



**APA New York Upstate Chapter
Executive Board Meeting
Friday, June 12, 2020
Zoom & Phone Teleconference**

1. Roll Call

	Name	Board Title		Name	Board Title
<input checked="" type="checkbox"/>	Mark Castiglione, AICP	President	<input checked="" type="checkbox"/>	Mike Long, FAICP	Officer Emeritus
<input checked="" type="checkbox"/>	Sean Maguire, AICP, CEcD	Vice President	<input type="checkbox"/>	Michaela Sweeney	Capital District, Section Director
<input checked="" 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 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 type="checkbox"/>	Samantha Amell	Student Rep., Univ. at Albany

2. **Additions/Changes to the Agenda.** Mark noted he would like to also discuss board diversity, with an eye to increasing diversity and engaging members of color more effectively & assertively.
3. **Approval of May 8, 2020 Meeting Minutes.** After noting Molly's surname on page 3 is correctly spelled Gaudio, the 5/8/2020 minutes were approved unanimously (Long/Bovenzi).
4. **Approval of Financial Statements Through June 11, 2020.** Mark thanked Eve and Mike for their work. Note that GFL and Capital District transactions have not been included yet. Total assets are just over one hundred thousand dollars. Mark noted that member rebates from National show up as Chapter revenues but they're not shown as expenses from Chapter to the Sections because they are treated as in internal transfers; so they appear in the balance sheet detail but not in the profit & loss statement. Mark also noted that due to cancellation of Planner's Day, the revenues from advance ticket sales in February was refunded in March. A motion to approve the financial statements as presented was approved unanimously (Holberg/Guarino).
5. **NY Upstate Participation in Webinar Consortium.** Mark related that all chapters in the Northeast have agreed to participate in the webinar series, which will kick off on June 22 with a planning & COVID-19 presentation offered by John Steinmetz and Ted Kolankowski from Barton & Laguidice. Promotion will start soon. The Chapter will have to purchase a Zoom account but with Tech Soup that cost is negligible. One seat for meeting, one for webinar with a 500 seat capacity, which capacity can be dialed down after the presentation. The account can go month to month. We'll need it also for the annual conference and for other webinars.
6. **Approval of the 2021 Slate of Officers.** Mark explained that it has been pointed out that the Board does need to actually vote to approve the slate of officers put forward by the Nominating Committee, which was discussed at the May meeting. A motion to approve the proposed slate (shown on next page) was approved unanimously (Guarino/Bovenzi). Mark mentioned that everyone's candidate statements have been sent to National and will be available on the website once the voting process opens up; also that the open petition process is still ongoing until the 19th.

Proposed Slate:

President	Mark Castiglione
Vice President	Sean Maguire
Secretary	Eric Cooper
Treasurer	Fred Frank
Professional Dev.	Rich Guarino
Legislative Affairs	Darren Kempner
Membership	Ellen Parker
Public Relations	Amanda Bearcroft
Education	George Frantz
Member-at-Large	Jonathan Bleuer
Officer Emeritus	Mike Long

7. Chapter Conference. Mark read the conference update email he had received: Ten session proposals have been received so far; the deadline is June 19th. A reminder was sent out yesterday. The hotel and venue have been notified of the postponement to 2021. The conference committee has tried to assure that out of pocket expenses already incurred can be carried over to next year. They are working to build out a webinar schedule in advance of soliciting sponsorships; they're working with Jen Topa at Highland Planning on that, with a flat \$250 sponsorship level. The committee is still working on the budget for access to the webinar series, with a potential \$50 member registration fee, \$75 for non-members and \$20 for students. They hope to have registration open in late July or early August. Sessions will be recorded through Zoom. Eve asked about any issues with using recordings for CM credit. Rich explained that National seems to be okay with recordings provided the sessions were approved for CM; there is a different form to submit online sessions for credit. Rich said that up to 8 self-reported credits could also be used by members as well. Discussion continued regarding how to control access to the recordings so that only those paying the fee would be able to access and at what cost.

7.8. Chapter Awards: Sean described the preparation for doing awards, mentioning that there's a need for Sections to help out by coordinating the physical delivery of awards and documenting with pictures in advance, if there is to be an actual online ceremony during a webinar. There is substantial front end work of getting awards ready, signed, framed, out to Sections and then pictures back of awards being accepted and into a format for presentation in the virtual ceremony. Sean said that the award nomination process will begin next week with a form posted to the website. There was some discussion about whether or not to hold an online ceremony or if there should instead for this year be just the results with pictures posted on the website. Sean mentioned he's open to thoughts from the conference committee; if what would essentially be a slide show fit with what they were planning.

