



**APA New York Upstate Chapter
Executive Board Meeting
Friday, January 10, 2020
Teleconference**

1. Roll Call

	Name	Board Title		Name	Board Title
<input checked="" type="checkbox"/>	Mark Castiglione, AICP	President	<input checked="" type="checkbox"/>	Mike Long, AICP	Officer Emeritus
<input checked="" type="checkbox"/>	Sean Maguire, AICP, CEcD	Vice President	<input type="checkbox"/>	Michaela Sweeney	Capital District, Section Director
<input type="checkbox"/>	Eve Holberg, AICP	Treasurer	<input checked="" 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 type="checkbox"/>	George McKibbon, 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

2. Additions/Changes to the Agenda. None.

3. **Approval of November 8, 2019 Meeting Minutes.** With Rocky's amendment to the bullet in item 6 regarding Section Expenses (to add "a \$500 threshold for non-budgeted items was suggested/agreed upon and there may be further discussion with the Finance Committee before finalizing the Fiscal Policy"), the 11/8/2019 minutes as amended were approved unanimously (Long/Guarino).

4. **Financial Report.** Mark reported that the financial reports reflect the new layouts from Quickbooks online, which he took the time to set up over the holidays. He took Eve's 2019 records, cross-referenced them to the bank statements, connected Quickbooks to the bank accounts so it automatically updates, and then reconciled everything. New reports are available: income statements, profit and loss, balance sheets. He set up a chart of accounts, trying to be as faithful as possible to the budget layout. He then went through the income statement provided for the meeting, highlighting certain things (e.g. rebates to the chapter consists of section level rebate amounts not shown on the chapter view; individual reports can be generated at the section level; he created a new expense line specifically for the Krasner scholarships (vs the previous 'student activity' line).) The chapter finished 2019 in good shape, owing in large part to Joe's and the GFL Sections efforts which generated a substantial conference revenue of twenty thousand. The Chapter's net income for the year was \$8,912. IN response to a question, Mark moved to the balance sheet, noting that it breaks out all of the restricted accounts by name, and that Quickbooks tracks all internal transfers between accounts. The chapter currently has total assets of just over fifty thousand, including the restricted accounts. After a few questions, everyone thanked Mark to taking the time and 'deep dive' into the accounts and Quickbooks to set everything up. A motion to approve the 2019 financial reports was approved unanimously (Long/Guarino). Mark related the next step with Quickbooks is to add all the section-level accounting; he also presented a report showing 2019 Budget to Actuals.

5. **2020 Budget.** Mark related that the Finance Committee has reviewed the draft 2020 Budget with Eve and Mark has entered the budget numbers into Quickbooks. He quickly reviewed the budget items, which tracks closely to last year's budget. A motion to approve the 2020 Chapter Budget was approved unanimously (Parker/Tatich).

6. **Sponsorship Outreach.** Mark mentioned the annual Chapter Sponsorship solicitation letter which went out this week, which people will have already seen. He said he was pleased to see the Western NY Section reaching out for sponsorships of its awards, scholarships and other programs. It would be good for everyone to coordinate and communicate on sponsorship outreach so people know what is going out when. Mark mentioned a previous board discussion about reaching out to potential sponsors before the beginning of the year to make them aware of the opportunities and potential costs early so that sponsors can make decisions on their budgets. We're a little late this year. The Capital District Section is working on their conference planning; conference sponsorship outreach typically happens after Planners Day in the runup to the conference. Mark asked Jim Levy if he had any comments as a member of the Conference Sponsorship Committee. Jim mentioned that he's met with Dan Harp about some unique outreach opportunities, possibly including the educational institutions (similar to what Cornell did two years ago). In asking about when the call for session proposals would go out, Joe suggested a potential walking tour of the Empire State Plaza complex. Rocky mentioned that late summer / early fall is a good time to get sponsorship opportunities out for the following year as that is when private company budgets are getting prepared. Mark related that the difficulty in going out that early for conference sponsorships for the following year is that very little is known at that time. If the chapter wanted to go that direction, we likely need to establish some fixed sponsorship opportunities which would be the same year over year; the sponsorships do tend to be similar now but fixing them would limit the discretion and creativity of conference organizing committees. It is a conversation worth having.
7. **Chapter Conference and Awards.** Having already covered as much as possible of the 2020 Conference planning as we're able without the Capital District on the call, Mark asked Sean for an update on the Chapter Awards. Sean said that he had sent out an email to the Section Directors for names of representatives, but he's only heard back from Rocky so far. Joe responded that he'd be the GFL rep again. Jane said that she believes she knows who will want to represent the Central NY Section. There was a brief discussion about looking at the Southern Tier roster for a potential rep, and maybe do a general call to the members. There was a brief review and discussion of the perennial matter to be worked on as to whether to or how to recognize Chapter members for work done geographically outside Upstate New York; with mention of the email thread from last year. It has been left to the Awards Committee to consider and work on. Jim reiterated his recommendation that whatever direction the Awards Committee goes, even if it is simply to have a preference for projects in Upstate or that they'll be weighted more heavily, it would be good to make it clear in the award application so everyone knows in advance what the criteria are before putting in all the effort. Sean said he'd send out an email with the awards timeline. Mark closed by mentioning that he is convening the FAICP Committee as discussed at the last meeting; he and Sean discussed how to coordinate the work of both committees and they have consensus on lining up the timelines. Mark said he's scheduled a call Tuesday morning with Richard Unger, one of our FAICP Chapter Fellows, who is chairing the FAICP Committee. Based on that call and an idea of how much time/work will be needed, an email can go out to the Sections to recruit committee members.
8. **Section Director Updates.**
- A. Genesee Finger Lakes. Joe reported:
1. All conference follow up work is complete; all the bills are paid.
 2. The Section Annual Meeting and board elections are scheduled for Feb. 20. Joe is standing again for Section Director. They'll also finalize the work plan at the meeting.
 3. A social event is planned for Jan. 23. He also said he'd reach out to Jane about maybe a joint event in the spring to tour a new solar village in Geneva. Joe said he's also looking at another joint spring event after meeting with the local Monroe County bar association which is interested in training sessions on comprehensive plans. Joe has also had other conversations about other events; they have a lot of momentum from the conference so he'd like to keep that going.

B. Central NY. Jane mentioned to Joe that they're indeed interested in a joint tour of the Geneva solar village, and reported:

1. Last year was one of the most active in a long time and they ended the year with a holiday Section networking event in partnership with Green Drinks; it was a good event.
2. They're working to finalize the 2020 work plan, the highlights being work on Planners Day and also a lecture series, for which they're looking to team up with another local professional group such as the local American Institute of Architects group which already has a lecture series. The focus is on how to get something going without it having to be a big lift to keep going or do again. They'll also do another networking event at the end of the year. Jane concluded by saying that, while it may seem limited, the activity is a great deal more than has been happening in Central NY and she believes it is a sustainable path. Mark agreed and thanked Jane for her leadership efforts to reinvigorate the section.

C. Western NY. Rocky reported:

1. They're continuing to work through issues with Key Bank, how it manages these types of not-for-profit accounts, and what is needed (or if it is even possible with Key Bank) to set up connections to other accounts and systems such as Quickbooks.
2. The new Editorial Board had its first meeting on January 6. The purpose is to consider planning issues and concerns, and then to write editorials and other articles explaining these matters to local audiences, providing professional planning analysis and insights. The Section will also look to host forums and other events in line with this effort. The goals are to inform and educate the public, as well as to promote planning and planners. The board will be chaired by George McKibbin and is planned to meet about once per quarter.
3. A holiday event was held in collaboration with four other professional organizations (Am. Soc. Of Civil Engr., Soc. of Women Engr., Western NY GIS group, and the Engr. Soc. Of Buffalo). Well-attended, with planners comprising about half of the sixty people there. They're looking to do more of these to promote planners/planning with other professional groups, especially the smaller ones with limited resource (like the Section) such that pooling of resources can lead to better events.
4. Other upcoming events include a February mixer with Univ. of Buffalo planning students; the May awards event; and a summer tour of the Northland campus.
5. Planning for the 2021 Chapter Conference has gotten underway early, with a first meeting to discuss the overall approach; long lead time, critical and other scheduling items; and he has already reached out to Dan Harp and Joe Bovenzi to get some conference information, which he appreciates.

