



**APA New York Upstate Chapter
Executive Board Meeting
Friday, November 19, 2021
Meeting Via Zoom & Phone Teleconference**

Secretary's Note: Due to lack of quorum to start the meeting at 10 AM, agenda items not requiring board action were discussed first.

1. 2021 APA/NYPF Conference Recap

Mr. Castiglione said it was a good conference, and he thanked the conference committee. He included documents within the board package relating to revenue for the Conference. The net profit for APA and NYPF was just over 10k. They are still in the process of wrapping up final billing for services rendered. Because Mr. Frank is in Charlotte, NC, Mr. Castiglione is having checks sent to his office. With these checks still coming in, he expects it may take another month to finalize these revenues.

2. Mike Krasner Scholarship Update

Mr. Castiglione stated that we were able to receive around \$1,200 for the Krasner Scholarship which will add another year of funding. Mr. Guarino added his thanks to members for their donations and their efforts to fundraise. Mr. Castiglione said we should look to continue fundraising throughout the year and perhaps plan for a "splashy" fundraising event. Mr. Guarino and Mr. Castiglione discussed potential methods for fundraising.

Mr. Frantz asked how much money it would take to endow the scholarship. Mr. Castiglione clarified that it was likely above the expected fundraising capacity. Mr. Maguire added that, at the University of Albany, it was around \$15,000 - \$20,000. Further, he added that they organized several years of 5K Runs.

Mr. Guarino suggested that the Chapter could also offer \$500. Mr. Castiglione suggested to start the conversation with UB and find some manner to solicit larger donations.

3. Chapter Awards Program

Mr. Maguire provided the report. He said they previously extended the deadline and decided on a virtual format for the awards presentation. He said review of the potential award winners would occur over the holidays into December. Looking into 2022, he said they will likely try to recognize past award winners at an in-person event so that awardees gets more personal recognition.

With quorum now present, Mr. Castiglione called the meeting to order at 10:18 AM.

4. Roll Call

	Name	Board Title		Name	Board Title
X	Mark Castiglione, AICP	President	X	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
	Eric Cooper	Secretary		Joe Bovenzi, AICP	Genesee/Finger Lakes Sec. Dir.
X	Rich Guarino, AICP	Professional Dev. Officer		Tom Knipe	Southern Tier Section Director



**APA New York Upstate Chapter
Executive Board Meeting
Friday, November 19, 2021
Meeting Via Zoom & Phone Teleconference**

	Darren Kempner, AICP	Director of Legis. Affairs		Rocky Navarro	Western NY Section Director
X	Ellen Parker, AICP	Membership Officer	X	Patricia A. Tatich, AICP	Planning Official Dev. Officer
X	George Frantz, AICP	Education Officer		Daniel Long	Liaison, NYS Co. Plng. Dir.
	Amanda Bearcroft	Public Relations Officer	X	George McKibbon, MCIP, RPP, AICP	Liaison, Ontario Prof. Plnrs. Inst.
X	Jonathan Bleuer	Member At Large		Samantha Long	Student Rep., Univ. at Albany
				Natalie Deduck	Student Rep., Cornell University

9 Board members present (9 Required). Quorum met.

5. Additions/Changes to the Agenda

None.

6. Approval of 5/21/2021 Meeting Minutes

Mr. Maguire requested that the meeting minutes be edited to correct the spelling of Marcia Kees' name.

Motion to approve with requested amendments by Mr. Mike Long. Seconded by Mr. Maguire. Unanimously approved.

7. Approval of Financial Statements Through September 16, 2021

Mr. Castiglione reported that the conference registration line reflects only the currently received money, and there are still more to receive. Expenses were around \$19,000 and so we still need to recoup around \$7,000. Conference expenses are still being settled as Highland Planning will still have some to invoice.

Regarding the audit committee, Mr. Maguire stated that he did not see any issue and asked the Board if they wished to discharge the committee as it has been difficult to get members to meet. Additionally, the Board does annual audits. The Board had no objection.

