



**APA New York Upstate Chapter  
Executive Board Meeting  
Friday, January 15, 2021  
Meeting Via Zoom & Phone Teleconference**

Mr. Castiglione called the meeting to order at 10:00AM and welcomed new members to the Board.

**Agenda Items:**

**1. Roll Call**

	Name	Board Title		Name	Board Title
X	<b>Mark Castiglione, AICP</b>	President	X	<b>Mike Long, FAICP</b>	Officer Emeritus & Bookkeeper
X	<b>Sean Maguire, AICP, CEcD</b>	Vice President	X	<b>Jeremy Monte</b>	Capital District, Section Director
X	<b>Fred Frank, AICP</b>	Treasurer		<b>Jane Rice, JD, AICP</b>	Central NY, Section Director
X	<b>Eric Cooper</b>	Secretary	X	<b>Joe Bovenzi, AICP</b>	Genesee/Finger Lakes Sec. Dir.
X	<b>Rich Guarino, AICP</b>	Professional Dev. Officer		<b>Tom Knipe</b>	Southern Tier Section Director
X	<b>Darren Kempner, AICP</b>	Director of Legis. Affairs	X	<b>Rocky Navarro</b>	Western NY Section Director
X	<b>Ellen Parker, AICP</b>	Membership Officer		<b>Patricia A. Tatich, AICP</b>	Planning Official Dev. Officer
X	<b>George Frantz, AICP</b>	Education Officer	X	<b>Daniel Long</b>	Liaison, NYS Co. Plng. Dir.
X	<b>Amanda Bearcroft</b>	Public Relations Officer	X	<b>George McKibbin, MCIP, RPP, AICP</b>	Liaison, Ontario Prof. Plnrs. Inst.
X	<b>Jonathan Bleuer</b>	Member At Large		<b>Vacant</b>	Student Rep., Univ. at Albany

14 Board members present. Quorum met.

**2. Additions/Changes to the Agenda**

Mr. Castiglione mentioned that he would have an addition to the Committee Updates to address the work of the chapter regarding equity, diversity, and inclusion.

**3. Approval of 12/18/2020 Meeting Minutes**

- Motion to approve the minutes of 12/18/2020 with no changes made by Mr. Navarro. Seconded by Mr. Frantz. Motion carried by voice vote.

**4. Planners Day**

Mr. Castiglione recalled that the 2020 Planners' Day at SUNY ESF was derailed by pandemic, and, as a silver lining, in 2021 all members understand how to use zoom and webinar features. Mr. Castiglione sought volunteers to create free webinars for Planners' Day 2021. Mr. Frank and Mr. Frantz volunteered. Mr. Castiglione expected that Planners' Day would take place sometime in spring, but that there is some flexibility. A Planners' Day committee of Mr. Castiglione, Mr. Frank, and Mr. Frantz will start work on that and Mr. Castiglione will follow up via email to start the conversation.

**5. 2021 Chapter Conference**

Mr. Castiglione reminded the Board that in the December meeting the Board approved a virtual conference in 2021, and he briefly reviewed the reasons why that decision was chosen. However, a question remained at that time, whether the Western Section desired to host a virtual conference or to defer to 2022.

Mr. Navarro stated that the Western Section decided at their last meeting that they want to commit to holding a conference in 2022 with the understanding that it could be wholly virtual or potentially

hybrid. The section did not feel they could adequately host the 2021 conference and give it the time and quality that it needs in such a short turnaround. The Western Section is willing to offer assistance where possible to the 2021 virtual conference.

Mr. Castiglione thanked them for their consideration and hoped that 2022 will offer a better opportunity to hold the conference in Buffalo.

Mr. Navarro agreed. He also noted that waiting gives more opportunity for events to play out to reduce uncertainty. Further, that the section will have more lessons learned from the 2021 virtual conference that might help in the event of hosting a hybrid meeting. Mr. Navarro asked what the approach will be for 2021 to host as a chapter?