Mark thanked Rocky for his work on getting started early with the conference planning and suggested connecting with Amanda Bearcroft on social media related to the Editorial Board.

9. Committee Updates / Work Plan Review.

Mark reported briefly:

- A. Legislative Committee. Mark and Darren have been coordinating and have discussed another letter to the Governor outlining our policy priorities that intersect with the Governor's priorities as articulated in the State of the State address. Darren was unable to attend the legislative briefing in Washington DC. Darren is committed to providing legislative updates at Planners Day and in newsletters.
- B. Bylaws Committee. Mark has not convened a committee meeting; he would appreciate volunteers to share in leading the effort to update the bylaws. The elections process wording needs a bit more adjusting to correspond with APA national. Send Mark an email with your interest in helping move this along.

- C. Finance Committee. The committee is moving along with updating the financial guidelines; there are a bunch of edits to be made from the discussion at the November 2019 board meeting. The committee also worked with Eve on the 2020 budget proposal.
10. **2020 Chapter Work Plan.** Mark thanked Jim for developing the work plan template. Mark briefly comment on the proposed Chapter Work Plan he provided in the agenda packet. Mark said he's deviated a little from the timeline; next year the section work plans should be included in the chapter work plan prior to adoption. He's made some edits to the plan from last year; the section components are not complete yet; it's up to the board to decide whether to adopt the plan now or wait until all the section plans are completed. At Mike's suggestion one edit was made to say it's "suggested" the FAICP Committee be chaired by an FAICP member "if available". A motion to approve the 2020 Chapter Work Plan was approved unanimously (Long/Tatich). Mark mentioned that he also included the Chapter performance measure report which must be sent to APA national. We're doing pretty good; far exceeding the minimum performance criteria set by national.
 11. **Communications, Outreach, Partnerships.** Mark reminded everyone to coordinate / communicate with Amanda on section outreach and social media efforts.
 12. **Professional Development Officer Update.** Mark thanked Rich for distributing his report on CM credits for last year showing an impressive 13% increase year over year. Rich related that the report is self-explanatory and that he continues to develop his relationships with section PDOs, the latter being the biggest thing that has helped with people knowing how to put submissions together, what forms to use, who to send it to, and the approval process. There are still some non-APA groups that hold conferences and seminars who go directly to him, bypassing the sections, but those get worked out as they come along. Things haven't yet picked up for the year yet, but will as spring events are planned. Rich briefly reviewed the report. Pat thanked Rich for the detailed report and said she'd reach out to NYPF about their upcoming events. Mark also thanked Rich, both for the report and for his email to the chapter members recognizing all those who were successful with their AICP exams. Rich mentioned that in addition to that he continually gets notices of who has signed up to take the exam and if the numbers/proximity suggest he tries to facilitate formation of study groups. Rich mentioned that the chapter is provided one AICP scholarship per year; members can contact him and if they have a financial difficulty he can approve the scholarship. He asked section directors to get out that information.
 13. **Membership Update and Trends.** Mark thanked Ellen for distributing the current membership report before the meeting, noting that the increase in membership appears to be leveling off. Ellen said she thought a lot of that change had to do with student fluctuations. She noted that the chapter-only membership number had dropped again; section can promote that if someone is only interested in participating with the section (and don't want to have the financial lift of full APA membership).
 14. **Planning Official Development Officer Update.** Pat reported that NY Planning Federation has a new Executive Director, Barbara Samel; and attorney from the Albany area. The first NYPF meeting of the year is on January 25. The NYPF conference will again be held at the Sagamore resort in Bolton Landing, April 19-21. Rich asked Pat to make sure they know about the CM process; he said Judy Bressler had always gotten him materials early so he wants to make sure that continues. The board briefly again discussed getting a new table wrap or one at each section so that it's not beat up getting mailed back and forth across the state; Mark will work with Amanda on that. He also mentioned that he's got a design file for the chapter sign, please contact him for that file if sections want to use that as a template for creating a section sign or banner.
 15. **Ontario Professional Planners Institute Liaison Update.** [*George McKibbin provided this written report as he was unable to be on the call.*] OPPI has renewed a Planning Issues Strategy Group to provide comments on Provincial legislative and policy initiatives. the Group is also helping a consultant retained by OPPI draft a paper on the future of planning in Ontario. I have the good fortune to be a

member of the PISG, don't ask me who drafts these acronyms. It is a fascinating piece of work and I am enjoying participating with planners from across the Province of Ontario on this effort.

Mary Ann Rangam, Executive Director of OPPI is retiring and a search is on for her replacement. I think OPPI has about 4000 members presently in all capacities.

Last Monday I met with a group of Western New York Section members in the Clarence municipal office to discuss the formation of an editorial group which will re-energize the production of the Section newsletter. During the conversation I asked the group how many gave evidence at legal proceedings of one form or another in their work. I was surprised to hear that none do that. I wonder whether you could ask the Board members whether they do any such work in their practices. In my 40 odd years of practice, I estimate about 20 years have been involved in dispute resolution of one sort or another in administrative tribunals and court proceedings. In Ontario it is a routine expectation that Registered Professional Planners will provide evidence at administrative tribunals from time to time. This may be an interesting topic for our editorial group to pursue.

I will be enquiring of municipal representatives from Toledo Ohio as to what their ordinance recognizing Lake Erie as a living entity is about and whether there may be something of interest we should look at for a cross border event.

16. Other Business / News

Mark mentioned that the next meeting is in a few months and, with Planners Day now scheduled for March, there is an option for an in-person meeting. He will finalize that with Jane as the Planners Day planning moves ahead.

Rich mentioned (to great fanfare!) that board members can get up to 8 hours of self-study CM credit in each reporting cycle for their service on the board.

*Respectfully submitted,
John Czamanske*



APA New York Upstate Chapter

Board Meeting Agenda

Friday, January 10, 2019

10:30am –12 pm

Teleconference Call #: 866-499-7054, Access Code: 6715833250

Board action is anticipated for items with an asterisk ()*

Agenda Items:

1. Roll Call John
2. Additions/Changes to the Agenda
3. Approval of 11/8/19 Meeting Minutes* John
4. Financial Report* Eve/Mark
5. 2020 Budget*
6. Sponsorship Outreach Mark
7. Chapter Conference
 - 2020 Status Dan Harp
 - Chapter Awards Sean Maguire
8. Five-minute Section Directors Update(s) Section Directors
9. Committee Updates/ Work Plan Review
 - Legislative Darren
 - Bylaws Mark
 - Needs a Chair
 - Financial Mark
 - FAICP Mark
10. 2020 Workplan* Mark
11. Communications, Outreach, Partnerships Amanda/Mark
 - Newsletter
12. PDO Update
 - CM Updates Rich
13. Education Officer Update Matt
14. Membership Update and Trends Ellen
15. Planning Official Development Officer Pat
16. County Planning Officer Nicolette
17. Liaison to OPPI George
18. Student Representative Will
19. Other Business/ News
20. Motion to Adjourn



**APA New York Upstate Chapter
Executive Board Meeting
Friday, November 8, 2019
University at Albany
In-Person & Teleconference**

1. Roll Call

	Name	Board Title		Name	Board Title
<input checked="" type="checkbox"/>	Mark Castiglione, AICP	President	<input checked="" type="checkbox"/>	Mike Long, AICP	Officer Emeritus
<input checked="" type="checkbox"/>	Sean Maguire, AICP, CECd	Vice President	<input checked="" type="checkbox"/>	Dan Harp	Capital District, Sec. Co- Dir.
<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 type="checkbox"/>	Joe Bovenzi, AICP	Genesee/Finger Lakes Sec. Dir.
<input 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 checked="" type="checkbox"/>	Amanda Bearcroft	Public Relations Officer	<input checked="" type="checkbox"/>	George McKibbon, MCIP, RPP, AICP	Liaison, Ontario Prof. Plnrs. Inst.
<input checked="" type="checkbox"/>	James Levy, AICP	Member At Large	<input checked="" type="checkbox"/>	William Barnes	Student Rep., Univ. at Albany

Note: George, John, Ellen, Eve and Patricia were on the phone; all others in person

2. Additions/Changes to the Agenda. None.

3. Approval of October 2, 2019 Meeting Minutes.

John noted the two corrections shared by email before the meeting (spelling George's last name correctly and Rich's rephrasing of a sentence). The minutes were approved unanimously (*Maquire/Long*).