Due to turnover and changes at NYPF, there are still questions as it relates to sponsorship for the water bottles. Ms. Tatich added that locating records that the NYPF has been difficult. Mr. Castiglione added the conference records should not be a problem. Further, he added that there were more attendees this year than last.

Motion to approve the financial statements made by Mr. Maguire. Seconded by Mr. Frank. Unanimously approved.

8. Section Director Update

Western Section

Mr. Bleuer provided the report. APA has held two events since the last meeting including the first formal get together which also raised some money for the Krasner Scholarship. They are already



**APA New York Upstate Chapter
Executive Board Meeting
Friday, November 19, 2021
Meeting Via Zoom & Phone Teleconference**

planning for the next conference in Buffalo where they've already signed a contract for event space, provided funding for planning, and planning for a student and professional mixer. They had a successful election.

Regarding the 2022 conference, Mr. Castiglione said there was a conversation with ASLA about partnering with the conference; he said it has been successful in the past. Mr. Mike Long added that ASLA provide significant sponsorship dollars at past conferences. Ms. Parker noted that ASLA has stricter criteria for education which should be accounted for during education sessions. Mr. Bleuer asked how many ASLA members attended these conferences in the past. Mr. Mike Long said that there was maybe 220-230 at the Auburn Conference. He also said they invited the Uban Conference, NYS GIS group, and a design charette between Cornell and ESF Landscape Architecture schools. Mr. Frantz agreed with the concerns raised by Ms. Parker. Mr. Bleuer said they will have to make sure the space can hold that many people and vendors.

Mr. Castiglione asked the conference committee to identify a list of must have sessions.

Ms. Tatich asked for the dates of the conference. Mr. Castiglione said it would be October 12-14. Mr. Guarino said the website should be updated to include this information. Mr. Maguire volunteered to update the website.

Genesee-Finger Lakes Section

Mr. Bovenzi provided the report. They did an event on 10/20/21 where around 10 people attended. This was done in connection with the conference activities. He's started putting together the section work plan and activities for 2022.

Capital Section

Mr. Monte was absent. No report was provided.

Southern Tier Section

Mr. Knipe was absent. No report was provided.

Central NY Section

Ms. Rice was absent. No report was provided.

9. Committee Updates

FAICP Committee

Mr. Castiglione said there were no updates at this point on candidate applications. They are just waiting for decisions which will hopefully be made before the end of the year. Mr. Mike Long added that he's excited by having 5 applicants where in past years there were only 2.

Work Plans

Mr. Castiglione said he would basically copy the 2021 Work Plan and submit that to APA.



**APA New York Upstate Chapter
Executive Board Meeting
Friday, November 19, 2021
Meeting Via Zoom & Phone Teleconference**

Legislative Committee

APA National has been pushing the infrastructure bill and holding conversations with Congresspersons and Senators. They are also pushing a housing bill.

Finance Committee

Mr. Castiglione said this committee has not been able to meet recently.

Sourcebook Committee

Mr. Castiglione said they met once. He thanked the members and said he must update a few sections.

Swag Committee

No updates.

Racial Justice Taskforce

No updates.

10. Communications, Outreach, Partnerships

Mr. Castiglione reported that Ms. Bearcroft has sent out a request for articles.

11. PDO

Mr. Guarino provided the report. He said they pretty much matched last years CM with 6 weeks left in the year. He read through some of the items included in his written report. He said multi-session conferences appear to be returning. He said there is several members in danger of not meeting their training requirements. He sent them an email notifying them of this and provided opportunities to complete this training. He also suggested adding the ability for AICP to watch the joint conference sessions on YouTube for credits. Finally, he said the three hot topics for 2021 were Economic Development, Equity and Diversity, and Sustainability.

