



APA New York Upstate Chapter Executive Board
August 8, 2018
Meeting Notes
Teleconference

1. Roll Call
 - a. Attendees: Board Members – Jonathan Bleuer, Joe Bovenzi, Mark Castiglione, Rich Guarino, Tom Knipe, Jim Levy, Christina McInerney, Kerry O'Connor, Felipe Oltramari, Ellen Parker, Andy Raus, Vicky Simon, Nicolette Wagoner
 - b. Excused: Eve Holberg, Darren Kempner, Jane Rice, Patricia Tatich, Matt Ingalls, Sean Maguire
2. Approval of Meeting Minutes
 - a. March and May 2018 meeting notes approved (Castiglione, O'Connor)
3. Additions/Changes to the Agenda
 - a. Added the 2019 Chapter Conference and NY Bicycle Conference to the agenda.
4. 2018 Chapter Conference Update
 - a. Overview
 - i. Tom Knipe updated the Board on conference planning to date.
 - ii. Sessions: Received 28 proposals for conference sessions. Conference will offer law and ethics sessions. A number of mobile workshops will be available, including options on foot, Limebike or bus.
 - iii. Committee of 8+ has been very active and thanks Eve Holberg and Dee (Section Treasurer) for their help with finances.
 - iv. Keynote: John Noltner is an expert in utilizing the power of using photography to tell stories. In addition to his keynote, he will discuss how the planning profession inspires us and engage attendees in discussing their passion for the profession, all of which he will assemble into a photomontage.
 - v. Conference and most sessions will be at Hotel Ithaca, with a Wednesday evening reception at Coltivare, Thursday award luncheon 12:15-1:45, Thursday reception at Milstein Hall (Tom is working with Cornell on local food and wine). Friday sessions will end around noon after John Noltner presents his conference observations. Tom will engage Cineopolis if we need more space.
 - vi. Due to accreditation timeline for Cornell, we have an opportunity to engage with the program in a conversation on the future of planning education.
 - vii. Timeline: Registration deadline of 8/31. Committee is meeting Friday or Monday to decide sessions. E-blast will be ready soon; NY Planning Federation will also email its members. Final registration is mid-September. Committee is actively working on details, management of volunteers for conference, program design and printing, etc.
 - viii. Attendees will receive a \$10 voucher to use at downtown businesses.
 - ix. Mark inquired about insurance for session locations, receptions, etc. Tom is comfortable with the section's current cash flow.

- b. Board Meeting with students during conference: Previously, we have invited students to lunch, then offered them an opportunity to present to the board (until 1 pm or so). This would allow us to have time to network with students.
- 5. 2019 Chapter Conference
 - a. To be October 2-4 at Rochester Hyatt. Section will hold most of the events at the hotel (receptions, sessions, etc.) The conference committee is considering a theme and will brainstorm sessions in the coming months.
 - b. Include information/save the date in 2018 conference program.
- 6. Board Nominations / Election Update
 - a. Elections are open and APA Election Coordinator emailed ballots on August 7. Jim asked Highland to send another e-blast reminding members to vote.
- 7. Projects in the Works
 - a. Updates from National
 - i. Provided by emails from Jim. In addition, APA National did not select any “Great Places” in NYS. The selection committee noted that we had some strong ideas and sent suggestions for re-submitting. Chapter Presidents Council business meeting is upcoming and Sean Maguire has offered to attend, as Jim and Mark are unavailable. Funding is available through the chapter to offset travel expenses.
 - b. Budget Update
 - i. Eve will update the Board at the October meeting.
 - c. PDO Update
 - i. Rich Guarino continues to process CM credits. He has a report for members who are delinquent in CM requirements. The current reporting period ends 12/31/18. As of June we had 30+ members without the necessary credits, so the 2018 conference is an ideal opportunity to market to those who need to maintain AICP.
 - ii. NY Bicycle Coalition – Tom Knipe received a request to exchange sponsorship for the NYBC summit in mid-September, which focuses on active transportation. NYBC sessions will not overlap with ours. Approved unanimously with one abstention (Knipe) (Castiglione, Guarino).
 - d. Chapter Administrator
 - i. Highland Planning will continue as chapter administrator. Jim suggested that board members should email Jen Topa and Andre Primus to ensure that one of them post or sends out information in e-blasts in a timely manner.
 - e. Chapter Work Plan
 - i. Sub-committee to develop plan – Jim asked if any board members would assist in gathering information (Kerry O’Connor and Mark Castiglione).
 - ii. Section work plans – Discuss in October as related to funding and finances at the section level.
 - f. Newsletter
 - i. Jim asked Board for submissions; Bergmann is developing the next newsletter.
 - g. Mini-Grants
 - i. To discuss in October.

8. Section Directors Updates
 - a. Genesee/Finger Lakes: Summer social 8/23 at Fifth Frame brewery, where EV test rides will occur on the same day. The section is planning additional CM credits for this fall.
 - b. WNY: Section met on 8/7 for a tour of a new passenger rail terminal. Jonathan is finishing his tenure as section director.
 - c. Southern Tier: focusing on conference now. Tom would like to think about succession planning post-conference.
 - d. CD: Kerry said the section is planning mobile workshops and re-engaging with university students this fall.
9. Association of Collegiate Schools of Planning Conference
 - a. WNY section is collaborating on this conference (Buffalo, October 25-28), which attracts 800-1000 planning educators and professors.
 - b. Jonathan is assisting with publicity and sponsorship. While we will include conference info in our e-blast, chapter will not sponsor.
10. Other Discussion Items
 - a. Remaining 2018 Meeting Schedule
 - i. October 3, 2018 in Ithaca during conference, 10-12 meeting, 12-1 lunch (tentative)
 - ii. December teleconference – date TBD.
11. Adjournment at 2:24 (Guarino, Raus).