4. Financial Report

Mark thanked Eve (unable to make meeting) for timely providing financials. Mark reviewed the Q3 report (attached) and offered kudos to GFL for netting \$20k on the conference, of which \$10k will stay with the section and \$10 to the chapter. Mark then reviewed Eve's 2019 budget status report (attached), noting the chapter is tracking at 98% of budget for revenues prior to booking the conference revenue so in good shape. Expenses are now 84% to budget, right where we need to be. A motion to approve the financial reports was approved unanimously (*Levy, Long*).

5. FAICP Committee Appointment

Mark reviewed that the chapter approved two FAICP nominations for Mike Long and John Steinmetz, recounting the length, detail and time which went into his writing of chapter endorsement letters. He said he did the best he could, suggesting in the future that the chapter convene a small committee to review and advance the nominations, which is something done by other chapters. Mark related he had spoken with chapter FAICP member Rich Unger from Schenectady; he has agreed to chair the FAICP Committee. [*Ellen joined the call.*] Mark recounted the board discussion from October as to how to provide good representation for such a committee, with each section providing a representative. There is a lot of work involved; the committee will have to determine roles and responsibilities once convened. Mark asked Section Directors to identify a member willing to serve on the committee. It is a little early, but the year and half to the next cycle will allow the committee to get organized and develop a structure for identifying members deserving of FAICP recognition.

Mark noted that the chapter presently has no female FAICP members and there is no shortage of women planners deserving of recognition for their work so hopefully the committee can prioritize that. Sean asked if maybe this could be a sub-group of the current awards committee. Discussion. Mike thanked Mark for his work in writing the endorsement letters, noting that the FAICP applications are substantial and the endorsement letters are but one piece. In total it takes a number of months to put together an application. Mark emphasized that editorial review of the packet is important, which would be good for a committee. Jim commented it is good to start early given all the work involved and it made sense for it to be dovetailed with the awards committee. Discussion continued regarding timing vis a vis the annual awards process, the awards presentation, and of the Chapter Fellows distinction. Knowing of the chapter fellows process, the committee could be working simultaneously on cultivating interest and working toward AICP fellows nominations. Jim commented that maybe people should be steered toward expressing interest in the off-cycle year such that there is sufficient time to put together the AICP Fellows materials in the following year to be done by the deadline.

Wrapping up the discussion, Mark asked the Section Directors to identify their representatives for the FAICP Committee. He'll connect them with Rich Unger, relaying the board's discussion. The committee can then work on the issues. Jim suggested that those interested in going for FAICP should probably not be on the committee. It was agreed that the committee members should all be AICP.

[*Eve joined the call.*] Eve quickly mentioned that the small deficit in the President's budget line is offset by the travel grant received by the chapter.

[*Patricia joined the call.*]

6. Fiscal Policies and Procedures Detail Review

Mark related that the draft was review by the Finance Committee; he reviewed in making edits. The committee has not yet reconvened to review, but it's pretty close to being ready. It's a general policy and guideline. Mark highlighted some things from the draft, some of which may be new or have an impact on how the chapter operates:

- It starts with a summary, which can be removed once the document is finalized
- Page 4, travel and meal reimbursement; stays as it is with the exceptions as defined. Eligible cost would be based on US General Services standards, adjusted for conferences if necessary. John asked for language to not reimburse for alcohol.
- Page 7, internal controls, increases reviews by and between the President, Treasurer and the Finance Committee. Presently there is little to no reconciliation, but it needs to be done. Stating the separation of payments and approvals of payments. Some discussion about the timing of pre-approving purchases, especially small purchases, possibly with a not to exceed amount in certain mostly administrative budget lines for such things as office supplies and postage stamps.
- Finance Committee; Mark reviewed the draft language, noting the change in budget approval timing whereby it would be approved before the beginning of the year versus at the January meeting as happens at present.
- Approvals authorizations; all expenditures to be authorized by the President and Treasurer and tied to the approved work plan. Expenditures under \$500 for which there is no budget item would require Finance Committee approval. Over \$500 it goes to the board for approval. Separate document sections for chapter and section procedures.
- Section expenses. Mark read from the draft, summarizing that it in part role-maps the chapter into overseeing section fiscal actions in a limited way. This formalizes the oversight role because the chapter is ultimately responsible for all chapter finances. Discussion about timing of pre-approving and building in some flexibility so that chapter activities and carrying out

events are not unduly hindered. In part it comes down to how work plans and budgets are written, likely including an explicit line item for contingencies. There was general agreement to incorporate fiscal agility using thresholds and other reasonable measures.

- Documentation, Deposits, Bank Statements, Reimbursements, Retention, Data Security, Reviews, Audit, Insurance. Mark read from the draft, followed by some discussion and questions about accounts, timing of submissions, financial software, different per diem rate standards, insurances.
- Reserve policy; Mark reviewed the draft language. Some discussion about reasonable levels. The chapter has limited expense liabilities, primarily the administrative contract, plus operation contracts for conferences and events. It was generally agree that a three month reserve was reasonable.
- Mark thanked everyone for the input and discussion. He will edit and reconvene with the Finance Committee.

7. 2020 Meeting Schedule

The draft meeting schedule was reviewed; discussion focusing on midsummer CFA grant and vacation seasons. In the end the July meeting was moved to the second Friday in June.

8. Chapter Conference

A. 2019 Conference.

Mark referred to the Chapter Conference debrief provided by Joe Bovenzi, who couldn't make this meeting. The key takeaway is that the GFL Section cleared twenty thousand on the conference, which is a great accomplishment. Joe's written report follows:

1. The final profit from the conference was \$20,743.00. Therefore, the Chapter and the Section will each receive \$10,371.50.
2. All outstanding bills have been paid.
3. Registration fees have been collected from all registrants.
4. He asked Eve to please let him know how to pay the Chapter's share. Cut a check and mail?
5. All available presentations have been posted to the conference website at: <https://www.nyupstateplanning.org/2019-annual-conference>. The agenda and program booklet are also available on this site.
6. Post-conference survey distributed. The feedback was overwhelmingly positive, with only a few negative comments, mostly on issues that we anticipated (parking problems on Wednesday, etc.).
7. Joe will be reaching out to Bob Murphy and Dan Harp in Albany with some information to help them plan the 2020 conference. Joe's generally available to provide any advice or support that he's able.
8. Joe's expressed his appreciation to the following:
 - a) The members of the conference planning committee, for coming together to make this event happen.
 - b) Our sponsors, who were very generous in their support not only for the conference but in supporting ongoing Chapter/Section activities.
 - c) Our speakers, for providing informative and high-quality presentations and sessions.
 - d) All the attendees, for making the time to attend the conference.
9. General, non-conference GFL Section updates:
 - a) Planning to hold an end-of-the-year social in December.
 - b) The 2020 Annual Meeting will be held in late January.
 - c) 2020 Section Work Plan being drafted. Anticipated events include two socials, the annual meeting, and three or four group meetings/tours of local development projects/sites.

- d) Joe has a few ideas on joint GFL-Central NY section events and will follow-up with Jane Rice on those.
- e) He's looking for opportunities for us to coordinate with other, allied, organizations on joint training seminars.

B. 2020 Conference

Dan reported:

- 1. They're in the process of signing a contract with the capital conference center
- 2. Will contract with the Hilton close to the conference center; \$115 a night versus the other hotel they were considering.
- 3. Theme identified (Planning from the Crossroads) and looking at session structure; call for sessions to go out in January.
- 4. Will get started on sponsorship opportunities. Mark suggested a meeting with Jen Topa, and either Rich Perrin or Joe Bovenzi; he also thanked Dan for this work and also Bob Murphy at Barton & Laguidice. Discussion about sponsorship strategies.

