



**APA New York Upstate Chapter
Executive Board Meeting
Friday, March 26, 2021
Meeting Via Zoom & Phone Teleconference**

Mr. Castiglione called the meeting to order at 10:00AM.

Agenda Items:

1. Roll Call

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

10 Board members present. Quorum met.

2. Additions/Changes to the Agenda

Mr. Castiglione added an item to the agenda for the racial justice task force and a promotional items committee (aka "swag" task force).

3. Approval of 1/15/2021 Meeting Minutes

Motion to approve made by Mr. Maguire. Seconded by Mr. Frank. Approved unanimously.

4. Approval of Financial Statements Through March 25, 2021

Mr. Castiglione provided an update. The organization has \$113,000 in the bank account. Regarding revenues, the chapter has received some revenues including a rebate and has not yet disbursed any rebates to the sections. The chapter currently has expenses for certification maintenance fee, zoom account, and Highland Planning.

Mr. Maguire asked for clarification regarding the Krasner Scholarship and why the value was \$19.12 as opposed to a whole number. Mr. Castiglione responded that it was likely due to a service charge.

Mr. Castiglione continued that the Chapter did engage the Bonodio Group and sent a 1099 to Highland Planning. Further that Fred Frank is continuing to transition into his role and Eve Holberg is transitioning out.

Motion to approve made by Mr. Maguire. Seconded by Mr. Bleuer. Approved unanimously.

Commented [EC1]: 3.59

5. Chapter Sponsorship Update

Mr. Castiglione provided materials before the meeting and added that the packet can be updated to show \$1,000 from Passero. In total, the sponsorship money amount almost covers the annual fee for Highland Planning. He thanked Highland and everyone who helped recruit sponsors.

6. Planning for Racial Justice Conference Sponsorship

Mr. Castiglione stated that this item was added to the agenda to enshrine that the chapter board had approved via email providing \$300 in support of the Racial justice Conference. He sought a motion to formalize this approval.

Motion to approve made by Mr. Guarino. Seconded by Mr. Frank. Approved unanimously.

Mr. Castiglione stated that there was an excellent turnout for the conference with around 500 people attending.

7. Planners Day, April 16, 11am

Confronting Racism: Practical and Ethical Considerations for Planners

Mr. Castiglione introduced Planners Day. Continuing with the theme of confronting racism and supporting racial justice, there will be just one ethics session webinar titled Confronting Racism: Practical and Ethical Considerations for Planners. APA AICP ethics officer Jim Peters will participate and one other member of the AICP ethics committee. The APA recognizes that planners are confronted everyday with systemic racism and the importance and relevance to planners of this topic, but they also realize that the ethics code does not provide clear guidance on how to stand up to support equity. Rima Shamieh, Chair of the Racial Justice Task Force will moderate. Nadine Marrero, Director of Planning for the City of Buffalo, will participate. Trayvon Martin - developer and planner in capital region - will also participate. The webinar will address aspirational principles of the ethics code, foreshadow future changes to the ethics code, cases of the year, issues the panelists have personally seen, and the ethical obligations and practical considerations to deal with. He stated that 120 people are currently registered.

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8. 2021 Chapter Conference Partnership with NYPF

Mr. Castiglione stated that we were unable to find anyone to chair the conference committee. He continued that we are looking to partner with the New York Planning Federation about having a joint conference in the fall. With the number of volunteers in both organizations, he believes it will be a successful partnership. He sought a motion to approve the partnership and developing a cost sharing agreement.

Motion made by Mr. Maguire. Seconded by Ms. Parker. Unanimously approved.

9. FAICP Committee Recommendations

Mr. Castiglione thanked and recognized the Chair Richard Unger and the work done by the FAICP committee. Due to their hard work in the past, we have a 100% success in getting chapter fellows awarded FAICP designation. The Committee was created to find and support eligible members in seeking the designation. The recommendations from the committee are suggestions for the Chapter board to support.

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Mr. Unger thanked Mike Long for his efforts to establish the mentor program and wish him well in his recovery from surgery. The committee still has work to do. Currently the committee is setting up a

schedule and identifying mentors to assist applicants. Once Chapter support for applicants is approved, the FAICP committee will shepherd them through the process to the August deadline.

Mr. Maguire asked whether having a long list of applicants will impact consideration of each member. Mr. Unger said it should not make a difference in theory; the reviewers could theoretically approve all applicants or no applicants. Mr. Unger feels all our candidates are strong and then it comes down to building a strong application. He is concerned about finding mentors due to the small amount of current FAICP members in the chapter. Mr. Castiglione had thought about the number of applicants and whether this would do harm, but he believes they are quality applicants, that the number of women applicants is high which is part of a strategic plan by the chapter to increase the number and diversity of FAICP members, and finally that submitting an unsuccessful application in this round will improve chances of being approved in a later round.

