



**APA New York Upstate Chapter  
Executive Board Meeting  
Friday, March 13, 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 checked="" 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 checked="" 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"/>	William Barnes	Student Rep., Univ. at Albany

## 2. Additions/Changes to the Agenda. None.

## 3. Approval of January 10, 2020 Meeting Minutes. The 1/10/2020 minutes were approved unanimously (Long/Tatich).

4. **2020 Chapter Conference.** Mark related good progress has been made to date; Michaela reported:
- Call for Sessions and Mobile Workshops out last week; due 4/17. Many ideas received so far; committees formed to review.
  - Dan Harp and Bob Murphy have had discussions with the Capital Center about the coronavirus. Fluid situation, monitoring. Finance Committee will discuss impacts on registration and sponsorships.
  - Call for Sponsors letter is ready to go.
  - Planning two receptions. Student poster presentation on Wednesday off-site. Questions – contact Dan and Bob.

Mark mentioned the general hope that the coronavirus crisis will be waning by the time the conference is to be held, but if not the board would need to discuss section financial support in lieu of conference revenues. Mike recommended inviting Lieutenant Governor Kathy Hochul to speak at the conference. In response to a question Michaela explained that the conference theme, Planning at the Crossroads, was inspired in part by the geographic confluence of the Mohawk and Hudson Rivers as well as the Thruway and I-90, but there is also the matter of emerging issues which can be viewed from the context of society (and planning) being at a crossroads. Mark emphasized (while recognizing the work of the committee in developing the theme and its homage to the region) the consensus from prior discussions that people shouldn't be overburdened by the theme; attendees are looking for compelling sessions and workshops, so that is the overarching goal. Michaela and Joe concurred.

5. **Pre-Audit 2019 Financials.** Mark updated the board on the financial information presented at the last meeting with all the Section reporting now included, as outlined in his memo. Revenues totaled just over \$88,000 with expenses of about \$62,000, resulting in a net profit of \$26,000, the majority of

which was the result of the annual conference. Quickbooks also allows us to report profit and loss by section. This information may allow the chapter to rely less on professional accountants for completion of tax forms. It also allows looking at the financial position of the entire organization, which was more difficult before. Total equity of the chapter is about \$95,000 over all accounts, of \$82,000 is unrestricted after removing the funds restricted to scholarships. Mark related that chapter rebates for memberships are not shown in the balance sheet, but that information is included in the balance sheet details. The details show all transactions of all fourteen bank accounts, which is a lot considering the total amount of money involved, but it's a function of how we're organized. We are working with Bonadeo, the accounting firm, to review the Quickbooks setup and to prepare the chapter 990 tax form. As noted before, in future years it may be possible to internalize the 990 preparation. A motion to approve the 2019 Financial Reports was approved unanimously (Czamanske/Bovenzi). Mike and the board thanked Mark heartily for his good work putting all this together with Quickbooks.

6. **2020 Financial Statement through February.** Mark briefly reviewed the report for the first two months of the year. A motion to approve the 2020 Financial Statement to date was approved unanimously (Tatich/Maguire).
7. **Appointment of Mike Long as Bookkeeper.** Mark related that Mike has graciously volunteered to serve as Chapter Bookkeeper, thanking him for that. Having a Bookkeeper will help the Treasurer and also the President. This will improve the separation of duties and increase the number of eyes reviewing financial transactions, with the President approving expenditures, the Treasurer cutting checks and the Bookkeeper documenting the transactions in Quickbooks. A motion to approve the appointment of Mike Long as Chapter Bookkeeper was approved unanimously (Guarino/Maguire).
8. **Chapter/Section Bank Accounts.** Mark briefly described how cumbersome it is to work with the multiple banks and accounts, recommending that the Chapter consider working with just one banking institution versus the five or six banks currently. One example is that Sections and the Chapter are still writing paper checks and mailing them across the state. This wouldn't be necessary if all consolidated into using one bank. In addition to making facilitating transactions, it would streamline bookkeeping and reporting via Quickbooks. Citizens Bank might serve the purpose with its statewide reach. Mark related that he'd like to have conversations with the Sections prior to bringing this back to the Board for approval. Joe and Rocky said it appeared to make sense from their Section perspectives. Mark said he had talk to his local branch about this and it sounded straightforward; he would work with the Sections, Treasurer and Bookkeeper on a structure of accounts and transition process to bring it back to the board for action.
9. **Chapter Branding.** In light of some recent confusion and questions on APA and Chapter branding, Mark is proposing a document to clarify things which would be Appendix 1 of the Chapter Branding guide provided by APA national. He then read the text of the short document: *"In order to promote a consistent identification and brand throughout all Chapter or Section Activities, the following policies shall be followed: 1) All materials and external communications related to the Annual Chapter Conference must exclusively feature the Chapter logo or lockup, 2) Sections may develop their own logo type, subject to the approval of the Chapter Board, 3) Any Section logos must include the Chapter's name."* Mark noted that we are a small organization so it is important to make sure we're all using the same brand materials and policies whether we're in Albany or Buffalo or elsewhere upstate. Mike commented on the reluctance to change a decade ago when APA National originally created the branding policy, because each state and chapter had all their own logos and pins, but it makes sense. Mike suggested considering how the upstate section names should appear in relation to the chapter logo, given that presently some sections have a custom approach. Sean offered his support for unifying branding as a former section director. Rocky also offered his support, but noted that the sections also struggle with trying to develop and maintain their identities. Mark responded that the second item provides for section creativity/identity in coordination with the chapter; he recommended moving forward with this language but it could be revisited in the future if the sections and the chapter wanted to provide for

even greater uniformity. A motion to approve the Chapter Branding Appendix 1 as written was approved unanimously. (Long/Bovenzi).