9. Section Director Updates

- A. Capital District. Dan related that they have some events planned for 2020.
- B. Western. Rocky reported as new Section Director he's in the process of Key Bank account transition; other new officers need to do the same. The LinkedIn issues have been resolved. The Newsletter has been relaunched. Some upcoming events, with a potential collaborative December event with ASCE. Student / Professional mixer in March. May awards event. The 2021 Conference Chair will be Sarah Gatti and they'll be getting going on that.

10. Committee Updates / Work Plan Review

Mark reported briefly:

- A. Legislative Committee. Sean and Rich attended the awards program in Washington DC.
- B. Bylaws Committee. A meeting will be scheduled soon.
- C. Finance Committee. The board essentially just participated in a Finance Committee session.
- D. Communications / Outreach. Mark asked Rocky to connect with Communications Director Amanda on the Western NY social media efforts. Amanda reported that the newsletter should be out in a week.

11. 2020 Chapter Work Planning

Mark asked people to look at the 2019 work plan today and get back to him with comments for changes for the 2020 work plan. Also a report is needed to National; send him some bullets.

12. Membership Officer Update

Ellen reported she's in the process of sorting and sending the most recent membership list.

13. Planning Official Development Officer Update

Pat reported that NYPF is conducting an Executive Director search.

14. Ontario Professional Planners Institute Liaison Update

Mark welcomed George back to the Board. George said he would email some updates. Noting the discussion in the minutes of the last meeting of a joint effort looking at Ontario Lake water levels, George said he'd be happy to look into it and commented on his previous experience working with the Western section circa 2014-15.

15. University at Albany Student Reception, Lunch and Presentations

Mark introduced UA Student Representative William Barnes and thanked board members for attending this important annual visit to one of the state's three accredited planning schools. The meeting adjourned.

*Respectfully submitted,
John Czamanske*

Q3 2019 Financial Summary

As of September 30, 2019	Chapter	CDPA	CNY	GFL	SOTR	WNY	
Checking	\$3,792.31	\$1,415.66	\$8,121.29	\$43,718.77	\$1,772.14	\$6,173.88	
Savings	\$5,149.93	\$7,208.24			\$6,314.84		
Kras	\$2,528.31						
Stu Stein	\$9,633.25						
CDs*	\$15,132.49				\$5,297.09		
Total	\$36,236.29	\$8,623.90	\$8,121.29	\$43,718.77	\$13,384.07	\$6,173.88	\$116,258.20

Summary

Restricted	\$12,161.56						\$12,161.56
Unrestricted	\$8,942.24	\$8,623.90	\$8,121.29	\$43,718.77	\$8,086.98	\$6,173.88	\$83,667.06
CDs	\$15,132.49				\$5,297.09		\$20,429.58
							\$116,258.20

November 6 (relevant accounts):	
11/6/2019	Chapter
Checking	\$4,892.57
Savings	\$3,149.97

Q3 2019 Financial Summary

As of September 30, 2019	Chapter	CDPA	CNY	GFL	SOTR	WNY	
Checking	\$3,792.31	\$1,415.66	\$8,121.29	\$43,718.77	\$1,772.14	\$6,173.88	
Savings	\$5,149.93	\$7,208.24			\$6,314.84		
Kras	\$2,528.31						
Stu Stein	\$9,633.25						
CDs*	\$15,132.49				\$5,297.09		
Total	\$36,236.29	\$8,623.90	\$8,121.29	\$43,718.77	\$13,384.07	\$6,173.88	\$116,258.20

Summary

Restricted	\$12,161.56						\$12,161.56
Unrestricted	\$8,942.24	\$8,623.90	\$8,121.29	\$43,718.77	\$8,086.98	\$6,173.88	\$83,667.06
CDs	\$15,132.49				\$5,297.09		\$20,429.58
							\$116,258.20

November 6 (relevant accounts):	
11/6/2019	Chapter
Checking	\$4,892.57
Savings	\$3,149.97

American Planning Association - New York Upstate Chapter
Profit and Loss
January - December 2019

	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total
Income													
Chapter Conference Income				4,332.14								10,116.00	14,448.14
Chapter Only Members	71.02		142.04	359.08					71.02	146.02			789.18
Chapter Rebates -- from National Association	2,769.98			4,036.99			1,521.28			4,163.60			12,491.85
Krasner Scholarship Donations										987.72			987.72
Planners Day			1,345.30	604.62									1,949.92
Sponsorship Income	1,425.60	1,485.00	1,906.72	900.00									5,717.32
Total Income	\$ 4,266.60	\$ 1,485.00	\$ 3,394.06	\$ 10,232.83	\$ 0.00	\$ 0.00	\$ 1,521.28	\$ 0.00	\$ 71.02	\$ 5,297.34	\$ 0.00	\$ 10,116.00	\$ 36,384.13
Gross Profit	\$ 4,266.60	\$ 1,485.00	\$ 3,394.06	\$ 10,232.83	\$ 0.00	\$ 0.00	\$ 1,521.28	\$ 0.00	\$ 71.02	\$ 5,297.34	\$ 0.00	\$ 10,116.00	\$ 36,384.13
Expenses													
Audit and Legal Services						1,175.00							1,175.00
Awards Programs										365.02	95.00	95.00	555.02
Bank Charges & Fees					35.00								35.00
Board/Meeting Expense											104.25		104.25
Certification Maintenance Fee	1,254.00	1,254.00											2,508.00
Total Chapter Only Rebates to Sections	\$ 0.00	\$ 0.00	\$ 10.00	\$ 30.00	\$ 110.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00
Total Chapter Rebates to Sections	\$ 0.00	\$ 0.00	\$ 156.00	\$ 281.00	\$ 1,438.00	\$ 142.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 366.00	\$ 388.00	\$ 610.00	\$ 3,381.00
CNY Expense		389.00											389.00
Insurance						1,460.00							1,460.00
Office Expenses/PO Box		44.09	122.00		50.00	23.65							239.74
Planners Day Expenses			600.00	2,790.00									3,390.00
President								784.98		263.02			1,048.00
Professional Development/ Sponsorship				150.00								150.00	300.00
Staff Support	693.00		1,406.25	1,473.75	483.75	157.50	202.50	858.00	671.00	2,633.04	1,857.00	462.00	10,897.79
Student Activities										1,500.00			1,500.00
Website and Online Expense	150.48			216.00									366.48
Total Expenses	\$ 2,097.48	\$ 1,687.09	\$ 2,294.25	\$ 4,940.75	\$ 2,116.75	\$ 2,958.15	\$ 202.50	\$ 1,642.98	\$ 671.00	\$ 5,127.08	\$ 2,444.25	\$ 1,317.00	\$ 27,499.28
Net Operating Income	\$ 2,169.12	-\$ 202.09	\$ 1,099.81	\$ 5,292.08	-\$ 2,116.75	-\$ 2,958.15	\$ 1,318.78	-\$ 1,642.98	-\$ 599.98	\$ 170.26	-\$ 2,444.25	\$ 8,799.00	\$ 8,884.85
Other Income													
Total Interest Earned	\$ 2.36	\$ 2.33	\$ 2.15	\$ 2.34	\$ 2.33	\$ 2.40	\$ 2.33	\$ 2.39	\$ 2.39	\$ 2.32	\$ 2.35	\$ 2.30	\$ 27.99
Net Income	\$ 2,171.48	-\$ 199.76	\$ 1,101.96	\$ 5,294.42	-\$ 2,114.42	-\$ 2,955.75	\$ 1,321.11	-\$ 1,640.59	-\$ 597.59	\$ 172.58	-\$ 2,441.90	\$ 8,801.30	\$ 8,912.84