Mr. Castiglione answered that we need to get interested members from across the chapter to volunteer for the conference committee. Most importantly, this task includes finding somebody with experience producing a conference to be the leader of the conference committee. He requested that if anybody has an idea of potential candidates to refer them to him or nudge them to be the committee chair. He reminded the Board that we do not need to bite off more than we can chew with the conference. He noted that we can potentially pare down offerings to make the conference work. He stated that he will send a note to convene this virtual conference committee. Mr. Castiglione finally requested that section directors share this opportunity with their members and share this opportunity with those members looking to be more involved.

## **6. Section Directors Update**

### **Western Section:**

Mr. Navarro provided the report. In lieu of the student professional mixer, the Western Section will be holding a panel discussion in conjunction with UB GPSA focusing on their academic concentrations. The section will still need to engage the committee team, but they do have people lined up.

Mr. Navarro wanted to make the Chapter aware that the Chapter has a non-profit status that permits a Survey Monkey Premium Account. He said there are many data options, so if the Chapter wishes to take advantage that is available.

Mr. Navarro said the January 21 newsletter is in draft form and should be distributed soon.

Mr. Navarro said he and Mr. McKibbin are exploring ways that APA Engage can be used to harness or promote technical assistance to members.

Finally, Mr. Navarro added that elections are this year for the Western section. As per the bylaws, the election committee will be chaired by Jon Bleuer. The elections should be concluded by April. Mr. Castiglione asked whether balloting would be done for members? Mr. Navarro confirmed this and said that this would likely be done through Survey Monkey as in past years. In previous experience, no issues arose.

### **Genesee-Finger Lakes Section**

Mr. Bovenzi provided the report. The section held a happy hour on 1/13. It was well attended, and they hope to hold another in February. The next section board meeting is on 1/20 where they will

discuss board elections, work plans, and requesting volunteers for the 2021 conference. The Section has been working with Monroe County Bar Association on a training program.

Mr. Bovenzi asked, if Buffalo hosts the conference in 2022, whether this will shift the following conference hosts out one year. Mr. Castiglione confirmed this. Mr. Bovenzi asked that an updated host schedule be circulated.

### **Central NY Section**

Jane Rice was absent. No report provided.

### **Southern Tier Section**

Tom Knipe was absent. No report was provided.

### **Capital District Section**

Mr. Monte provided the report. The Capital District Section had not yet held their first board meeting. They are scheduled to hold that meeting on 1/25/21. Mr. Monte said the Section Board is fairly new, so they will use this month as an opportunity to acclimate themselves to the responsibilities and for programming officers to think about the programming options they want to have this year.

Mr. Monte updated the Board on conversations with the Capital Center where the 2020 conference was to be held. The new sales representative who is working with the APA sent an email that she was saddened to hear we would not be going through with the conference, but she was willing to discuss an option beneficial to both parties. Mr. Monte will be setting up dates and times for a meeting and will pass along an update afterwards.

Mr. Monte also mentioned an upcoming virtual event within the Capital Region. He expects the PDO will take care of CM credits for the event.

Mr. Castiglione thanked Mr. Monte and welcomed him to the Board as the new section director for the Capital District. He asked that as soon as Mr. Monte know the amount owed from the Capital Center to let him know. He noted that the Chapter Board has already taken action to make sure funds can be distributed to the sections so action would not have to wait until March.

## **7. Committee Updates/ Work Plan Review**

### **2021 Chapter and Section Workplans**

Mr. Castiglione thanked the sections who have submitted work plans and understands that others are in the process of completing theirs.

### **Legislative**

Mr. Kempner reported that he made good connections at the APA's legislative forum. Since then, he had talked to Shachi Pandey, legislative director for APA NY Metro. They have discussed coordinating on some legislative agenda items. Mr. Kempner will try to organize a few items early this year and send to the executive team for review. He asks that anybody who is aware of any bills or actions at the State level send them his way.