8.9. Section Director Updates.

A. Western NY. Rocky reported:

1. May 18 & 19 Univ. at Buffalo / Section professional consultation sessions hosted by Professor Dan Hess and Fred Frank. Across both evenings there were eleven panelists from a cross section of professional focus areas representing the public and private sectors as well as large and small entities. It was well received with more than thirty students attending from the three local schools
2. The section is considering other virtual events, which will also necessitate having the Zoom account.
3. With school ending early it wasn't possible to elect a student representative but Melanie Monroy has volunteered for the interim.

4. May 28 meeting of the Editorial Board. First session since January. A number of newsletter articles are upcoming, with a focus on COVID as well as equity.
 5. As the next conference host after the Capital District, they have notified the expected Western NY conference venue of the shift from 2021 to 2022.
 6. They are working through financial projections given the loss of revenue from in person events.
- B. Genesee Finger Lakes. Joe said that he expected to have more to report in the future as things start to reopen and they are hopefully able to carry out the activities that were being planned prior to the shutdown. Having the Zoom account will be helpful as they also are thinking of some virtual activities.
- C. Central New York. Jane reported similarly that not much has been happening with the COVID shutdowns and what people have been dealing with; hopefully more activity will be possible during the summer.

9.10. Committee Updates.

- A. Legislative Committee. None.
- B. Nominating Committee. Their ~~ire~~ work is ~~done~~completed; Ellen may still field questions from potential petition candidates.
- C. Bylaws Committee. Mark related that Rocky has agreed to chair a bylaws committee and thanked him for stepping up to take that on. Rocky mentioned that bylaws changes are usually acted on at the conference, so if that was to happen again this year it would mean outlining potential revisions this month, convening the committee in July with approval by August, get it to the Board for September, and then to the entire membership which has thirty days to review. Rocky said that he and Mark had identified some potential changes during a discussion last month; in addition there's a need to determine if any parts of the bylaws are not in compliance with the Non-Profit Revitalization Act. The committee has not met yet. Rocky would not mind having a few more volunteers, but will nevertheless continue to move forward. Joe Bovenzi volunteered to help. Mark reviewed that the committee presently consists of Rocky as Chairman, Mike Long, Joe Bovenzi, and himself; Mike by virtue of his status as Member Emeritus, who is tasked to be on any committee which is to review the Bylaws.
- D. Finance Committee. Mark related that the Board had agreed in March that Mark would reach out to the Sections about consolidating all the Chapter and Section accounts into one bank; proposed to be Citizens Bank. Mark said he has not yet been able to do that outreach, but noted that his experience with Quickbooks only enhances his sense that not having to deal with multiple banking institutions would make life easier for those who must deal with accounting. He hopes to being that work shortly. Mark asked the Section Directors if they had any feedback now, and if it would help them if he wrote an email that directors could share with their boards. Joe offered that a short email from Mark would be helpful. Rocky agreed, and said the efficiencies were clear. Mark noted that the adjusted journal entries for 2019 were received and approved by the Board, but he has not yet gone into Quickbooks to actually make the entries. Mark also mentioned again his thanks to Mike for agreeing to be Bookkeeper and that they had a good phone call this week about that work. Mike said it was his pleasure to do it and to work with Mark and Eve to get started.
- E. FAICP Committee. Mike reported they had a well-attended second meeting, with Richard Unger chairing, who relocated to NY from Florida. Richard has been preparing minutes and a draft document; the next meeting is July 9, after which they hope to have the draft guidelines for consideration by the Chapter Board. Molly and Mike are working together on a webinar. Members are offering good insights and he hopes they can have something in a few months. Mark thanked Mike and the committee, and also Sean for including the Chapter Fellows in the

awards program which will help generate interest in getting more FAICP nominations from our eligible chapter members who are deserving.