Tuesday, Jan 07, 2020 11:21:34 AM GMT-8 - Cash Basis

American Planning Association - New York Upstate Chapter
Balance Sheet
As of December 31, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
6743 Checking - NY Upstate Chapter	11,142.32
Business CD - 12 Month (6617)	5,097.53
Business CD - 18 Month (6625)	10,039.20
Business Savings (1942)	3,150.02
Central NY Section Account (6354)	8,327.50
Krasner Scholarship (9090) Restricted	3,497.40
Stu Stein Scholarship (3521) Restricted	9,633.50
Total Bank Accounts	\$ 50,887.47
Total Current Assets	\$ 50,887.47
TOTAL ASSETS	\$ 50,887.47
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	41,974.63
Retained Earnings	
Net Income	8,912.84
Total Equity	\$ 50,887.47
TOTAL LIABILITIES AND EQUITY	\$ 50,887.47

Tuesday, Jan 07, 2020 11:22:47 AM GMT-8 - Cash Basis

American Planning Association - New York Upstate Chapter
Budget vs. Actuals: 2019 Budget - FY19 P&L
 January - December 2019

	Actual	Budget	Total over Budget	% of Budget
Income				
Chapter Conference Income	14,448.14	9,500.00	4,948.14	152.09%
Chapter Only Members	789.18	1,000.00	-210.82	78.92%
Chapter Rebates -- from National Association	12,491.85	10,000.00	2,491.85	124.92%
Krasner Scholarship Donations	987.72	1,500.00	-512.28	65.85%
Planners Day	1,949.92	800.00	1,149.92	243.74%
Sponsorship Income	5,717.32	5,000.00	717.32	114.35%
Stu Stein Scholarship Donations		1,875.00	-1,875.00	0.00%
Total Income	\$ 36,384.13	\$ 29,675.00	\$ 6,709.13	122.61%
Gross Profit	\$ 36,384.13	\$ 29,675.00	\$ 6,709.13	122.61%
Expenses				
Audit and Legal Services	1,175.00	1,200.00	-25.00	97.92%
Awards Programs	555.02	200.00	355.02	277.51%
Bank Charges & Fees	35.00	1.00	34.00	3500.00%
Board/Meeting Expense	104.25	250.00	-145.75	41.70%
Certification Maintenance Fee	2,508.00	2,508.00	0.00	100.00%
Chapter Only Rebates to Sections	150.00	100.00	50.00	150.00%
Chapter Rebates to Sections	3,381.00	4,000.00	-619.00	84.53%
CNY Expense	389.00		389.00	
Contingency		200.00	-200.00	0.00%
Insurance	1,460.00	1,550.00	-90.00	94.19%
Office Expenses/PO Box	239.74	250.00	-10.26	95.90%
Planners Day Expenses	3,390.00	4,000.00	-610.00	84.75%
President	1,048.00	3,500.00	-2,452.00	29.94%
President's Contingency		500.00	-500.00	0.00%
Professional Development/ Sponsorship	300.00	150.00	150.00	200.00%
Staff Support	10,897.79	10,000.00	897.79	108.98%
Student Activities	1,500.00		1,500.00	
Website and Online Expense	366.48	500.00	-133.52	73.30%
Total Expenses	\$ 27,499.28	\$ 28,909.00	-\$ 1,409.72	95.12%
Net Operating Income	\$ 8,884.85	\$ 766.00	\$ 8,118.85	1159.90%
Other Income				
Interest Earned	27.99	2.00	25.99	1399.50%
Total Other Income	\$ 27.99	\$ 2.00	\$ 25.99	1399.50%
Net Other Income	\$ 27.99	\$ 2.00	\$ 25.99	1399.50%
Net Income	\$ 8,912.84	\$ 768.00	\$ 8,144.84	1160.53%

Tuesday, Jan 07, 2020 11:26:00 AM GMT-8 - Cash Basis

American Planning Association - New York Upstate Chapter
Budget Overview: 2020 Budget - FY20 P&L
 January - December 2020

	Total
Income	
Chapter Conference Income	5,000.00
Chapter Only Members	750.00
Chapter Rebates -- from National Association	11,000.00
Planners Day	2,000.00
Sponsorship Income	5,000.00
Total Income	\$ 23,750.00
Gross Profit	\$ 23,750.00
Expenses	
Audit and Legal Services	1,200.00
Awards Programs	400.00
Bank Charges & Fees	35.00
Board/Meeting Expense	400.00
Certification Maintenance Fee	1,254.00
Chapter Only Rebates to Sections	100.00
Chapter Rebates to Sections	3,500.00
Contingency	200.00
Insurance	1,500.00
Office Expenses/PO Box	250.00
Planners Day Expenses	1,750.00
President	4,000.00
President's Contingency	500.00
Professional Development/ Sponsorship	150.00
Staff Support	10,000.00
Website and Online Expense	500.00
Total Expenses	\$ 25,739.00
Net Operating Income	-\$ 1,989.00
Other Income	
Interest Earned	25.00
Total Other Income	\$ 25.00
Net Other Income	\$ 25.00
Net Income	-\$ 1,964.00



**American Planning Association
New York Upstate Chapter & Sections Work Plan
-2020-**

Table of Contents

Introduction

Chapter Work Plan

Chapter Annual Calendar

Section Work Plans and Annual Calendars

Western New York

Genesee/Finger Lakes

Central New York

Capital District Planners Association

Southern Tier

Appendix

Section Work Plan Template



American Planning Association New York Upstate Chapter & Sections Work Plan -2020-

Introduction

The Chapters of the American Planning Association serve to extend the mission of APA to individual states and regions. More so than APA itself, Chapters, are often the primary point of direct contact and interaction with the membership. As such, Chapters have a responsibility to provide quality customer service to both members and the communities served. This service is representative of not only each of our chapters, but also of one APA.

Understanding the limitations of a volunteer driven organization, but also recognizing that each chapter must provide a baseline level of service in order to fulfill APA's mission, satisfy the needs of the membership, and ensure the success of the overall organization the Chapter Presidents Council (CPC) voted as a group to identify Chapter Performance Criteria. These Chapter Performance Criteria establish the baseline levels of service and functions that the members of each chapter of APA deserve to expect in return for their dues dollars.

In order to ensure the New York Upstate Chapter (NYU) is fulfilling the performance criteria the Chapter Board has decided to use these valuable guidelines as the basis of our annual work plan. The intention of the work plan is to ensure we are meeting the needs of our members and use it as a tool to budget annual Chapter activities. The work plan has two sections. The first applicable to Chapter business and the second applicable to the Chapter's five Sections including Western New York (WNY), Genesee/Finger Lakes (GFL), Central New York (CNY), Capital District Planners Association (CDPA), and Southern Tier (ST). There is an appendix which includes a template for Sections to use as a tool to generate their own annual work plan. A section's work plan need not mirror the exact format but shall contain the minimum content in the template and correlate to the projected annual section budget. Once submitted to the Chapter Board Secretary it shall be incorporated into this document. The Chapter is committed to assisting sections in meeting these criteria by providing guidance and assistance.

This document is intended to be updated on an annual basis at the November meeting and distributed as a reference with Board meeting material. It may need to be amended during the year by unanimous Board vote as unanticipated opportunities may present themselves.



American Planning Association New York Upstate Chapter & Sections Work Plan -2020-

Mission Statement

The New York Upstate APA's mission is to serve and support the professional, student, and citizen planning communities in New York State and to improve the quality of life through the use of planning. APA members seek to implement good planning in their communities and impart the benefits of planning.

Work Program

Identifies specific quantifiable goals and actions for the coming year(s), based on the Mission Statement and Development Plan. Given the Chapter is in the process of generating and implementing a Development Plan and associated Work Program, we have decided to generate our work plan for 2018 of baseline minimum tasks that must be completed. The work program will include a calendar to provide structure. Future Chapter Work Program shall not exceed a four-year span and contains a listing of goals and objectives—the things the Chapter knows it is capable of accomplishing within the available resources.

Note: for the purpose of this draft, the suggested sections to be included in the Section Work Plan template are highlighted in yellow.