Mr. Castiglione stated that Sean Maguire needed to step down from the committee as he is taking on the role of Economic Development Division Chairman for APA. He asked that anybody with a compelling interest in matters of the State and legislative acts volunteer to assist the Legislative Committee.

## **Financial**

Mr. Castiglione stated they are still working on the financial guideline materials. He added that Mr. Frank and Ms. Holberg have started to gather the information needed from the section treasurers to complete our 990 and complete the books for 2020. They are also making sure all expenses are booked appropriately, and then they will work with Bonadio to make sure the 990 is appropriately filed. Mr. Castiglione also welcomed Mr. Frank in his first official meeting as the new Upstate APA Treasurer.

## **FAICP**

Mr. Mike Long welcomed new members to the Board and introduced them to the FAICP certification. He noted that the chapter currently has around 100 eligible candidates for FAICP certification.

Mr. Mike Long said the Committee is currently looking at a Webinar on 1/29/21 which will be recorded so that others can view it afterwards. He said they will try to provide notice to eligible members so they can get a glimpse at what is involved in certification.

Mr. Mike Long also said the Committee is setting up a website that shows past nominations and mentors that candidates may inquire of. He added that there are currently 8 FAICP members in the Upstate APA, but only 5 are "homegrown" which the committee wants to expand and 3 FAICP members who have joined the chapter.

Mr. Mike Long stated that they are looking at 2/26/21 as a date for calls for nomination. At that time, they would determine who to support and whose application to strengthen. On 3/12/21, they would like to provide a recommendation to the Chapter Board so the Board may officially recommend who to support as a chapter nominee. He stated that the Board can support the candidate with a letter. He recalled that Mr. Castiglione supported his nomination, so the Committee's job will be to make it easier for Mr. Castiglione and the Chapter Board. He reiterated that the committee encourages eligible women and minority members to apply.

Mr. Castiglione added that the process for applying to FAICP has changed over the past couple years and has been liberalized. He believed this change will be a good thing. He thanked section directors who identified potential candidates. He was aware of a few potential candidates who expressed interest. He believes the formation of the Committee was a positive step to create a strong framework of support which will help Upstate APA grow beyond the current 5 homegrown FAICP members.

## **Chapter Sourcebook/ Administrative Manual**

Mr. Navarro provided the report of this committee. They recently held their kickoff meeting and discussed their approach then divided up responsibilities and determined next steps. He will be reaching out to some Chapter members not on the committee to review the Committee's work. He forewarned that some changes may require changes to the bylaws. They hope to make that determination by June and complete the sourcebook committee review by the end of next year. They plan to meet monthly going forward.

Mr. Castiglione added that this manual is intended to be a guiding document for new board members to describe how we operate. Since there has not been a significant update since 1989, the current operations rely heavily on the institutional knowledge of long serving members. He stated the

committee will be reaching out to specific board members who have specific sections in this operations manual. He thanked Mr. Navarro for his leadership in this initiative.

## **8. Communications, Outreach, Partnerships**

Mr. Castiglione said we are working on a partnership with a group called the Future of Small Cities Institute - a group out of Albany. The Chapter is working on a sponsorship in exchange for offering CM credits. He stated they have a good program upcoming on equity.

### **Newsletter**

Ms. Beard stated that she had not received anything new from anyone about additions to the newsletter. She asked that anyone who has projects they want to share to send them to her for inclusion in an email blast or social media post.

Mr. Castiglione added that he forwarded an email from APA engage that has information relating to the National Awards program which had been updated this year. He wished to make everyone aware of the accelerated timeline.

## **9. PDO Update**

### **CM/AICP Updates**

Mr. Guarino stated that the provider license for 2021 has been updated. Eight sessions have been approved so far. Six of those eight were chapter co-sponsorships and two were from the capital district.

### **10. Education Officer**

Mr. Frantz provided the update. He stated that Cornell is now getting ready for the PAB. The PAB is looking for input from chapter membership on Cornell's performance as an institution. Mr. Frantz said that he is putting together an approximately 10 question survey for members. They recommended using survey monkey.