- 10.11. Communications, Outreach, Partnerships.** Mark thanked Amanda for pulling together the newsletter, which went out today. Amanda added that she's working to get up the YouTube video regarding the chapter conference; also that she's ready to help add website content to the extent that Sean or others want to highlight what planners are doing in the pandemic and crisis.
- 11.12. Professional Development Officer Update.** Mark mentioned that Rich is doing a tremendous job offering digital CM opportunities to members during these times. Rich reported that as one would imagine, instead of conferences there are a lot of webinars. Since April 1 he has worked to certify 25 webinars for 32.75 CM credits (13 Chapter co-sponsorships, 8 Capital District, 2 Western NY, and 2 from GFL. For the year total, we've approved 28 sessions total for 57 credits. Reviewed the summary he had emailed earlier, noting that he has included some additional categories this year to facilitate year end reports. So, in addition to the number of credits, he has the number of sessions, whether they were paid or free, and whether they were live in-person or online. Rich said Section PDO's continue to work with him to get sessions approved and asked, if anyone hears of outside entities looking to get CM credits for their events, to contact him. Rich said he sends Jen and Andre at Highland Planning a list every Friday of upcoming session so they can get it into the Monday email blast. Mark again thanked Rich for pivoting to do this given the situation; it's more work but appreciated. Rich said he gets about two a week.
- 12.13. Chapter Board Diversity.** Mark began by observing that the current board is not very diverse and with the proposed slate of officers would be less so with eighty percent white males. In a time when issues of diversity and equity are at the fore, he wanted to have a conversation with the board to help us think about how we address that in our own organization. Mark said he started by looking at the APA Division Planning in the Black Community, noting that he, Mike Long, and Rich Guarino are in that division. He commented that one thought becomes contacting a Black planner in the chapter, but it seems unfair to sort of say, hey, please solve this problem for us, so what do we do as an organization to engage members of color without throwing all the work of change them but which allows for a conversation about things we can do to engage more effectively. Mark opened the floor to discussion:
- Jim mentioned that this came up in a session Matt [Engall's](#) conducted at the conference last year; Matt was taking notes of that discussion so that would good to look at. Jim noted that he's on a local county committee for which they recently created a diversity plan specifically for recruitment; he'll share that. George suggested engaging with national groups that may have local members and also reaching out to Native American reservations in upstate as they are also engaged in matters of planning; Mark mentioned the need to look at processes because the tendency when looking for board or committee members is to rely on our own profession/ social networks; processes include strategic planning and organizational succession planning; measuring diversity of the general membership; session on diversity during upcoming conference; Jane stressed looking at the educational systems and factors relating to the 'front end' of the profession to better understand and influence for the future; conversing with current students and professors regarding these issues; Pat mentioned that some Akwasasnee have attended NY Planning Federation conference and a staff planner she knows locally and wondered if reaching out would increase participation APA as well as our knowledge about these issues; Mike mentioned a former Metro NY President who may be helpful (Mitch Silver) and could be invited to a discussion for insights. Mark began wrapping up the conversation. Rich asked if the membership info includes diversity information as a means to gauge the current status and /or to reach out to members; Ellen responded that the membership information does not track measures of diversity. Eve stressed her sense of the broader issue of the entire profession trying to understand why it may not be very diverse, what can be done to change that, and that it goes back to undergraduate and earlier schooling prior to graduate education in planning. Mark thanked everyone; he said he'd reach out to Matt [Engaell's](#) about last year's

conference session and would work with the Capital District conference committee on how to continue the conversation at the upcoming conferences.

- 13.14. Membership Update.** Ellen said that she has the latest numbers and will email them out; we currently have 664 members as of June. She sent out a reminder to the chapter-only members, whose numbers are dropping. Any effect on membership renewals from the pandemic is not yet apparent, but a few people mentioned budgetary cutbacks would likely impact memberships.
- 14.15. Ontario Professional Planners Institute (OPPI) Liaison Update.** George related that OPPI is putting on a webinar July 3 regarding density vis a vis the pandemic for which he will moderate; it is of interest because there is a feeling that the emphasis on development densification may be impacted by the pandemic focus on reducing human density in social situations. George said he'd check to see if that would be open to non-OPPI members. George also related that OPPI has some pending provincial legislation which would enhance the ability of planners to use the term 'registered professional planner' after their names. It has been a challenging process; George can share the draft language with those interested.
- 15.16. Michael J. Krasner Memorial Scholarship.** Rich reported that he and Eve had notified Chris Pratt that there would be no live conference this year; they have made arrangements to send Chris the check. Rich said that Chris expressed his appreciation for the honor and that he'd already received congratulation emails. Mark thanked Rich on behalf of the board for the eighteen years of leadership in seeing that the award gets funded and continues.

The meeting adjourned at 11:50 AM.

