



**APA New York Upstate Chapter  
Executive Board Meeting  
Friday, December 18, 2020  
Zoom & Phone Teleconference**

## 1. Roll Call

Name	Board Title	Name	Board Title
<input checked="" type="checkbox"/> Mark Castiglione, AICP	President	<input checked="" type="checkbox"/> Mike Long, FAICP	Officer Emeritus
<input checked="" type="checkbox"/> Sean Maguire, AICP, CECd	Vice President	<input checked="" type="checkbox"/> Jeremy Monte	Capital District, Section Director
<input checked="" type="checkbox"/> Eve Holberg, AICP	Treasurer	<input type="checkbox"/> Jane Rice, JD, AICP	Central NY, Section Director
<input checked="" type="checkbox"/> John Czamanske, AICP	Secretary	<input checked="" type="checkbox"/> Joe Bovenzi, AICP	Genesee/Finger Lakes Sec. Dir.
<input checked="" type="checkbox"/> Rich Guarino, AICP	Professional Dev. Officer	<input type="checkbox"/> Tom Knipe	Southern Tier Section Director
<input type="checkbox"/> Darren Kempner, AICP	Director of Legis. Affairs	<input checked="" type="checkbox"/> Rocky Navarro	Western NY Section Director
<input checked="" type="checkbox"/> Ellen Parker, AICP	Membership Officer	<input checked="" type="checkbox"/> Patricia A. Tatich, AICP	Planning Official Dev. Officer
<input type="checkbox"/> Matt Ingalls, AICP, ASLA	Education Officer	<input type="checkbox"/> Nicolette Wagoner, AICP	Liaison, NYS Co. Plng. Dir.
<input type="checkbox"/> Amanda Bearcroft	Public Relations Officer	<input checked="" type="checkbox"/> George McKibbin, MCIP, RPP, AICP	Liaison, Ontario Prof. Plnrs. Inst.
<input checked="" type="checkbox"/> James Levy, AICP	Member At Large	<input type="checkbox"/> William Barnes	Student Rep., Univ. at Albany
Also Participating: Fred Frank, AICP; George Frantz, AICP; Eric Cooper			

2. **Additions/Changes to the Agenda.** Approval of the minutes was taken off the table to allow development of a note regarding the status of FAICP membership in the Chapter.
3. **Approval of Financial Statements Through December 16, 2020.** The statements show revenues and expenses incurred by the Chapter and any sections with bank accounts linked through Quickbooks; so the Capital District and GFL are not shown. Mark reviewed the highlights. The financial statements were unanimously approved as presented (Maguire/Holberg).
4. **2021 Meeting Schedule.** Mark briefly reviewed the proposed schedule of bi-monthly meetings. While not noted, as usual the meeting would begin at 10:30 AM and be virtual except for the September meeting if it is possible to have an in person annual conference and November if it's possible to have a planning school host a meeting. The 2021 meeting schedule was approved unanimously (Long/Guarino).
5. **Designation of Bank Signatories.** Mark read the proposed resolution, "Resolved, that the following individuals shall be designated as signatories on the NY Upstate American Planning Association's bank accounts effective January 1, 2021: Mark Castiglione, President (2021-2022); Frederick Frank, Treasurer (2021-2022)," which was approved unanimously (Maguire/McKibbin).
6. **Proclamation Commending Eve Holberg, AICP, for Distinguished Service to the Upstate Chapter.** Mark read a proposed proclamation, which he shared on his screen, saying that he had forgotten to include it in the meeting packet:

"Whereas the NY Upstate Chapter serves and supports professional, student and citizen planning communities in New York State and, Whereas, Upstate APA seeks to improve the quality of life through the use of planning, helping our members implement good planning in their communities and impart the benefits of good planning and, Whereas, Eve Holberg was appointed as Treasurer to the NY Upstate Chapter on September 28, 2011 and has been elected by the membership to serve four two-year terms and, Whereas, Eve Holberg has faithfully participated in Chapter business and has accurately executed the responsibilities of Chapter Treasurer including implementing the Chapters first Chapter-only membership program and conversion to a fixed-percentage dues structure and, Now, Therefore, Be it Resolved that the New York Upstate Chapter Board does hereby pause it their deliberations on December 18, 2020 to honor and commend Eve Holberg for her dedicated service to the Chapter and its members and, Be it Further Resolved that a copy of this proclamation will be provided to Eve Holberg by the Chapter Board as a symbol of appreciation."

Upon a motion, duly seconded, the proclamation resolution was adopted unanimously (Long/Parker); with two corrections (already incorporated above). Mark added his personal appreciation to Eve for her work over the years as Treasurer, which is often a thankless position, and for her tireless efforts to make improvements, coordinate with Section Treasurers, and all the work that goes into the Treasurer's duties mostly behind the scenes.