Mr. Navarro added that, when the Western Section assisted the University of Buffalo, they also used Survey Monkey. He said he would send the survey which the Western Section used to Mr. Frantz, and he recommended Mr. Frantz consider tailoring the sample questions from the PAB to their audience.

Ms. Parker asked whether the survey for UB was distributed to the Western Section or the full chapter membership? Mr. Navarro replied that it was just sent to the Western Section, but that this may be different for Cornell.

Mr. Frantz concurred. He stated that the members are so spread out and between the different sections. He further expressed that Cornell lacks a focus upstate, as much attention is garnered by the Cornell center in New York City. He believes, for this reason, that they will also survey the NY Metro Chapter as well. Mr. Frantz expressed his interest in seeing whether people think Cornell should be doing more Upstate and supporting Upstate municipalities.

## **11. Membership Update and Trends**

Ms. Parker sent out the membership list prior to the meeting. She said membership was down a little which was not unexpected, but it was surprisingly stable given the current situation.

## **12. Planning Official Development Officer**

Ms. Tatich was absent. No report was provided.

### **13. County Planning Officer**

Mr. Dan Long provided the report. He said group of County planners started a monthly WebEx meeting during COVID-19, and the first few meetings were very well attended. Their goal was to share information amongst the counties, but the meeting morphed into a guest speaker situation where members from the State or NYSEERDA joined to provide information on relevant programs that impact local approvals and regulations.

Mr. Dan Long also stated that he has been approved to take the AICP certification exam in May.

Mr. Castiglione thanked Mr. Dan Long for volunteering. He noted that County Planners are often on frontline of many issues and asked that Mr. Dan Long flag any issues with the Legislative Committee.

### **14. Liaison to OPPI**

Mr. McKibbin provided an update on OPPI. They are trying to get the legislature in Toronto to replace the OPPI Act of 1994 with a revised legislation. They are trying to create greater responsiveness to the public where instances of professional practice are involved. They are also trying to convince the government that Planners could be responsible to make decisions regarding planning outcomes instead of municipal councils. Previous regulation oversaw who could title themselves "professional planner". The new legislation would extend that prohibition so that other similar professions cannot use the term unless certified. Other professionals such as engineers and architects may still do planning at municipal level but may not be classified as "professional planner".

Mr. McKibbin stated that, with issues of misconduct, there is a process for review of violation of code of practice. In the past if someone was under investigation, they might vacate their membership and thus end the proceedings. New legislation would allow continued adjudication even if membership is vacated.

Mr. McKibbin read the following from the proposed legislation:

#### **Prohibitions**

**24 (1)** No person, other than a member of the Institute, shall,

- (a) take or use the designation "professional planner", "Registered Professional Planner", "urbaniste" or "urbaniste professionnel certifié", or the initials "RPP" or "UPC", or any other abbreviation of those designations, alone or in combination with other words or abbreviations; or
- (b) take or use any term, title, initials, designation or description, or any abbreviation thereof, implying that the person is a member of the Institute.

#### **Exceptions**

(2) Clauses (1) (a) and (b) do not apply to a person in any of the following circumstances:

- 1. The person uses a term, title, initials, designation or description when making reference to his or her membership in a comparable organization in a jurisdiction other than Ontario in,
  - i. a speech or other presentation given at a professional or academic conference or other similar forum,
  - ii. an application for employment or a private communication respecting the retainer of the person's services, if the reference is made to indicate the person's educational background and the person expressly indicates that he or she is not a member of the Institute and is not governed by the Institute, or
  - iii. a proposal submitted in response to a request for proposals, if the reference is made to demonstrate that the person meets the requirements for the work to which the request for proposals relates.

He stated that there are certain exemptions for comparable professions in other jurisdictions such as AICP or other Canadian provinces. Further that penalties for offenses were not trivial and included a fine of not more than \$15,000.

Mr. McKibbin briefly described the legislative process. Legislation must go through three readings and then royal ascent. He said this legislation has gone through its first reading and potentially

through second reading. He was not sure whether this would come to reality but wanted to make APA aware.