*Respectfully submitted,
John Czamanske*



APA New York Upstate Chapter

Board Meeting Agenda

Friday, June 12, 2020

10:30am –12 pm

Join Zoom Meeting

<https://zoom.us/j/96777917610?pwd=dFJGdlVvT0MzYW8xTFVBUIFkZnF5QT09>

Meeting ID: 967 7791 7610

Password: 694992

One tap mobile

+16465588656,,96777917610#,,1#,694992# US (New York)

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

Agenda Items:

- | | |
|--|--------------------------|
| 1. Roll Call | John |
| 2. Additions/Changes to the Agenda | |
| 3. Approval of 5/08/2020 Meeting Minutes* | John |
| 4. Approval of Financial Statements Through June 11, 2020 | Mark |
| 5. NY Upstate Participation in Webinar Consortium | Mark |
| 6. Approval of the 2021 Slate of Officers | Mark |
| 7. Chapter Conference | |
| • Conference Goes Digital Update | CDPA |
| • Chapter Awards | Sean Maguire |
| 8. Five-minute Section Directors Update(s) | Section Directors |
| 9. Committee Updates/ Work Plan Review | |
| • Legislative | Darren |
| • Nominating | Ellen |
| • Bylaws | Mark |
| ○ Appointment of Chair | |
| • Financial | Mark |
| • FAICP | Mike |
| 10. Communications, Outreach, Partnerships | Amanda/Mark |
| • Newsletter | |
| 11. PDO Update | |
| • CM Updates | Rich |
| 12. Education Officer Update | Matt |
| 13. Membership Update and Trends | Ellen |
| 14. Planning Official Development Officer | Pat |
| 15. County Planning Officer | Nicolette |
| 16. Liaison to OPPI | George |
| 17. Student Representative | Samantha |
| 18. Other Business/ News | |
| 19. Motion to Adjourn | |



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Zoom & Phone Teleconference**

1. Roll Call

	Name	Board Title		Name	Board Title
<input checked="" type="checkbox"/>	Mark Castiglione, AICP	President	<input checked="" type="checkbox"/>	Mike Long, FAICP	Officer Emeritus & Bookkeeper
<input checked="" type="checkbox"/>	Sean Maguire, AICP, CEcD	Vice President	<input checked="" type="checkbox"/>	Michaela Sweeney	Capital District, Section Director
<input type="checkbox"/>	Eve Holberg, AICP	Treasurer	<input type="checkbox"/>	Jane Rice, JD, AICP	Central NY, Section Director
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<input checked="" type="checkbox"/>	James Levy, AICP	Member At Large	<input checked="" type="checkbox"/>	Samantha Amell	Student Rep., Univ. at Albany

Also participating were other members of the 2020 Capital District Conference Committee: Bob Murphy, Marcia Kees, Travon Jackson, Karimeh Shamieh, and Mary Millus.

2. Additions/Changes to the Agenda. None.

3. Approval of March 13, 2020 Meeting Minutes. After correcting the draft in regard to the NYS Preservation Conference in Syracuse, the 3/13/2020 minutes were approved unanimously (Long/Guarino).

4. Approval of Adjusted Journal Entries and Financial Statements Through May 7, 2020. Mark related that Chapter auditors at Bonadeo accountants have reviewed the 2019 financials, now presented in Quickbooks; they have recommended a few journal entry adjustments. The 2020 financials through May 7 were also sent to the board for review to be approved at this meeting. Mark reviewed various totals as shown in the reports and then related the key Bonadeo recommended journal entry adjustment related to 2019 conference accounting. A motion to approve the adjusted journal entries for the 2019 audited financials and to approve the 2020 financials through May 7 was approved unanimously (Czamanske/Long). Mark thanked Mike again for volunteering to be Bookkeeper; they had a training session before the call.

5. NY Upstate Participation in Webinar Consortium. Mark related that the Chapter has been approached about participating in this consortium, an effort led by the New Jersey Chapter, to include also five other chapters in the northeast region (NJ letter in meeting packet). Mark summarized that it would provide webinar opportunities for CM credits for the foreseeable future; each chapter would be responsible for development, registration, the technical platform and seeking CM approval for its offerings. Mike mentioned the chapter would need to offer at least one and asked about ideas. Mark mentioned two COVID-19 related trainings, an open meetings session by Sean and one CDRPC did on planning post-pandemic; open to all suggestions. Mark said he views this as a good opportunity to provide value to members with the loss of the many usual opportunities to attain CM credits, and that it would not interfere with the existing partnership of the Ohio Chapter's webinar efforts. Members voiced support and a motion to approve Upstate Chapter participation in the regional webinar consortium was approved unanimously (Czamanske/Parker).