1. Establish a Development Plan for the Chapter and Sections

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Review 5-Year Development Plan.	Discuss at May Mtg	President & Vice President	Time	July 2020

2. Update Bylaws

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapter shall review the bylaws no less than once every five years and update as needed. Current bylaws shall be updated to reflect National's election cycle, requirement of Chapter and Section Annual Work Plan, and the budget distribution based on submitted work plans. The process for adopting updated bylaws is within the text of the current bylaws.	A committee will be established in early 2020 to review bylaws. <i>Note: The bylaws have been reviewed for compliance with NY laws and rules governing not for profits.</i>	President, with assistance from others.	Time	Fall 2020
Review conference financial structure by discussing the benefits and drawbacks to using chapter funds exclusively to finance the annual		Treasurer (Lead)	Time	

American Planning Association New York Upstate Chapter & Sections Work Plan -2020-

chapter conference. Should a new procedure be desired, the board will consider any ramifications for the bylaws.		Conference Chair, and Section Directors
---	--	--

Commented [MC1]: Move to new section

3. Annual Work Plan

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
<p>The Chapter and Sections shall prepare work plans and an associated proposed budget for the following year and submit to the Board for review no later than the final meeting of the previous year. Work plans should be presented by each Section Director at the final meeting. The Board may consider a motion to accept as presented or request additional information by a specific date. The accepted Section budgets shall be incorporated into the Chapter budget to be considered at the first meeting of the following year. The Chapter will submit the completed workplan to APA national as required.</p> <p>Individual tasks are provided in a separate attached section. Associated budgets, were required, are also attached.</p>	Draft in Sept and formalize for submission and circulation for consideration at the Nov meeting.	All Officers for their respective positions	Time	Annually

4. Budget

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officers</i>	<i>Resources Needed</i>	<i>Completion Date</i>
<p>Sections shall prepare their budgets for the following year in August and present them to the Chapter Board Finance Committee in September. Chapter Finance Committee shall review the proposed Section budgets at the <u>Prior to the</u> Nov meeting and use to draft the Chapter budget for consideration at the Jan meeting. The budgets shall be designed to implement the Chapter and Section work plans.</p> <p>Budgets are included in a separate attached section.</p>	Review Section budgets at the Nov meeting and draft Chapter budget based off the discussion. Chapter budget shall be circulated prior to Jan meeting for review and adoption.	Finance Committee: President, Vice President, Treasurer, Officer Emeritus	Proposed Section Budgets by Sept. Board Mtg. Treasurer prepares draft Chapter budget based upon meeting discussion for adoption at 1 st mtg. in 2019.	See addendum <u>December 2020.</u>

American Planning Association New York Upstate Chapter & Sections Work Plan -2020-

5. Financial Reporting

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
<u>The Chapter Finance Committee shall develop and propose to the Chapter Board Financial Procedures, Guidelines and Controls.</u>	<u>Q1-3 2020</u>	<u>Finance Committee</u>		<u>Sept 30, 2020</u>
<u>The Chapter shall convert its financial recordkeeping from Quicken to Quickbooks Online QBO.</u>	<u>Q1 2020</u>	<u>President/Treasurer/Finance Committee</u>	<u>QBOs subscription</u>	<u>3/21/2020</u>
Sections shall regularly share financial reports <u>and bank records</u> with the Chapter Treasurer. <u>Those Section records shall be tracked in QBO.</u> The Chapter shall prepare a financial report for the previous fiscal year within 3 months of the fiscal year close. The report shall include the identification of all sources of income as well as expenditures.	Prepare after Jan meeting	Treasurer	Time	<u>February 2019</u> <u>Ongoing</u>

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Indent: Left: 0", Hanging: 0.5"

Formatted: Font: Not Italic

Formatted: Font: Not Italic

6. Tax Return

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapter shall have IRS Form 990 prepared and filed as required each year.	Must be submitted by May 15 each year	Treasurer	Time and accounting firm	Prior to the filing deadline

Formatted Table

7. Use of "One APA" Logotype Communications and Branding

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapter and Sections websites, publications, contracts, and communications shall be identified with the full name of the chapter as "a Chapter of the American Planning	Review annually at Jan. meeting to ensure all Board members	Professional Development, Public Relations	Time	<u>Review Annually</u>

Formatted Table

**American Planning Association
New York Upstate Chapter & Sections Work Plan
-2020-**

Association,” and with the uniform logotype of the Association.	understand this requirement.			
Add <u>New Logotype, Lock up, Letterhead</u> to the password protected area of the website so <u>Chapter’s Google Drive</u> Chapter and Section leadership may access it. Include branding requirements provided by National.		Professional Development		<u>Ongoing</u>
<u>Partner with other orgs to offer CM credit and thereby raising the profile of APA and Planners</u>	<u>Ongoing</u>	<u>Membership/PDO/Public Relations</u>	<u>Table Wrap, Banners and other promotional materials</u>	<u>Ongoing</u>

8. Consolidated Elections

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapter officers shall be elected on a regular basis and Chapters shall participate in the APA consolidated and coordinated election cycle; a current list of all elected Chapter officers shall be maintained with APA staff.	Every other year per the APA timeline. Note: This will be addressed under the bylaws update task in <u>2019</u> .	Secretary, VP, President	Time & Coordination with National Staff	Fall 2018 <u>Fall 2020</u>

9. Annual Report

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
----------------------------	-----------------	----------------------------	-------------------------	------------------------

**American Planning Association
New York Upstate Chapter & Sections Work Plan
-2020-**

The Chapter shall prepare an annual report to chapter members that summarized the Chapter's activities in relation to the adopted work plan. This gives the Chapter Executive Committee an opportunity to assess the successes and difficulties experienced during the year and to plan accordingly for next year and also provided the membership with a yardstick by which to measure their Chapter.	Each responsible officer shall prepare a report of their activities to be included in the last newsletter of the year or by separate document/communication, as agreed-to by the Board each year.	Secretary & all Board Members	Time to compile information and	January-Q1 202019
--	---	-------------------------------	---------------------------------	---------------------------------

~~10. Communications~~

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Chapter should communicate on a regular basis with its members using email and social media. In addition, the Chapter shall develop and distribute at least three newsletters annually.		Public Relations	Schedule published to be included within the draft work plan for review at the Nov meeting	

~~30.10. Professional Development~~

**American Planning Association
New York Upstate Chapter & Sections Work Plan
-2020-**

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Providing educational opportunities for the membership is a key component to the performance of Chapters, thus, chapters should provide access to 16 hours' worth of educational opportunities to its members each year. These can include but are not limited to events, workshops, conference sessions, brown bag lunch & learns, webinars, co-sponsoring educational opportunities relevant to the planning profession by allied organizations or any other format which delivers professional development opportunities to the membership as well as providing planning-related education to the broader community.	Ongoing	Professional Development	All events should be announced to the membership via Monday morning eblasts.	<u>Ongoing</u>
<u>Partner with other orgs to offer CM credit and thereby raising the profile of APA and Planners</u>	<u>Ongoing</u>	<u>Membership /PDO/Public Relations</u>	<u>Table Wrap, Banners and other promotional materials</u>	<u>Ongoing</u>

31-11. Legislative and Policy Program

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapter should provide opportunities for members to be informed of and participate in state and local legislative and policy issues of concern to the planning procession. This could be accomplished by the following: <ol style="list-style-type: none"> 1. Legislative Update at Spring Planners Day 2. Legislative Update during the annual business meeting 3. Legislative Policy session during the Chapter Conference 	Will provide in 2019. Will provide in 2019. Will work with Conf. Cmte.	Legislative Director	Time dedicated at each event to provide a legislative update. Coordination with Highland	Throughout the year, as appropriate.