Mr. Unger is working on getting previous successful applications on the website for applicants to use as a reference. He feels it is important to get more recent examples due to changing rules. Further, getting letters of support is an important challenge. The applicants should ask for between 12-15 letters. Diversity of applicants came up as an issue from national, so he agrees with Mr. Castiglione that the diversity of our applicants is a plus.

Motion to support the suggested nominees of the FAICP committee made by Mr. Maguire who added that he believes it is important for our chapter to support these applicants. Seconded by Mr. Bovenzi. George Frantz and Ellen Parker abstained from voting. Approved unanimously.

Finally, Mr. Castiglione thanked Mr. Unger and Molly Gaudioso for their support.

10. Five-minute Section Directors Update(s) Section Directors

Western Section: Mr. Bleuer provided the report in Mr. Navarro's absence.

- UB and the Western Section partnered in a panel discussion. The first talk focused on the school's six concentrations and was well attended. The next presentation will be on 4/15 to focus on historic preservation and urban design and physical planning.
- The Western Section does have the beginnings of a conference committee for the 2022 conference.
- The election process is underway for the section and all officer positions are open. A call for nominations will go out soon. Mr. Navarro does hope to add some at large members to assist with activities.
- They have made the decision to cancel the 2021 section awards due to the current COVID circumstances and to not conflict with the Chapter's call for nominations. Instead, the Western Section will support the Chapter's call for nominations.
- Mr. Navarro has worked with Mr. McKibbin on the newsletter and research topics. A potential topic is a proposal in the NYS legislature that would reform regulations on accessory dwelling units. Mr. McKibbin added that he was thinking about doing an editorial that would compare the NYS legislative proposal with how ADU's are treated in Ontario. He has researched the situation in Ontario but would appreciate speaking with planners in NYS to become familiar with decisions made by municipalities for ordinance that would address ADU. He would also want to speak with a land use attorney. Mr. Castiglione added that the Metro chapter reached out to the Upstate Legislative committee regarding the ADU legislation, but the committee decided not to join with their comments. It will be something to follow this session.

Genesee-Finger Lakes: Mr. Bovenzi provided the report.

- They held their section election on January 20th. They also approved their work plan and budget for the year. They are working on upcoming events both social and training. They have had good success with their virtual happy hours and are planning more.

Southern Tier: Mr. Knipe was absent. Mr. Castiglione stated that Mr. Knipe pledged to reengage with the chapter and get the section more engaged moving forward.

Central NY: Ms. Rice was absent. Mr. Castiglione stated that Central NY section Board has been meeting weekly to discuss upcoming programming in the spring in summertime.

Capital District: Mr. Monte was absent. Mr. Castiglione stated they have worked on a chapter work plan and the racial justice conference.

11. Committee Updates/ Work Plan Review

Appoint Audit Committee

Mr. Castiglione said that during periods of transition of a financial officer, it is customary to perform an audit to ensure proper controls are in place. The auditors quoted out the potential service at 12k for a full audit or 5k for a review. They did not feel it was appropriate to spend that money for an organization with only around \$100,000 in funds. He said that Mr. Maguire in the financial meeting suggested convening an audit committee made up of independent members. This, combined with the support of the auditors he felt was sufficient to satisfy our needs.

Motion by Mr. Castiglione to create an Audit Committee and to appoint Mr. Maguire as chair. Mr. Bleuer seconded. Approved unanimously.

2021 Chapter and Section Workplans

Mr. Castiglione said that the Capital District and Genesee-Finger Lakes sections have submitted work plans. Their goal is to have these work plans completed by November.

Legislative Committee

Mr. Castiglione provided the report. The main work has been to receive comments. He noted we discussed the ADU legislation earlier in this meeting. National APA asked for comments regarding potential changes to definitions of "Urban areas" and "MSA". The thresholds are proposed to be changed from 50k to 100k. The consensus is that we need more time to review the change and that we believe there should be a clearer justification of the change than 'it hasn't been changed since 1950.' He is not sure that the Chapter will weigh in as national is carrying the water on this. They are working on comments to the State's climate action council particularly to land use committee. The APA is not represented on council. Regarding the land use committee, they are making a variety of recommendations like supporting comprehensive plans and technical assistance which the chapter supports. They are also discussing the creation of regional sustainability councils, similar to the regional economic development councils, which may have an administrative oversight role. Mark does not feel this is a good idea given that there are other organizations currently providing similar services. The legislative committee is preparing comments to provide the Land Use committee. He will send a draft letter to the chapter board and has already talked to the chair of the Land Use committee about these suggestions.