6. Section Director Updates.

A. Western NY. Rocky reported:

1. Nothing new on Key Bank’s issues, preventing digital sharing of Section accounting; on hold pending new Treasurer and overall consolidation of accounts. Just starting to look at budgeting with less revenue coming in.
2. Events: In person awards event cancelled; considering a virtual awards event maybe late summer early fall. Two virtual events in a couple of weeks, providing conversations between a range of planning professionals and the graduate and undergraduate students at the University at Buffalo; discussions likely centering on career planning and, now, with how students might navigate in COVID world. The section is also exploring other virtual events.
3. The editorial board published an inaugural newsletter, featuring an article by George McKibbin on planning in this COVID era.
4. Continuing to plan for 2021 chapter conference, while closely watching 2020 chapter conference planning by the Capital District and pandemic fallout. Looking at contingencies already, as well as potential innovative opportunities for attendees and sponsors, with possibly a mix of virtual and in person sessions.

B. Genesee Finger Lakes. Joe reported:

1. The spring and summer events Joe mentioned in March have been put on hold, with hopes that they can be held later in the year.

7. Committee Updates.

A. Legislative Committee. Darren described this year’s letter to the Governor; it reminds that we’re still here with expertise in economic development and planning as the state reopens. Darren said the session is still on hold; he’s been in touch with people on opens streets legislation and other pending measures.

B. Nominating Committee. Mark thanked Ellen for coordinating and identifying a good slate of officers for the new term, which has already been sent to APA national. He thanked everyone for their service on the board. Ellen said she was grateful to have found a good candidate to run for Treasurer, and thanked those who helped with that effort. Mark said he’d work with Amanda to get a notice out to members about the petition process, as others may want to run for office; deadline is July 1. Marcia mentioned that there were more interested than available positions; Mark responded that it would be good to try to engage these members with board efforts / committee work in part to foster future board candidacies. Proposed Slate:

President	Mark Castiglione
Vice President	Sean Maguire
Secretary	Eric Cooper
Treasurer	Fred Frank
Professional Dev.	Rich Guarino
Legislative Affairs	Darren Kempner
Membership	Ellen Parker
Public Relations	Amanda Bearcroft
Education	George Frantz
Member-at-Large	Jonathan Bleuer
Officer Emeritus	Mike Long

C. Bylaws Committee. Mark related that Rocky Navarro has stepped forward to coordinate the work of updating the Chapter Bylaws; they had a call this week to discuss the work and timeline. Rocky said he was happy to take it on, and to getting it done. He asked if there were any

volunteers to help with the effort. Mark mentioned that the Officer Emeritus (Mike Long) is an ex officio member.