American Planning Association
New York Upstate Chapter & Sections Work Plan
-2020-

4. Legislative article in the newsletter	Will provide again in 20 <u>2019</u> .		Planning staff to send out information through the e-blast.	
5. Communicate important National distributed e-blasts to the membership via Chapter Admin	Will continue to provide in 20 <u>2019</u> .			
Chapter should ensure participation in the APA Policy and Advocacy Conference and National Delegate Assembly	Will plan to attend again in 20 <u>2019</u> .	Legislative Director		
Develop a legislative committee to review, comment on, and support the establishment of a Legislative Program		Legislative Director		<u>Q2 2020</u>

12. Membership

<u>Implementation Item</u>	<u>Timeline</u>	<u>Responsible Officer</u>	<u>Resources Needed</u>	<u>Completion Date</u>
<u>Track and communicate with Chapter Only members and AICP Members whose membership may be lapsing</u>	<u>Spring and Fall</u>	<u>Membership and PDO</u>		<u>Ongoing</u>
<u>Partner with other orgs to offer CM credit and thereby raising the profile of APA and Planners</u>	<u>Ongoing</u>	<u>Membership/PDO/Public Relations</u>	<u>Table Wrap, Banners and other promotional materials</u>	<u>Ongoing</u>

Formatted: Font color: Text 1

Formatted: Normal, No bullets or numbering

32-13. APA Leadership Meeting Participation

<u>Implementation Item</u>	<u>Timeline</u>	<u>Responsible Officer</u>	<u>Resources Needed</u>	<u>Completion Date</u>
Chapters must send its chapter president or proxy to the two leadership meetings held in each given calendar year.	Spring and Fall	President	\$5,000	Annually

33-14. Chapter Annual Membership Meeting



**American Planning Association
New York Upstate Chapter & Sections Work Plan
-2020-**

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapter should hold a business meeting annually in person or via electronic communications.	Fall Chapter Conference	President	Time at the Conference	Fall 2018 2020

Formatted Table

34.15. Awards Program and FAICP Committee

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapters should have an awards program to recognize professional planning projects undertaken and completed within the Chapter. Whenever possible, Chapters should use awards as a way to communicate to the community at large about the value of planning.	Spring through Fall Conference	Vice President	Time & \$300 for awards. May want to discuss nicer awards and associated larger budget	Fall Conference Fall 2020
<u>The Chapter will convene an FAICP Committee Comprised of a Representative from each section and chaired by an FAICP member. The committee will annually recommend members for recognition as a "Chapter Fellow" to the Awards Committee and work with nominees to develop and submit nominations packets every other year/</u>	<u>Q1 2020</u>	<u>President</u>		<u>Annually with recommendations provided to the Awards Committee by July and FAICP submission by October</u>
<u>Cultivate and Support Great Places Applications to National</u>	<u>Throughout the year</u>	<u>Vice President</u>		<u>August 2020</u>

35.16. National Community Planning Month

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
----------------------------	-----------------	----------------------------	-------------------------	------------------------

American Planning Association New York Upstate Chapter & Sections Work Plan -2020-

Chapters should use the opportunity and resources provided by National Community Planning Month to engage communities and citizens in a dialog about the value of planning to civic discourse and developing a share vision for the future of communities. Obtaining state and local proclamations, providing specific programs and writing articles highlighting planning's values to citizens for news media outlets are all examples of successful efforts.	Start planning during July board meeting.	Public Relations	Resources on APA National Website	October Annually
--	---	------------------	-----------------------------------	------------------

36-17. Great Places in America

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Chapter shall implement a Chapter Great Places category within the Chapter Awards program which will facilitate candidates for submission to APA Nation's Great Places program.	Same as Chapter Awards Program Timeline	Public Relations	Time	Annually – typically Fall of each year

Annual Calendar

Board Meetings

- January 10, 10:30am. Teleconference
- March 13, 10:30am. Teleconference or In Person or @ Planners Day
- May 8, 10:30am. Teleconference or In Person or @ Planners Day
- June, 12 10:30am. Teleconference
- September 23, 10:30am. Annual Conference
- November 13, 10:30am. Planning School UB

Formatted: Font: Bold, Font color: Text 1

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

American Planning Association New York Upstate Chapter & Sections Work Plan -2020-

February

- Draft Chapter Work Plan
- Prep for Spring Planners ~~Day on March 9th~~
- Highland works on recruiting sponsorships
- Submit list of positions up for election to Lynn Jorgenson (Vice President)
- Identify an election nomination committee
- Chapter President and/or delegate makes arrangements to travel to NPC & Leadership Meetings
- Chapter President submits travel assistance request for leadership meetings to Lynn Jorgenson
- ~~Schedule March Board meeting, circulate 1/26 meeting notes, and establish next agenda~~
- Issue call for newsletter submissions

March

- ~~Chapter President executes 3-month extension to Highland's contract before 3/30~~
- ~~March 9th Spring Planners Day~~
- Newsletter issued

April

- ~~Spring Planners Day~~
- Draft Chapter Work Plan

May

- Draft Chapter Work Plan

June

- Draft Chapter Work Plan

July

- Draft Chapter Work Plan

Formatted: Font color: Text 1

Formatted: Normal, Indent: Left: 0.75", No bullets or numbering



American Planning Association New York Upstate Chapter & Sections Work Plan -2020-

August

- Draft Chapter Work Plan

September

- Draft Chapter Work Plan

October

- Draft Chapter Work Plan

November

- Draft Chapter Work Plan

December

- Draft Chapter Work Plan

January

- Board meeting

Development Plan Suggested Content:

- Membership Recruitment and Retention (from min Chapter Performance Criteria)
- Create a process and a committee to assist eligible AICP members to be nominated to the AICP College of Fellows
- Perhaps the NYPF liaison can coordinate Planners Day and the Chapter Conference details with the federation to distribute to its members. Certificates demonstrating credits for Board members could easily be offered to increase participation. Fliers for the events should be e-mailed to potential participants beyond just Chapter Membership.
- Succession Management (from min Chapter Performance Criteria)
- Outreach to Youth, Students, and New Professionals (from min Chapter Performance Criteria)



Chapter Performance Criteria Evaluation
2019 Reporting Period (January 1 – December 31, 2019)

Chapter Name: New York Upstate

Reporting Contact: Mark Castiglione, AICP

Standards - Required	Ye s	N o	For Comments or Website Links	Date Submitted
Chapter Mission Statement	x		https://www.nyupstateplanning.org/	
Chapter Development Plan <i>(Long term plan 3-5 years)</i>	x		Chapter Development Plan : https://drive.google.com/open?id=14Y5DNiAQOQafe_mCwEct3Cy6o9A-4omb&authuser=info@nyupstateplanning.org&usp=drive_fs	
Chapter Work Program <i>(Identifies specific quantifiable goals and actions for the coming year(s). Should not exceed a four-year span.)</i>	x		2019 Chapter Workplan: https://www.dropbox.com/s/lfyzu9cmtk2151b/Chapter%20%20Section%28s%29%20Workplan%28s%29%20%20Budget%28s%29%20for%202019.pdf?dl=0	
Chapter Bylaws <i>(Current set)</i>	x		https://www.nyupstateplanning.org/s/Bylaws-2015-Final-Adopted.pdf	
Chapter Budget <i>(Annual)</i>	x		2020 Budget: https://drive.google.com/open?id=14KgsX8tbz6_KDcNTYgkgQ-eodmp3r3lx&authuser=info@nyupstateplanning.org&usp=drive_fs	



Chapter Performance Criteria Evaluation
2019 Reporting Period (January 1 – December 31, 2019)

Financial Reporting to APA (<i>Quarterly bank statements sent to APA</i>) Staff Maintains the Files – no need to upload to APA Engage	x		Transitioning Bookkeeping to Quickbooks Online in 2019-20	
IRS Tax Return (<i>Annually sent to APA</i>) Staff Maintains the Files – no need to upload to APA Engage	x			
APA Chapter Brand (<i>Consistent Use of Chapter Logo/Signature</i>) Staff monitors – no need to upload to APA Engage	x			
APA Consolidated Elections (<i>Chapter Participation</i>) Staff monitors – no need to upload to APA Engage	x			
Chapter Annual or Biennial Report to Membership	x		Presentation at Annual Conference. Annual Report to Membership https://www.dropbox.com/s/a4wgza3yyvohmgc/Annual%20Meeting%20Presentation.pdf?dl=0	
Electives – Four Required	Ye s	N o		Date Submitted
Member	x		Newsletters sent out several times a year. Weekly e-blasts sent to all members with various	



Chapter Performance Criteria Evaluation
2019 Reporting Period (January 1 – December 31, 2019)