Mr. Maguire provided a follow up on a discussion from January about AICP recognition through state law. He did have conversations with some people that did not go too well. He believes that some

hesitation may be because a lot of titles are exam based, while AICP is a training and experience title. He does not believe that the AICP could substitute for an exam. Mr. Castiglione briefly reviewed an earlier conversation of the difficulties of requiring licensure and added that recognizing the AICP certification may be an easier, more palatable alternative. Mr. Maguire added that local commissions might impress upon local HR the importance of certification.

Financial Committee

Mr. Castiglione said this item was addressed in an earlier update for the financial statements.

Chapter Sourcebook/ Administrative Manual

Mr. Bleuer stated that the committee was unable to meet in March and last met in February. They will meet again in April. They hope to identify what aspects of the bylaws need to be updated by June and hope to have the entirety of the work done by the end of the year. Mr. Castiglione added that his main goal was to add aspects of how the chapter *actually* operates to the bylaws.

Commented [EC4]: 49

12. Communications, Outreach, Partnerships

Mr. Castiglione thanked Ms. Bearcroft for chairing the "swag" committee. He thinks it is important to maintain brand consistency.

Ms. Bearcroft said the Promotional Items Committee is hoping to identify what items people are looking for whether handouts for a conference or production items which might be advertised or purchased from a website. Anyone interested can reach out to her to join.

Newsletter

Ms. Bearcroft said the newsletter has been sent out. The planner's day webinar announcement went out last week. Because there are so many sponsors, the Chapter will put a blast out to provide them greater recognition. With the newsletter, we have been partnering with section heads and have gotten more original content which may mean we should do more frequent newsletters. She asked anyone to continue to send everything to her if you have a project or something you would like to discuss.

Mr. Castiglione added that in the newsletter there should be a racial justice survey. He acknowledged the survey would not be scientific but would provide useful information about the diversity of our members. He said the Chapter has made a request from national to share demographic information of members, but they have not been responsive.

13. PDO Update

Mr. Guarino provided an update on the Krasner scholarship. This will be the 18th year. They have stated previously their goal is for 20 years of scholarships. Financials have been steadily decreasing but we should be able to get through 20 years. The letters are out, and selection committee is notified. Last year only one application was received. This year they have already received a number of inquiries so are hopeful for more applications.

CM/AICP Updates

Mr. Guarino said that the Chapter has already had 37 session approved for CM. This is significant because there were 88 last year so we are ahead of schedule. He is concerned that 28 of these were from the Capital Region, so he asked that other sections start providing more trainings to certify and provide opportunities for members. He added that being virtual does provide opportunities for those outside the region to attend. He is keeping track of topics. He noted that 15/37 topics are equity

related. While this is good, he added this means 12 important topics have not received any submissions. He will send an email to section directors to let them know about this.

Mr. Guarino was also asked to participate in a future planners meeting. There were 12 students in attendance. He let them know about the AICP certification, benefits, and requirements.

Mr. Castiglione added that two new categories for CM were added and new attendance requirements which went from 3 to 4 hours. The two categories are equity and climate change to kick in 2022. Mr. Guarino added that we are still fighting national about providing a study guide which has been an ongoing request for 10 years. Mr. Frantz added that he is teaching an AICP prep course, and there is a lack of quality materials.

14. Education Officer Update

Mr. Frantz reported that Cornell is finishing up its PAB accreditation. He will begin reaching out to students at the three campuses with an introductory email with his plans and request feedback on how he can be of greater assistance.

15. Membership Update and Trends

Ms. Parker reported that chapter membership bumped up a little bit in February and was remarkably stable given the COVID situation. Mr. Castiglione added his pleasure that we did not see the 20% decline predicted by APA national.

16. Planning Official Development Officer

Ms. Tatch was absent. No report provided.

17. County Planning Officer Dan

Mr. Long was absent. No report provided.

18. Liaison to OPPI

Mr. McKibbin did not have anything further to add beyond his earlier comments.

19. Student Representative Emily Loughlin

Ms. Loughlin had nothing further to add and appreciates their assistance and patience while they straighten out the bank account. Mr. Frantz introduced Ms. Deduck as the Cornell student representative and he will be meeting with her in the next week.

20. Other Business/ News

Mr. Guarino added that he is starting to consider hybrid meetings and wanted to suggest moving in this direction in the future.

21. Adjournment

Motion to adjourn made by Mr. Maguire. Seconded by Mr. Castiglione. Meeting adjourned at 11:10 AM.

Next meeting is scheduled for May 28th.

Respectfully submitted,

Eric Cooper, Secretary