - d. Chapter Administrator RFP – no update
 - e. 2017 Chapter Work Plan – no update
 - f. Newsletter – Andy and Meagan will provide a recommended timeline for the next newsletter to focus on Fall Conference. Katie requested that it be available around the time registration opens / mid-August, meaning the deadline for content would be early August. Andy will coordinate with Jane, Jim and Katie to obtain information about the conference.

9. Section Directors Updates
 - a. No updates
10. Other Discussion Items
 - a. Next Meeting: September 15, location TBD.
11. Motion to Adjourn
 - a. Adjournment at 11:55 am (Raus/Wagoner).