Eve thanked everyone, mentioning that the bylaws were amended to allow the Treasurer to serve four terms instead of terming out after two terms as the other officers. She suggested revisiting that now that the financial work is not such a heavy lift. Eve said she's enjoyed every bit of the seventeen years she's served on the board as member-at-large, membership officer and finally as Treasurer; she appreciates all the support along the way. There was a lot of work involved with consolidating all the Chapter's bank accounts and she appreciates Mark's helping to carry that over the finish line, which should finally be completed in 2021. She'll miss being on the board but will still be participating as a Chapter member.

7. **Chapter Conference Recap and Reconciliation.** Mark pointed to the reconciliation information in the packet, summarizing that the net profit was \$8,622, not including any Section expenses toward the venue deposit which is being carried over to next year. That's an outstanding job by the Capital District Section and the Conference Committee, given all the challenges from COVID and having to go virtual. Jeremy related that the Section held a close-out meeting recently; the key takeaway is that it took the commitment of all conference committee members and everyone is grateful for all the work.
8. **2021 Chapter Conference.** Mark reviewed that the board had given a right of first refusal to the Capital District for the 2021 conference given the situation this year, but it's not clear that an in-person conference will yet be possible. They are leaning toward another virtual conference. Jeremy noted that the Section does not want the entire burden of organizing another virtual conference. So, there are a few decisions to be taken: whether to do a virtual conference in 2021 and who would carry out the work; plus, how does that look financially? If there's a virtual conference, it could be the Western Section which is next up, or a Chapter-wide effort, or just of the Chapter Board with maybe some support from the Chapter Administrator. George Frantz suggested considering a hybrid

approach, as they've done with classes at Cornell. Mark commented that it could be wholly hybrid, which is complicated technically, or between education sessions being virtual and social events being in-person, possibly in each Section. Eve commented that if there is a hybrid conference, it would be good not to have a hotel venue given the difficulty and cost of coordinating on technology. Mike asked about the hotel deposit being held currently. Jeremy related that the Cap Center is willing to accommodate to make things safer; they may also be willing to discuss a refund or hold the deposit even further into the future. Mark explained that conference profits and losses are shared with the Section; losing the deposit would be a total hit of \$2,800 (1,400 each). After more discussion, the consensus was, given the substantial uncertainty and lead times needed, to organize a virtual 2021 conference. At the suggestion of conducting a survey of the membership as to the virtual format, Jeremy mentioned the recent post-conference survey indicated the biggest negative was the lack of social interaction, with less comment about the event being extended across a number of weeks. An extended event does require more continuing attention by organizers. The survey also pointed out that people appreciated being able to access recordings if they couldn't make the actual webinar. A motion to approve holding a virtual 2021 conference was adopted unanimously (Long/Tatich).

Mark asked Rocky to take back a question to the Western Section Board as to whether they would like to organize the virtual conference in lieu of hosting a (supposed) in-person conference in 2022. If the answer is no (that the Section would like to continue working toward hosting in 2022), a Chapter-wide committee can be convened to organize the virtual 2021 conference. Rocky mentioned that they've modeled their finances based on an in-person conference, and would be concerned about virtual conference revenues in contrast, but will take it back to the next meeting on January 7th.

9. **Proposed 2021 Budget.** Mark briefly described his proposed 2021 budget, which is based on this year's budget with some slight adjustments. Mike asked about the administrative contract; Mark replied that it's capped at ten thousand, but we may need to adjust that potentially if we ask Highland to assist with the chapter-wide virtual conference effort. Eve mentioned such an adjustment was made to help with the first Planner's Day event. A motion to approve the 2021 Budget was approved unanimously (Holberg/Tatich).

#### 10. Section Director Updates.

A. Western NY. Rocky reported:

1. The virtual trivia night was postponed to a future date.
2. A virtual winter social event is planned.
3. Instead of the usual mid-winter student / professional mixer, the Section is working with the UB student association to host a series of panels in line with their graduate concentrations.
4. In the process of compiling results from the November member survey. Looking to work with the Chapter to establish a premium Survey Monkey account which would be at no cost.
5. The third edition of the Editorial Board's newsletter will be going out soon.
6. Completing the Section Work Plan was a good opportunity to step back and review.

B. Genesee Finger Lakes. Joe reported:

1. The Section annual meeting will be held virtually in January; Joe will be standing again for re-election as Director.
2. First virtual happy hour on 12/3 with about ten participating; another scheduled for 1/13.
3. Working with the Monroe Co. Bar Assoc. on a land use & law training program, likely for sometime in February or March. Joe will look into whether that could be shared with the Chapter.
4. Joe supports establishing the Survey Monkey account as Rocky described.