Mr. Castiglione said he likes that we are working with other organizations like NYPF and Historic Preservation among other to provide these credits. Mr. Maguire asked whether APA has pushed back on these partnerships. Mr. Castiglione responded that there may have been concern initially, but he believes it is increases the size of the pie and benefits all parties.

Mr. Castiglione said the CPC is sending out a survey to PDO's to gather an understanding of the diversity of tasks PDO's work on. It is also an opportunity to understand how to improve operations.

12. Education Officer

Mr. Frantz liked the way the student session operated at this year's conference because it allowed students to showcase what they are doing in the planning world. He hopes to do something similar in person at the next conference.

Mr. Frantz also added that he will be teaching a 1 credit hour AICP prep course in the spring. He is trying to see if he can offer it to UB and UAlbany students. Long term, he wants to condense the



**APA New York Upstate Chapter
Executive Board Meeting
Friday, November 19, 2021
Meeting Via Zoom & Phone Teleconference**

course to 7 hours and provide it online. Mr. Castiglione said national may be reaching out to Mr. Frantz to discuss how APA can be institutionalized in the Universities.

Mr. Frantz also added that he will be teaching an urban design program in Shanghai. He said there was interest from student groups at UB and UAlbany.

13. Membership Update

Ms. Parker sent the report prior to the meeting. Mr. Castiglione added that there had been a 2% decline in membership nationally over the last year which was less of a drop than expected.

14. Planning Official Development Officer

Ms. Tatich provided an update. She said they NYPF has had a difficult three months but is adamant to keep the organization operational. They are redoing their strategic plan. They are expecting to put a job notice out for the executive director by January 1, 2022.

Ms. Tatich further stated she is on a regional work group related to housing and economic development which she said is currently a huge problem. She is trying to identify planners who are available to work on this. She is concerned there's not enough planners working on housing. She asked Mr. Frantz for his thoughts. Mr. Frantz added that AirBnB is going commercial very rapidly which is disrupting neighborhoods and taking housing off the market. He said he volunteers for the local habitat for humanity which requires variances for all their projects which adds time and cost to new house constructions. He asked Ms. Tatich to email him as it could be an opportunity for a field workshop on affordable housing. Mr. Maguire agreed that UAlbany has lost its roots in community planning and economic development. He adds that these programs should be aware of the lack of community planning. Mr. Castiglione suggested members view the Short-Term Rental presentation from the conference.

14. County Planning Officials

Mr. Dan Long was absent. No report was provided.

15. Liaison to OPPI

Mr. McKibbin provided a report on NYPF to the Executive Director of OPPI and he was thankful for the assistance he received in drafting the report. He commented on the housing discussion by providing parallels to New Zealand where they are prohibiting single family zoning. He's said that OPPI has started a discussion of this topic.

16. Student Representatives

None present.

17. Other Items

Mr. Castiglione asked whether we should have an annual meeting. Mr. Mike Long asked whether it was required in the by-laws. Ms. Parker asked whether a written report can be provided to the members. Mr. Castiglione said it is in the by-laws and requires 30 days' notice. Due to the holidays and



**APA New York Upstate Chapter
Executive Board Meeting
Friday, November 19, 2021
Meeting Via Zoom & Phone Teleconference**

COVID emergency, it was decided that the meeting would not take place in 2021 in favor of a written report.

Mr. Castiglione said we will need a new treasurer with Mr. Frank in North Carolina. He asked that people send interested candidates to him.

Ms. Tatich asked about the process for initiating a discussion group as it relates to housing. Ms. Tatich will put together a short summary of what will be discussed and send it to Ms. Bearcroft.

Mr. Bovenzi asked Mr. Castiglione to send out the 2022 Meeting Schedule.

Motion made by Mr. Mike Long to create and distribute the 2022 Meeting Schedule. Seconded by Mr. Frantz. Unanimously Approved.

18. Motion to Adjourn

Meeting Adjourned at 11:12 AM.

Next meeting is scheduled for January 21st, 2022.

Respectfully submitted,

Eric Cooper, Secretary