



APA New York Upstate Chapter Executive Board
September 29, 2017
Meeting Notes
Teleconference

1. Roll Call
 - a. Attendees: Board Members – Meghan Aaron, Mark Castiglione, Katie Evans, Rich Guarino, Kerry Ivers, Eve Holberg, Tom Knipe, Jim Levy, Ellen Parker, Andy Raus, Jane Rice, Vicky Simon, , Patricia Tatich, Nicolette Wagoner
 - b. Excused: Jonathan Bleuer, Matt Ingalls, Felipe Oltramari, Hilary Papineau
2. Approval of Meeting Minutes
 - a. Approved (Raus/Guarino).
3. Additions/Changes to the Agenda
 - a. Add discussion about Krasner Fundraising at conference.
4. 2017 Fall Conference
 - a. Program and Comments
 - i. Updated conference numbers: 56 registrants as of Tuesday. Jonathan sent an email to WNY section, Katie asked other section directors to email our members directly. Katie will also email alumni at HWS. Vicky spoke to communications director of OPPI symposium to ask if we could advertise there, so she will send information on October 6 after their conference is over.
 - ii. Discussion about offering a lunch-only option for members.
 - iii. Final registration date for conference is October 11, which will provide time to give numbers to venue and make nametags.
 - iv. Members signed up to introduce conference speakers.
 - b. October 12 Work Session
 - i. Early meeting to work on Administrators RFP (3 pm) – Katie, Jim, Andy, Nicolette, Ellen. Discuss draft RFP at November meeting.
 - c. Annual Business Meeting agenda items
 - i. Vote to change to percentage-based dues structure. Board discussed the change in structure, APA free membership for students, concerns about Chapter membership numbers.
 1. Katie proposed that we officially notify the membership about dues change on Friday, October 13 and distribute e-blast on October 16, which would allow board to take action on November 17 meeting at UB, and changes would go into effect on January 1 (Evans/Castiglione). Motion carried.
 2. Eve will send information to Andre for e-blast.
 - ii. Financial Report – Eve will present.
 - iii. Quick note on 2018 elections and section boards. Jane Rice asked how many members the section boards have in order to run effectively.
 - iv. PDO Update
 - v. Awards Ceremony
 - d. Krasner Fundraising

- i. WNY raised some money at their annual banquet, but still need \$1200 for the scholarship, and is asking volunteers to sell tickets at the conference.
- 5. 2018 Chapter Conference
 - a. Update from Tom: We have a deposit in place for hotel. Tom has been soliciting input from section board for speakers and topics. He is working on details for Thursday night reception and sessions, engaging students, assembling a conference committee and planning mobile workshops.
 - b. October 3-5, 2018 in Ithaca.
 - c. Katie asked Tom to email Andre/post info on chapter website.
 - d. Pat suggested a discussion in Syracuse about potential tracks for the 2018 conference.
- 6. Projects in the Works
 - a. Updates from National
 - i. Great Places Designation to Waterloo – ceremony to take place October 14. Katie will ask if the local planner who wrote the nomination is interested in attending the conference.
 - ii. Katie is Chair of Communications Committee of Chapter Presidents Council. She was in DC two weeks ago to discuss recent initiatives, including online communications portal. Top items: collaborative documentation, functional calendar system, document repository, etc. Katie made it clear that the repository/document library is needed and that to serve the needs of members, we need this product at the Chapter level. National plans a roll-out by the January leadership meeting and have it up and running by the next national conference. May have something for the Chapters by the end of 2018. Jim Drinan is part of this discussion.
 - iii. LMS – Learning Management System – all the content from all conferences, policy handouts, CM credits will be available by mid-2018. This provides a personalized learning option. Can watch content on any device.
 - iv. Other items: National has reinstated the welcome reception at the National conference for next year. They are trying to increase membership. Divisions have doubled their memberships. There are six interest groups – one is Healthy Communities, which could become a Division with a little more interest from members. Katie then discussed the Diversity & Ambassador program websites, work on Autonomous Vehicles, a Health Communities Policy, Hazard & Disaster Planning.
 - v. Pat discussed the Daniel Burnham Lecture video, which included information on census data, interagency coordination at the Federal level, etc. and encouraged everyone on the call to watch it when they get a chance.
 - b. Budget Update: Eve summarized the budget and pointed out that the Chapter is expecting to lose about \$12,000 in 2017. Eve stated that while she would like to see as many people attend the event in Waterloo, if hotel reimbursements are not needed please don't request one as it will just add to the loss for the year. 2018 Work Plans are needed and we need to coordinate with the Sections on this effort.
 - c. PDO Update: Postponed due to time constraints.
 - d. Chapter Administrator RFP – to come in November
 - e. 2017 Chapter Work Plan – to come in November
 - f. Newsletter: Need to have a meeting to discuss the next issue.

- g. Conference Call Options: Email the entire Board with any thoughts/feedback on the use of Bluejeans.
- 7. Section Directors Updates
 - a. None
- 8. Other Discussion Items
 - a. Vicky stated that she would like to see the AICP letters in large print on nametags at conferences so that people can see who else is AICP.
 - b. Next Meeting: November 17 at UB.
- 9. Adjournment at 12:04