Mr. Castiglione ask whether AICP planners use the term “professional planner” in Canada? Mr. McKibbon responded that they could not. However, they can claim they are AICP Certified through the APA. He further stated that he foresees licensing planners on the horizon.

Mr. Castiglione noted that there had been interest in the past for licensing within NYS. Previous surveys of membership showed support for licensing split. He stated that he personally supports licensure to raise the profile of the planning profession. He suggested that the Board may look to rekindle conversations about licensing.

### **15.Student Representative**

As the position for student representative is currently vacant, no report was provided.

### **16.Other Business/ News**

Mr. Castiglione provided an update about the Chapter's Equity, Diversity, and Inclusion goals. He stated there is not yet a committee. He has asked Rima Shamieh to help coordinate the Chapter's efforts. They have had meetings with presenters who previously led relevant sessions to identify what the chapter can do in a meaningful way to advance this goal. They have also reached out to APA NY Metro Chapter for a liaison role with Upstate Chapter. Rima Shamieh will focus on a survey of membership to see what could be done. Mr. Castiglione was aware of pipeline issue of minority members entering the planning profession and particularly working in upstate NY.

Mr. Castiglione asked the Board to consider what can we do to reach out and encourage participation. He felt it was critical to reach out to younger people to get them involved with planning earlier on. Additionally, he thought more robust engagement with schools would be beneficial where students are taking planning courses and we could potentially let them know about Upstate APA. Ms. Parker supported the school approach due to the diversity of student base.

Mr. Dan Long wanted to make his position known that he supports licensure. He said licensure creates value for practitioners. Further, he added that planning as a profession is nebulous as to what planners do. He felt that licensure validates the education, experience, and testing process undergone and encouraged members to push for this. He added that licensure sets a standard for outside observers and creates validation for people within and outside the profession. He said it is an educational challenge to share with members of public and legislature what planners do and compared it to the architectural profession. Finally, he cautioned planners on perils of certain licensing requirements.

Mr. Castiglione provided some history to the discussion of licensure. He stated that, in the past, the Upstate APA did seek to determine what the path looked like for legislation. They found it would cost around \$100,000 to hire a lobbyist to help navigate the process. Further, the Upstate APA consulted with the most recent organization granted licensure at the time, Geologists, who noted that the Chapter must consider who would be opposed to such a measure which might include Architects, Engineers or Landscape Architects. He concluded that he is in favor of this lobbying effort but would like to see further discussion on the subject.

Mr. McKibbon added that OPPI has spent that amount of money or more on strategizing regarding the earlier referenced legislation.

Mr. Castiglione added that a partnership with APA NY Metro would be critical for expense and for showing a unified front. He said APA NY Metro are ahead because they were able to get AICP recognized as part of Civil Service Requirements in NYC. He added this may also be a potential alternate path.

Mr. Maguire concurred that the Civil Service Commission might be a cheaper and easier place to start.

Mr. Frantz said that one challenge for licensing the planning profession is that graduates of geography departments and other non-planning departments have made outstanding planners. Mr. Frantz noted that his degree is in landscape architecture. Further, those programs like MLA, PE, RA have specific requirements to be accredited as a program that guides you to a specific license. The Planning programs are diverse. It raises the question of how to decide who is eligible and not? Mr. Bovenzi echoed the comments by Mr. Frantz as dual Master in Public Administration and Geography.

Mr. Dan Long said that that work experience can be used for architecture licensing requirements.

Mr. Mike Long shared his similar experience to Mr. Frantz, that he took a winding path to the planning profession. He feels the discipline is wide ranging because various elements are interrelated. He believes that going through process of getting licensing legislation will be difficult. He supported the option of going through civil service.

Mr. Maguire reiterated that on 2/1/21 the call for nominations will open for awards.

#### **17. Motion to Adjourn**

Meeting adjourned at 11:10 AM.

Respectfully submitted,

Eric Cooper, Secretary