



APA New York Upstate Chapter Executive Board
November 17, 2017
Meeting Notes
In-Person at UB

1. Roll Call
 - a. Attendees: Board Members – Meghan Aaron (phone), Jonathan Bleuer, Mark Castiglione (phone), Katie Evans, Rich Guarino, Matt Ingalls, Kerry Ivers (phone), Eve Holberg, Jim Levy (phone), Felipe Oltramari (phone), Ellen Parker, Vicky Simon (phone), Patricia Tatich (phone), Nicolette Wagoner (phone)
 - b. Excused: Tom Knipe, Hilary Papineau, Jane Rice
2. Approval of Meeting Minutes
 - a. Approved (Holberg/Parker).
3. Additions/Changes to the Agenda
 - a. None
4. 2017 Fall Conference
 - a. Feedback: Organizers and Board members received positive feedback. The sessions were informative, nice venue with great location, comfortable conference rooms. Attendees also enjoyed the hotel tour and social event.
 - b. We had \$7,480 in registration receipts for the conference, and are awaiting reimbursement of \$672 from the Section for the reception, for gross receipts of \$10,227. There is confusion because some board members understood that CNY Section would contribute \$2,000, not up to \$2,000. Katie will clarify with Jane. Net expense for the conference was \$8,633 for a total profit of \$1,594. This compares with \$6,876 profit from the 2016 conference in Buffalo.
 - c. Discussion about WNY fundraising for the Krasner Scholarship (balance is \$4,409.49; by comparison, the Stu Stein Scholarship balance is \$9,631.41). Fundraising has been challenging for the past two years and current funding will likely last for three more years. Group discussed how to raise additional funds at future conferences, including providing options for those who do not carry cash during conferences (for raffle tickets). Katie suggested including profiles of scholarship winners on our chapter website. WNY will discuss a fundraising strategy to share with the chapter.
5. 2018 Chapter Conference
 - a. Mark will reach out to Tom to discuss online conference registration.
 - b. Call for sessions (including ethics session) to come in April or May.
6. Projects in the Works
 - a. Updates from National
 - i. Great Places in America presentation in Waterloo. APA National planned the ceremony, which several Chapter Board members attended.
 - ii. National Community Planning Month survey is open through today (11/17).
 - iii. International Joint Commission survey on water levels is currently open.
 - b. Budget Update

- i. Percentage-based dues structure: Pursuant to by-laws, Chapter held open comment period regarding percentage-based dues. Mark distributed comments received, several of which said they would like a dues structure base on salary (which is a National, rather than Chapter decision) and some objected to open comment period on a policy that is going to change anyway. Motion approved to adopt the percentage-based dues structure (15%) as of January 1, 2018 (Evans/Guarino).
 - ii. Eve is working on 2017 budget closeout. Thanks to Highland Planning for raising \$2,075 more in sponsorships for the Syracuse conference. Planners Day was down in receipts and conference was not in the initial budget. As of today, the Chapter has \$6,921.88 in checking with checks totaling \$2,358 outstanding; \$8,148.81 in savings and two CDs with a combined total of \$15,084.01. As mentioned above, the Krasner Scholarship balance is \$4,409.49 and the Stu Stein Scholarship balance is \$9,631.41. Motion to accept the budget report passed (Guarino/Ingalls).
 - iii. Discussion about possible ways to consolidate the chapter's finances, perhaps through lump sum payments to sections (depending on individual budgets and work plans for the year, possibility of debit cards for sections in order for them to plan events locally, etc.). Eve will reach out to section directors to discuss rebate payment. Motion to put \$5,000 in grant program – Ellen Parker will assist with the effort to write application and withhold rebates for Sections without a budget, workplan or inactive/motion passes (Guarino/Ingalls).
 - iv. The board is also concerned that we continue to send rebates to inactive sections. We will no longer do so: the motion was to withhold future rebate payments to inactive sections: Southern Tier, CNY and G/FL (names tbd).
 - c. PDO Update
 - i. Recent CM requests: CDRPC held three events in July/August/September, WNY developer roundtable and UB fall lecture series, upcoming GFL event on 11/29.
 - ii. As of 11/1, APA has a new program to facilitate AICP certification. "AICP Candidate" program for interested students. Rich has additional information about the program for potential candidates.
 - d. Chapter Administrator RFP
 - i. Work group will review other RFPs with the goal of distributing early 2018.
 - e. 2017 Chapter Work Plan
 - i. To be discussed in 2018.
 - f. Newsletter
 - i. Articles due 11/28 to Meghan Aaron. Katie asked for summary articles from anyone who reported during the October business meeting. The Board discussed an annual report to the membership. Each officer and Section Director is asked to provide a minimum of one paragraph to Meagan for the next newsletter.
 - g. Conference Call Options
 - i. While the video call is great in concept, some members found it distracting and prefer audio calls/webinars.
7. Section Directors Updates
- a. Capital District

- i. November Speed Networking Event was a great success, large turnout, highlighted five planners for diverse backgrounds - great networking and conversations.
 - ii. December 6 - CDPA's Annual meeting; nominations committee has been activated and there are some leadership roles transitioning, including Hilary Papineau stepping down from SD but good leadership transition plan is in place.
 - iii. 2018 Program Plan is not planned out yet though we have a few key events identified and will be planning a holiday party in January as well as a professional development event with the UAlbany PSO to promote the AICP Pilot program as well as a UAlbany sustainability/law event in the spring.
 - b. Also exploring a resume book for 2018 in partnership with UAlbany.
8. Other Discussion Items
- a. Next Meeting: Webinar on January 19, 2018 at 10 am.
9. Adjournment at 12:05 pm (Holberg/Oltramari).