C. Capital District. Jeremy reported:

1. He is the incoming Director-elect; there's a lot of turnover, with a lot of new officers new to the board.
2. The Section annual meeting was held recently.
3. In addition to the post-conference survey, they did a programming survey to gauge what the membership wants to see.

**11. Committee Updates / Work Plan Review.** Mark related:

- A. 2021 Chapter and Section Workplans. Section work plans were due November 13th, so please get them in as soon as you can if you haven't already; it helps Mark in rolling things up into a Chapter work plan which he'll present in January.
- B. Legislative Committee. Darren made some good connections at the virtual legislative policy forum.
- C. Finance Committee. No meetings recently.
- D. FAICP Committee. Mike Long related that August 25th is the deadline for nominations this year; national moved it up a bit so the committee has been compressing its timeline a bit. They're getting ready to launch a web site. January 29th will be a webinar to encourage nominations. The minimum is fifteen years of AICP membership in good standing. The committee is trying to emphasize women and minority nominations. They're preparing a memo to the Sections about the process. Mark mentioned that there will also be a letter going out to individual members who are eligible.
- E. Chapter Sourcebook / Administrative Manual. Rocky reported that he got underway this week, communicating the general approach to the process and will be scheduling a first meeting soon. Marked thanked him for volunteering to lead the effort and mentioned the committee will be reaching out to Chapter board members to capture expertise and institutional knowledge.

**12. Communications, Outreach, Partnerships.** Mark said Amanda was unable to attend, but she got the Newsletter out in the last couple of weeks.

**13. Professional Development Officer Update.** Mark pointed to the report Rich had emailed and congratulated him on all the events certified for credit this year. Rich commented that while the number of credits was down by forty percent, the number of events doubled. He noted that the report breaks down the conference sessions by topic; planning methods and social justice were the leading categories. He started this for the conference and will continue doing this for all CM sessions

in the new year. Rich noted that letters will be going to those who passed the AICP exam; six full members and four student AICP candidates. Important dates for the May 2021 exam have been posted by APA national and will be forwarded to members. Due to COVID, the CM reporting period has been extended. The planned changes in mandatory CM topics (1 Law, 1 Ethics, 2 for two special topics) will start in 2022.

George Frantz mentioned, after having been asked about sharing with the chapter, Cornell decided to hold off on opening up the one credit hour AICP exam prep course that he's been assigned to teach. It's a new effort, so they'll review and also will need to talk to the university about what sort of fee to charge for outside enrollees. George noted that he had argued that it should be viewed in part as part of Cornell's land grant mission, and is hopeful it can be offered beginning in 2022 as a six or seven hour course via e-Cornell. This effort has been pushed by the students, facilitated by the change in the AICP program whereby students can take the exam and then get their work experience.

14. **Membership Update.** Ellen noted that membership has been more stable than she had expected.
15. **Planning Official Development Officer.** Pat reported that the NY Planning Federation has had a number of virtual events given that the in person annual event could not be held. They will continue to convene virtually, as NYPF likely won't have an in person conference in 2021. One of their big initiatives is to reach out to local planning and zoning boards to provide the state-required training virtually. They're also looking for newsletter articles; contact her if anyone wants to submit. Pat said she's stated her intention to NYPF to continue on as liaison to the Upstate Chapter Board.
16. **Ontario Professional Planners Institute (OPPI) Liaison Update.** George McKibbin reported that OPPI has become more aggressive about commenting on provincial legislative initiatives; recently they opposed one that would have restricted the ability of authorities to comment on environmental matters related to flooding, and they also opposed another related to the ability of the minister to effect a local zoning change without local input. George also mentioned that OPPI has put in place a system for asking questions and sharing of information between planners, which is of particular help to smaller municipalities and firms. Mike said he's a member of the Int'l City Mgrs. Assoc. (ICMA) and they have a similar forum. Ellen remarked that their used to be a planners list-serve in the state; Rich noted that national has "APA Engage" which does the same sort of thing and people just need to sign up for it; George Frantz commented that Cornell planners list-serve is still registered so just needs to be reactivated.
17. **Approval of September 23, 2020 Meeting Minutes.** Mark thanked outgoing Secretary John Czamanske for his work over the last two years, wishing him luck in his future travels. John thanked him and noted that during the meeting he'd worked up language for the FAICP note which was shared and edited within the Zoom chat box. With the addition of this note, the 9/23/2020 minutes were approved unanimously (Maguire/Long).

The meeting adjourned at 12:30 PM.

*Respectfully submitted,  
John Czamanske*