



APA New York Upstate Chapter Executive Board
May 17, 2018
Meeting Notes
Teleconference

1. Roll Call
 - a. Attendees: Board Members – Jonathan Bleuer, Joe Bovenzi, Mark Castiglione, Rich Guarino, Matt Ingalls, Jim Levy, Sean Maguire, Ellen Parker, Andy Raus, Vicky Simon, Nicolette Wagoner
 - b. Excused: Eve Holberg, Darren Kempner, Tom Knipe, Felipe Oltramari, Jane Rice, Patricia Tatich
2. Approval of Meeting Minutes
 - a. January meeting notes – to approve via email.
 - b. March meeting notes - Approved (Castiglione, Guarino).
3. Additions/Changes to the Agenda
 - a. None.
4. 2018 Chapter Conference Update
 - a. Southern Tier section conference committee has been meeting to coordinate the conference and develop a theme. Tom will prepare the call for sessions and a flyer for an e-blast in the coming weeks. He will also email an update to the Board after their next planning committee meeting.
 - b. The Board's Annual Meeting will take place with Cornell University students during the conference – likely Wednesday morning into mid-day with students.
5. Board Nominations / Slate
 - a. Chapter has a full slate for the upcoming board election.
 - b. We have an opening as Past President, as Ellen is taking over as Membership Officer.
 - c. Bylaws require the board to sign off on the slate and submit for the portal national oversees. Board passed the motion to forward to APA National (Castiglione, Raus).
6. Projects in the Works
 - a. Updates from National
 - i. Provided by email from Jim.
 - b. Budget Update
 - i. Discussion about mini-grants – Eve and Ellen will plan to announce the program at the fall conference.
 - ii. Jim will ask Eve to email a budget update to the Board.
 - iii. Eve received membership info from Ellen.
 - iv. Q1 and Q2 rebates to Sections will be calculated ASAP.
 - v. Info for the form 990 was sent to the accountants. We got an extension to submit so we are ok on time.
 - vi. Filed the application to renew our General Liability and D&O policies. Applications have to be completed each year for a renewal quote.
 - vii. Have not received a bill for NPC 18 get-together.

- viii. Motion for Eve to purchase new Quicken software because our old software is not compatible with bank online program. Motion approved (Guarino, Castiglione).
 - c. PDO Update
 - i. AICP exam: 21 people from upstate New York have registered for the exam this year.
 - ii. Re: AICP candidate program – National informed Rich 17 planners from our chapter registered for this program, including seven graduates from accredited schools and ten current students. It is good that people are taking advantage of this benefit.
 - iii. Rich has processed a number of CM credits recently, including ten submissions for Q2, of which six were conferences/workshops for 106 total credits. (Many are from the Capital District section). He has processed over 136 credits this year so far. The quality of submissions is improving so it is less time-consuming for him to enter information, using his template. We discussed how to better publicize all of the opportunities that the upstate chapter has provided for CM credits. Rich requests that session sponsors send sign-in sheets back to him for anticipated 2019 audit.
 - iv. WNY APA presented awards and held a fundraiser for Krasner raised \$350 (through raffle and 50/50). Rich spoke with UB Professor Dan Hess about concern for Krasner scholarship, Hess offered to meet and discuss how to create additional funds from/with UB.
 - d. Chapter Administrator RFP
 - i. Jim drafted a staff consultant RFP for Board review. He would like to publicize the RFP and hire in the next few weeks so that the contractor is able to start July 1, 2018.
 - e. Chapter Work Plan
 - i. To come.
 - f. Newsletter
 - i. Andy reported that they received more submissions for the most recent newsletter, along with a respectable rate of people opening the email. He's targeting the next newsletter for August as a pre-conference issue and will work with Highland on coordination of content. May also include position statements and bios for board candidates.
7. Section Directors Updates
- a. Genesee/Finger Lakes: Joe Bovenzi reported that the section held its organizational meeting on 3/28 and discussed developing a work plan. The section held a roundtable on April 23 in conjunction with the NYS Floodplain and Stormwater Managers Conference. Thanks to Rich for his assistance with CM. Upcoming event on 5/31 at RRCD—Katrina Johnson-Zimmerman will speak on women in design. (<http://www.rrcdc.org/reshapingrochester.html>) and members of GFL board will attend. They are planning events including a summer social with more info TBD, a potential fall tour of Eastman business park and training sessions. Also planning for 2019 chapter conference that will be October 2-4, 2019 at a downtown ROC hotel (location and theme TBD).
 - b. WNY: Presented awards to four projects and four individuals, they're pleased with the energy and level of activity in the section.

- c. CD: Section board met recently, more updates to come at next meeting. They held a speed networking night at Albany pump station and are planning additional networking events.
- 8. Other Discussion Items
 - a. Remaining 2018 Meeting Schedule
 - i. July 12, 2018 teleconference.
 - ii. October 3, 2018 in Ithaca during conference.
- 9. Adjournment at 11:20 am (Castiglione, Raus).