



APA New York Upstate Chapter Executive Board
July 14, 2017
Meeting Notes
Teleconference

1. Roll Call
 - a. Attendees: Board Members – Jonathan Bleuer, Katie Evans, Rich Guarino, Matt Ingalls, Jim Levy, Felipe Oltramari, Hilary Papineau, Ellen Parker, Andy Raus, Vicky Simon, Patricia Tatich, Nicolette Wagoner
 - b. Excused: Mark Castiglione, Tom Knipe
2. Approval of Meeting Minutes
 - a. Approved with one edit to reflect Matt Ingalls attendance in June (Levy/Guarino).
3. Additions/Changes to the Agenda
 - a. Removed 2018 conference discussion because Tom is not present on the call. Pat asked who was leading the effort and who to contact as she had some ideas about the conference; she will reach out to Tom.
4. 2017 Fall Conference Planning
 - a. Program and Comments
 - i. Will be held on October 12, 2017 at Syracuse Marriott. The group, led by Katie, went through the contract. An advance payment of \$500 is required by July 15 so that will need to be revised. There was some concern initially that the food minimum was excessive. The room rental fee is a total of \$1800. Had a question regarding what equipment is/is not provided and if wifi is included for use by attendees.
 - ii. The Board discussed sponsorship ideas and the \$100 or \$125 flat sponsorship to get a logo on a board and on PPTs before and after presentations was generally agreed to as a good option. Andy noted that if additional sponsorships are desired higher amounts could be asked for sponsoring breaks and the lunch.
 - iii. Regarding the event, it is anticipated that the Board will meet on Thursday afternoon prior to an evening social event (the next Board meeting was scheduled for November 3rd at UB during the call). A call to discuss more event details with Jane off-line will be held next week – Katie asked if anyone on the call wanted to participate. Jim and Rich offered to call in.
 - b. Annual Business Meeting agenda items
 - i. Vote to change to % based dues structure
 - ii. Financial Report
 - iii. Minimum chapter performance criteria
 - c. Awards Program
 - i. Jim noted that the awards nomination packet has not yet been sent out as he was waiting until we confirmed the date and location. With a signed contract, he will send out the packet. There is no timeline issue here as members will be provided about a month to get materials submitted (digitally) and the review committee will then have about a month for discussions to select award winners.

5. 2018 Chapter Conference
 - a. Update to come at next meeting.
6. Projects in the Works
 - a. Updates from National
 - i. The theme of National Planning Month is “Innovation in Planning”. They are looking at new approaches to longstanding issues.
 - ii. The new membership structure is now online. The toolbox providing details should also be online.
 - iii. National is looking for input into what to put into Planning magazine. They are looking both for specific stories and topic ideas. Jonathan mentioned the cross-border event with OPPI and was encouraged to pursue this with National.
 - iv. Upcoming content to forward to members – new episode of People Behind the Plan podcast; Creative Placemaking video; Career reality webinar – careers in planning on 7/20.
 - b. Budget Update – next meeting.
 - c. PDO Update
 - i. Results of AICP exam are expected soon; Chapter sold all of the exam prep packages ordered. New exam prep package will include additional information.
 - ii. Option for new program/May 2018 exam to be announced in November.
 - iii. CM credits: webcast series online, next opportunity is 7/21 (low-cost credit opportunities). If anyone needs assistance certifying sessions, contact Rich as a limited number of Board members are allowed to certify. Several upstate events were recently certified and included on CM area of website.
 - d. Chapter Administrator RFP – no update
 - e. 2017 Chapter Work Plan – no update
 - f. Newsletter
 - i. Chapter sent out a call for submissions, 3 received so far. They are hoping to send out in mid-August. Will include conference update.
 - g. Conference Call Options
 - i. Jim and Katie presented options from other chapters and organizations, which include Blue Jeans (courtesy of Bergmann), Zoom, GoToMeeting and Skype.
 - ii. Proposal to try Blue Jeans for an upcoming call; in addition, Katie will ask National for other options.
7. Section Directors Updates
 - a. CD: Section is working on educational and social events for summer and fall. They held annual Saratoga Track summer event. Looking at ways to improve student scholarship raffle.
 - b. WNY: Joint session in Canada was well-represented on both sides, 30 attendees from Canada and US. Held awards ceremony in May, which was also well attended. They distributed 7 planning awards and 4 individual awards. Collected approx. \$270 this year for Krasner Scholarship. Summer event will be a paddle tour of Buffalo with architecture/planning guide (date TBD) and fall event – joint collaboration with Niagara Falls.
8. Other Discussion Items

- a. Next Meeting: September 29, 10 am-12, teleconference or October 12 mid-afternoon.
 - b. November 1, In-Person Meeting at UB – to be confirmed.
- 9. Motion to Adjourn
 - a. Adjournment at 11:30 (Ingalls/Raus).