- D. Finance Committee. Mark related that he had met with Mike Long to talk about the Bookkeeping duties. The financial policy guidance document is still a work in progress.
- E. FAICP Committee. Mark reported that the committee had its first meeting on April 10. Mike, liaison to the committee, related that Richard Unger, an AICP Fellow who recently relocated to upstate NY from Florida, has agreed to head up the committee comprised of: Rich, Mike, Judy Bressler, Molly Odioso, Michael Godfrey, Steven Schmidt, and Mark Castiglione (ex officio). Mike said it was good first meeting; getting to know each other and discussing roles and responsibilities. They agreed to create a web page to introduce past and current AICP Fellows, describe the committee's work, and to outline the nomination process; Molly volunteered to work on the web page, for which she'll include links to previous successful application packages. The next virtual meeting is May 29. Mark thanked Mike for the update and his work; also suggesting the committee make special efforts to nominate women planners.
8. **2020 Chapter Conference.** Mark reported that he had received a letter from the conference committee, and thanked them for their hard work and thoughtful consideration as to addressing the current pandemic crisis while still providing meaningful services to our members. Their recommendation is to cancel the in person Albany event and move to a virtual conference. Taking this decision will result in a number of follow on effects and decisions, including: rethinking the session solicitation, sponsorship outreach, and finances. Mark confirmed with the Board its consensus on cancelling the in person conference; no opposition was voiced.
- A. Bob Murphy reviewed the key financial impacts described in Dan Harp's communications to the Board:
- Potential sunk costs related to contractual obligations to the Cap Center conference venue (up to \$4300) and Hilton hotel (up to \$1725; if the respective services cannot be used at a future date without penalty to the chapter); both holding to contracts for now as no governmental emergency order has been issued to cancel such events. The venue presently indicating more flexibility than the hotel for shifting deposits to an alternative future date. Mark noted that barring a governmental ban on events, the venue and hotel might contractually expect the event to be held even if social distancing and other measures would be required even though members might be reluctant to attend an in person event regardless of those measures.
 - Effect on 2022 conference (and potentially other future events). Mark noted a second decision point - if the contracts & deposits can be shifted to a 2021 conference in Albany, the Western NY conference would then need to shift to 2022. He and Rocky have discussed preliminarily; no deposits have yet been made by the section to a venue or hotel in the Buffalo area. Rocky elaborated, noting that if the 2021 conference is to proceed as planned, the Western Section would need to soon move forward with contracting & making deposits. Rocky mentioned two related issues: if virtual this year and Albany in person in 2021 what effect does that have on future programming, and similarly if events may be shifted from when they are normally conducted every year. Mark noted the burden on conference committees from the longer duration on conference planning volunteerism.
 - Revised revenue, expense, and registration projections from shift to a virtual event. Bob reviewed the tentative committee estimates of 100 potential registrations if the member rate was set at \$35 and \$50 for non-members; with a similarly lower cost session sponsorship profile. With these estimates, a potential \$7750 revenue would be just balance out the worst case scenario of needing to cover the approximately \$6000 in sunk cost to the venue & hotel plus relatively low costs of putting on the virtual conference. Mark noted the marked increase in interest and registrations for the recent virtual national conference as contrasted with the number of registrants for cancelled in person Houston conference due to the much lower

virtual conference fee in return for AICP members being able to attain so many CM credits; there could easily be more than a hundred registrations for a virtual chapter conference with a greatly reduced fee structure.

The Board and Capital District conference committee members had extended discussion on these factors and their interrelationships:

- the potential fee structure
- virtual conference formats
- cost-benefit relationships of more affordable fee structures to other paid CM credit and learning opportunities, and as compared to in person events
- the chapter's already discussed new virtual CM series
- providing recorded sessions for remote access into the future
- virtual conferencing software service options including the potential for streaming recorded events; time commitments to such services; the potential for multiple software / hosting services; relationship to existing services or planned future services; the difficulty of hosting high quality virtual sessions
- the effect of potential employer restrictions on future conference travel and /or incentives for virtual/digital conferencing
- the difficulty of limiting access or charging fees for streaming recorded sessions depending on the software/hosting platform
- how discrete virtual conference sessions and future remote access to session recordings relate to APA requirements for CM credit approval parameters (Mark asked Rich to look into those factors); how long sessions might be accessible for credit and the fees for future access; password protected access only by registrants versus a freely available platform like YouTube.
- Chapter and Section budget impacts & contingencies
- unanticipated effects and lessons learned by others in shifting to virtual events
- discrete multi-day virtual event versus a series of sessions spread out over multiple days/weeks/times
- level of conference committee effort for virtual and in person events
- cost/benefit proposition of sponsorships
- different scheduling formats required of virtual events versus an in person conference, e.g., concurrent sessions extremely problematic for virtual events due to internet hosting and support issues (*Marcia also noted that Mike Welch at APA National was identified as someone who could help with planning considerations for virtual events; also Jeff Davis of the Rhode Island Chapter*)

Bob thanked the Board for the opportunity to discuss; they will have a full conference committee meeting next week. Ten session proposals already received; all have said they could shift to a virtual/digital format.

Mark described a motion which, after some discussion, became: to cancel the in-person 2020 conference, move instead to a virtual/digital 2020 conference in a format (discrete vs. series over time) to be determined, and to leave the potential Albany 2021 conference location for now at the discretion of the Capital District section due to the pending deposit/contracting discussions with the venue and hotel, as well as the desires of the committee members regarding the extended time/work commitment. Rich offered, Mike seconded; all in favor.