Communications			information on activities, jobs, conferences, etc	
Recruitment and Retention of Members	X		Follow up emails from our professional development officer and membership officer to members whose AICP or membership is ending	
Professional Development Offered to Members	X		Our Professional Development Officer has been excellent at handling CM requests. We recently enacted a weekly/bi-weekly listing of upcoming events approved by our PDO. For the year we offered 278.75 CM including 7.5 Ethics and 11.5 Law. That is 36.25 more credits than we offered in 2018 (+13%).	
Planning Board Outreach	X		We have a Planning Official Development Officer who is also on the Board of an organization that represents the interests of Planning Boards and local municipalities. We also have an officer representing County Planning Directors. Finally, we partner with the New York Planning Federation (geared towards planning and zoning board members and table at their annual conference	
Legislation and Policy Program at the Chapter Level	X		Our Legislative Affairs Officer presents our membership numerous times, provides content for the newsletter. The Chapter President and LAO develop annual letter to the Governor highlighting issues we support and coordinate on supporting a variety of legislative initiatives advanced by others. Letter to Governor Cuomo: https://www.dropbox.com/s/7fj0lhwdlwxx663/2019%20Letter%20to%20Cuomo%20NY%20Upstate%20APA.pdf?dl=0 Legislative Update to Membership: https://www.nyupstateplanning.org/blog/2019/3/1/february-2019-federal-and-state-legislative-update?rq=cuomo	
APA Leadership Meeting Participation	X		We have sent a representative to meetings every chance we get.	



Chapter Performance Criteria Evaluation
2019 Reporting Period (January 1 – December 31, 2019)

Table with 4 columns: Criteria, Status (X), Description, and URL. Rows include: Chapter Annual Business Meeting, Succession Management (Chapter Leadership), Chapter Awards Program, National Community Planning Month Participation, Chapter Great Places Program, and Youth, Student and New Professional Outreach.

OTHER COMMENTS or NOTES:

- 1) Transitioned Bookkeeping to Quickbooks Online in 2019
2)

FOR APA USE:

Completeness of Report (select one)

- The report is complete.
The report is incomplete (specify missing items, not just categories).



American Planning Association

Creating Great Communities for All

Chapter Performance Criteria Evaluation

2019 Reporting Period (January 1 – December 31, 2019)

Overall Evaluation (select one)

- Meets all criteria
- Meets most criteria (evaluation will identify where performance needs improvement and if chapter assistance is needed)
- Criteria not met (remedial action plan would be required)

**2019 APA/AICP CM Offerings - NY Upstate Chapter APA
Reporting Period 1/1/19 - 12/31/19**

Date	APA #	Title	Section	Type	CM	Ethics	LAW	Quarter
1/9/2019	9162724	CDRPC Annual Local Government Workshop	CAP	MULTI	18.00	1.5	1.5	
2/27/2019	9171824	Strategies for Health & Equity in Housing	GFL	Single	1.50	0	0	
3/6/2019	9170999	Conserving the Vitality of our Historic Places	WNY	Single	1.5	0	0	
3/19/2019	9173558	One Region Forward Resiliency Workshop – Tools & Resources for Local	WNY	MULTI	3	0	0	Q1
3/22/2019	9172799	Small Cell Wireless Network Technology and Planning	WNY	Single	1.5	0	0	
3/27/2019	9173223	Strategies for Drawn to Water: Design Stories of Cities and Rivers	GFL	Single	1.5	0	0	
3/28/2019	9173880	Spring Speed Networking with CDPA	CAP	Single	1	0	0	
4/5/2019	9174401	Spring Planners Day	CHAPTER	MULTI	4.5	0	1.5	
4/10/2019	9171400	Preventing Flood Damage Through Intermunicipal Project Review & Floodplain Overlay Districts	GFL	Single	4	0	0	
4/24/2019	9171000	Malls, Markets, and Malnutrition: Food In/Sensitive Planning in African Cities	WNY	Single	1.5	0	0	
4/24/2019	9173224	The Future of the Built Environment: Engaging Youth	GFL	Single	1.5	0	0	
4/28/2019	9171084	The New York Planning Federation 2019 Annual Conference	CAP	MULTI	26.5	1.5	3	
5/2/2019	9176544	Imagining a More Livable Niagara Falls Session #1 - Setting the Goals	WNY	Single	1.5	0	0	
5/9/2019	9176900	Imagining a More Livable Niagara Falls Session #2 – Better Mobility for Everyone	WNY	Single	1.5	0	0	
5/16/2019	9177590	Strategies for ROC the Riverway: Believe in the Power of the Genesee	GFL	Single	1	0	0	
5/16/2019	9177103	Imagining a More Livable Niagara Falls Session #3 - Housing for Everyone	WNY	Single	1.5	0	0	Q2
5/17/2019	9175610	Regional Local Government Workshop, Spring 2019	GFL	MULTI	13.75	0	1	
5/22/2019	9177609	Our City, Ourselves: Connecting People and Places	GFL	Single	1.5	0	0	
5/23/2019	9177655	Imagining a More Livable Niagara Falls Session #4 - Making Better Places	WNY	Single	1.5	0	0	
5/29/2019	9177412	CDRPC Annual Local Government Workshop	CAP	MULTI	16.5	1.5	1.5	
5/30/2019	9177990	Imagining a More Livable Niagara Falls Session #5 - Government and Developers Working Together	WNY	Single	1.5	0	0	
5/30/2019	9177993	Green Infrastructure Champions Knowledge Transfer Workshop	GFL	Single	6	0	0	
6/1/2019	9177995	Exploring Eternity	CAP	Single	2	0	0	
6/11/2019	9175127	4th Annual NYS Redevelopment Summit 2019: Pathways to Revitalization	CAP	MULTI	14	0	0	
6/13/2019	9178758	WNY Walks - Walkability Summit	WNY	MULTI	2	0	0	
6/20/2019	9179672	What is the Role of Health Impact Assessment (HIA) in Planning?	GFL	Single	1.5	0	0	
7/15/2019	9180776	Learning the Links	CAP	MULTI	5	0	0	
7/15/2019	9181271	NYS AMPO 2019 Conference	CEN	MULTI	22.5	0	0	
8/6/2019	9189461	ULI Urban Plan Program Training	WNY	Single	6	0	0	
9/11/2019	9185477	ITE New York Upstate Section 2019 Annual Meeting	WNY	MULTI	5.5	0	0	Q3
9/14/2019	9184656	Parks & Trails Planning Tour at John Boyd Thacher State Park	CAP	Single	2	0	0	
9/15/2019	9184657	Walking the Moral High Ground of Nineteenth Century Albany	CAP	Single	2	0	0	
9/24/2019	9185882	AARP New York Leading on Livability Summit	WNY	Single	1.75	0	0	
9/28/2019	9184658	Exploring Eternity	CAP	Single	2	0	0	
10/2/2019	9184723	2019 APA NY Upstate Chapter Annual Conference	CHAPTER	MULTI	50.5	1.5	1.5	
10/9/2019	9187048	The Present and Future of Kabul: An Urban Planner's Experience as Mayor	WNY	Single	1.5	0	0	
10/18/2019	9187052	NYS Department of State Division of Local Government Services 5th Annual Local Government Innovation Conference	CAP	MULTI	8	0	0	
10/23/2019	9187279	Creating Thriving Communities: From Vision to Reality	GFL	Single	3.5	0	0	Q4
10/23/2019	9187095	Capital District Regional Planning Commission and New York Planning Federation Fall Local Government Workshop	CAP	MULTI	19	1.5	1.5	
11/6/2019	9187050	African Urban Fantasies: Dreams or Nightmares?	WNY	Single	1.5	0	0	
11/14/2019	9184320	Fall 2019 Regional Local Government Workshop	GFL	MULTI	16.25	0	0	
Total CM Offered for Year:					278.75	7.50	11.50	

MEMBERSHIP TRENDS: 2018

	2018	2019
January	690	778
February	702	785
March	694	792
April	703	774
May	708	790
June	720	799
July	715	786
August	763	843
September	769	861
October	743	647
November	757	661
December	771	

	2018	2019
Average	727.9	774.2
Peak (Sept)	769	861
Low (Jan/Oct)	690	647