9. **Communications, Outreach, Partnerships.** Amanda reported (and with discussion) the June Newsletter can be focused on items stemming from the pandemic, with a major focus will be on outlining the conference changes, and reprinting (with his permission) Sean's article for Planning magazine "Protecting the Public Interest During a Pandemic" on leveraging collaborative, inexpensive, and easy-to-use technological resources that are available; also George's article (*noted earlier*). Mark and Pat noted this is a good time to be partnering with the NY Planning Federation regarding conference alternatives and CM credit offerings.
10. **Professional Development Officer Update.** Rich reported the good first quarter (24 approved credits offered) prior to the pandemic. The NY Preservation conference and its CM credits postponed to December. Only online sessions have been approved since pandemic (8 sessions for 11 credits); slightly different form for submitting those to APA. No APA form yet for online multi-session events; Rich will contact APA. He's also advertising the Ohio Chapter webinars; our chapter is due to present something for that. AICP exam postponed with no rescheduling news yet; maybe in the summer.
11. **Education Officer Update.** Mark and Marcia related that Matt had been working in regard to a poster session at the conference, but obviously other student engagement ideas are needed.
12. **Membership Update.** Ellen emailed the updated spreadsheet yesterday; the trend through February was up to about 685 members. Mark related that APA is estimating up to a twenty percent decrease in membership due to unemployment and state/local government budget issues.
13. **Ontario Professional Planners Institute (OPPI) Liaison Update.** George related that they're facing many of the same issues and are trying to deal with holding their quasi-legal administrative tribunal hearings normally conducted in person.
14. **Student Representative.** Samantha said she didn't have anything to report; if members have anything to pass along to Univ. at Albany students let her know.
15. **Michael J. Krasner Memorial Scholarship.** Rich reported that, in coordination with Mark and Sean, the Krasner Scholarship this year was just awarded to Chris Platt, a Master of Urban Planning student of the University at Buffalo (resume and application emailed to Board members previously). It was a difficult year for the process. The scholarship is \$1500. There is about \$2500 in the account which is usually replenished in part with donations from the Western NY section of about \$300 per year, and about \$700 to \$900 from donations at the annual chapter conference. This year presents difficulties with no in person events. This is the seventeenth year of the scholarship; he's hoping that enough can be raised to keep it going for a few more years. Mark thanked Rich for his work over the years and offered that somehow solicitations for donations can still be made to keep it going.
16. **Annual Chapter Awards.** Sean related the pandemic threw a wrench into the plans for accelerating the awards process this year. He's seeking input because it would be challenging to move forward with a process without an in person ceremony. Maybe the chapter could consider an advocacy focused program similar to the APA Great Places program, or should there be some sort of digital event. Stating the purpose is to help raise the profile of planning and planners through the awards process and event, Mark opined that there are probably ways to do things such as offer photo opportunities and that there is still time to coordinate a process for the virtual conference. Sean suggested tying an awards program with October's Community Planning Month, whether connected to the conference or not. Sean will work with the committee to figure it out; other thoughts welcome. Sean was congratulated for the publication of his article in the May issue of Planning.

The meeting adjourned at 12:35 PM.

Respectfully submitted,
John Czamanske

American Planning Association - New York Upstate Chapter
Balance Sheet
As of June 11, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1353 Western NY Section	5,664.85
6743 Checking - NY Upstate Chapter	15,856.13
Business CD - 12 Month (6617)	5,106.01
Business CD - 18 Month (6625)	10,041.28
Business Savings (1942)	3,150.15
CDPA Checking (1284)	2,332.07
CDPA Savings (9232)	5,212.13
Central NY Section Account (6354)	8,136.25
Genesee Finger Lakes Section Checking	18,265.32
Krasner Scholarship (9090) Restricted	1,997.54
Southern Tier CD	5,311.21
Southern Tier Checking 5058	2,297.12
Southern Tier Savings 6184	6,316.96
Stu Stein Scholarship (3521) Restricted	9,633.90
Total Bank Accounts	\$ 99,320.92
Other Current Assets	
Uncategorized Asset	924.02
Total Other Current Assets	\$ 924.02
Total Current Assets	\$ 100,244.94
TOTAL ASSETS	\$ 100,244.94
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	71,322.07
Retained Earnings	24,566.76
Net Income	4,356.11
Total Equity	\$ 100,244.94
TOTAL LIABILITIES AND EQUITY	\$ 100,244.94

American Planning Association - New York Upstate Chapter
Profit and Loss
January 1 - June 11, 2020

	APA-New York Upstate Chapter	Central New York Section	Permanently Restricted	Southern Tier Section	Western New York Section	Total APA-New York Upstate Chapter	TOTAL
Income							
Chapter Only Members	720.70					720.70	720.70
Chapter Rebates -- from National Association	7,463.29					7,463.29	7,463.29
Planners Day	0.00					0.00	0.00
Sponsorship Income	5,767.00					5,767.00	5,767.00
Total Income	\$ 13,950.99	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,950.99	\$ 13,950.99
Gross Profit	\$ 13,950.99	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,950.99	\$ 13,950.99
Expenses							
Audit and Legal Services	1,191.30					1,191.30	1,191.30
Bank Charges & Fees					1.38	1.38	1.38
Board/Meeting Expense					151.14	151.14	151.14
Certification Maintenance Fee	1,254.00					1,254.00	1,254.00
Office Expenses/PO Box	67.00					67.00	67.00
Other Business Expenses	75.00					75.00	75.00
President	0.00					0.00	0.00
President's Contingency	223.54					223.54	223.54
Program Expenses		298.58			332.09	630.67	630.67
Staff Support	4,136.00					4,136.00	4,136.00
Website and Online Expense	340.32				46.25	386.57	386.57
Total Expenses	\$ 7,287.16	\$ 298.58	\$ 0.00	\$ 0.00	\$ 530.86	\$ 8,116.60	\$ 8,116.60
Net Operating Income	\$ 6,663.83	-\$ 298.58	\$ 0.00	\$ 0.00	-\$ 530.86	\$ 5,834.39	\$ 5,834.39
Other Income							
Total Interest Earned	\$ 11.02	\$ 0.00	\$ 0.54	\$ 10.16	\$ 0.00	\$ 21.72	\$ 21.72
Total Other Income	\$ 11.02	\$ 0.00	\$ 0.54	\$ 10.16	\$ 0.00	\$ 21.72	\$ 21.72
Other Expenses							
Total Scholarship	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00
Total Other Expenses	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00
Net Other Income	-\$ 1,488.98	\$ 0.00	\$ 0.54	\$ 10.16	\$ 0.00	-\$ 1,478.28	-\$ 1,478.28
Net Income	\$ 5,174.85	-\$ 298.58	\$ 0.54	\$ 10.16	-\$ 530.86	\$ 4,356.11	\$ 4,356.11

American Planning Association - New York Upstate Chapter
Profit and Loss
January 1 - June 11, 2020

	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 1-11, 2020	Total
Income							
Chapter Only Members	142.04	71.02	72.52	72.52	290.08	72.52	720.70
Chapter Rebates -- from National Association	2,970.78			4,492.51			7,463.29
Planners Day		297.13	-297.13				0.00
Sponsorship Income	2,391.00	885.00	2,191.00	300.00			5,767.00
Total Income	\$ 5,503.82	\$ 1,253.15	\$ 1,966.39	\$ 4,865.03	\$ 290.08	\$ 72.52	\$ 13,950.99
Gross Profit	\$ 5,503.82	\$ 1,253.15	\$ 1,966.39	\$ 4,865.03	\$ 290.08	\$ 72.52	\$ 13,950.99
Expenses							
Audit and Legal Services	16.30				1,175.00		1,191.30
Bank Charges & Fees				1.38			1.38
Board/Meeting Expense		35.16	115.98				151.14
Certification Maintenance Fee		1,254.00					1,254.00
Office Expenses/PO Box			67.00				67.00
Other Business Expenses					75.00		75.00
President	465.96		-465.96				0.00
President's Contingency	223.54						223.54
Program Expenses		332.09		298.58			630.67
Staff Support		1,034.00		1,353.00	1,034.00	715.00	4,136.00
Website and Online Expense		28.32		358.25			386.57
Total Expenses	\$ 705.80	\$ 2,683.57	-\$ 282.98	\$ 2,011.21	\$ 2,284.00	\$ 715.00	\$ 8,116.60
Net Operating Income	\$ 4,798.02	-\$ 1,430.42	\$ 2,249.37	\$ 2,853.82	-\$ 1,993.92	-\$ 642.48	\$ 5,834.39
Other Income							
Total Interest Earned	\$ 4.44	\$ 4.40	\$ 4.18	\$ 4.40	\$ 4.30	\$ 0.00	\$ 21.72
Other Expenses							
Total Scholarship	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00
Net Income	\$ 4,802.46	-\$ 1,426.02	\$ 2,253.55	\$ 2,858.22	-\$ 1,989.62	-\$ 2,142.48	\$ 4,356.11

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