#### 10. Section Director Updates.

A. Western NY. Rocky reported:

1. They are continuing to work through the issues with Key Bank, but that is on hold pending election of the new Treasurer and discussion about consolidation of banks.
2. The Winter 2020 Newsletter was distributed on Feb. 24.
3. The student/professional mixer last month was very well attended; about 35 people.
4. As a result of their emergency meeting yesterday, the Section is cancelling all in person events until further notice, effecting especially the annual awards program and business meeting typically held each May.
5. 2021 Conference planning is still underway; they are currently reviewing venue proposals.

B. Genesee Finger Lakes. Joe reported:

1. Winter social was held on January 23 and the Annual Meeting held on Feb. 20; most of the board was reappointed and Joe said he was continuing as Director.
2. They're working on upcoming summer training events, one being a joint session with the Monroe County Bar Association on comprehensive plans and another in Geneva with a tour of the Solar Village complex in coordination with Central NY and the Southern Tier. They're also talking about a potential school program for grades K-12, doing presentations on planning and land use. Mark mentioned Kate Maynard in his office; CDRPC has a program called "Future Leaders in Planning" and she's also involved with the APA Ambassador's program which focuses on K-12. He will forward Kate's contact info.

C. Central NY. Jane reported:

1. They have been working on Planner's Day the last quarter, getting speakers and panels, but unfortunately for obvious reasons have had to cancel the in-person event. They are working with Mark and speakers to put together a webinar series instead. How that will work is to be determined.
2. There is a strong county planning federation, which held their annual symposium yesterday. The section is looking to coordinate and collaborate more with them in the future.

**11. Appointment of Representatives to APA National Delegates Assembly & Approval of Travel Subsidy.** Mark related that at this point the national conference is still on; we need to appoint two representatives to the assembly which meets at the conference. Mark is unable to attend. We have recently discussed a hundred dollar incentive to the work needed to prepare for the assembly, in part because last year we were unable to field volunteers to represent the chapter. There are two important policies being considered this year (climate change, emergency management). Mark proposes approving Sean Maguire and Barbara Johnson to represent the Chapter and approving the hundred dollar travel subsidy for each to the conference for this work. A motion to approve the appointments and the travel subsidies was approved unanimously (Long/Guarino).

**12. Approval of NPC Reception Contribution.** As usual the Chapter is working to partner with the NY Metro and New Jersey Chapters on a national conference reception. After brief discussion about the event and coronavirus impacts, a motion to approve a \$250 contribution for the joint reception if the conference is held was approved unanimously (Guarino/Parker).

#### 13. Committee Updates / Work Plan Review.

A. Legislative Committee. Mark reported that Darren revised the draft introductory letter to the Governor (which is in the meeting packet).

- B. Nominating Committee. Mark thanked Ellen for agreeing to chair the committee. Ellen mentioned a few names of potential board candidates, relating that at present no one is interested in being Secretary or Treasurer, but she is working on finding candidates. There was some discussion about various potential candidates for those and other positions (Public Relations, Education, At-Large). The deadline is March 20.
  - C. Bylaws Committee; still needs a chairperson.
  - D. Finance Committee. Mark related that he continues to work on drafting revisions to the financial policy documents (last reviewed at the Nov 2019 Board meeting) in advance of a next meeting.
  - E. FAICP Committee. Mark related that the committee has been convened; a meeting has been scheduled on April 10 using the conferencing facilities of Barton & Laguidice in Syracuse, which will also provide lunch. Mark offered congratulations to Mike Long and John Steinmetz on their recent successful applications and pending election to the AICP College of Fellows.
- 14. Communications, Outreach, Partnerships.** Mark thanked Amanda for her great work with the newsletter and other communications. Amanda related that there has been a lot participation via the newsletter, Facebook and LinkedIn, and that she's posting again now about the call for board nominations. Please get any suggestions to her.
- 15. Professional Development Officer Update.** Rich reported that the first quarter was very good, with two major conferences offering CM credits; a total of 48.5 credits were logged in the quarter. Rich will continue to post opportunities as they arise, which will likely lean toward more on-line offerings. Rich also reported that the AICP exam is scheduled for May. One issue is that, with the revision of the AICP exam format, the low cost study guide usually sponsored by the Chapter President's Council needs update and is not presently available. Rich's contact took another job and he was unaware that the guide came out, learning recently that the guide is sold out. APA National is working to get more copies printed.
- 16. Membership Update.** Ellen said she just received the lists from national and will send out an update.
- 17. Planning Official Development Officer Update.** Pat reported that NYPF is trying to figure out the coronavirus impact on their planned conference and on the initial work of their new executive director.
- 18. NYS County Planning Directors Liaison Update.** Nicolette related that counties have been quite focused on Census 2020. Unfortunately, the process for accessing state grants for complete count efforts has been a disaster. County planning departments across the state are good sources of information on the census, in part because they are working with non-profits who work with undercounted populations. The coronavirus unfortunately points up the importance of trying to get an accurate count because of related federal funding formulas; NYS was undercounted by a million in 2010. It is very easy to respond to the census online; the census bureau is supposed to start mailings and door to door efforts in May to those who don't respond online.

Mike related that the NYS Preservation Conference in Syracuse has been rescheduled to December 1-3, 2020.

The teleconference adjourned at 11:35.

*Respectfully submitted,  
John Czamanske*





APA New York Upstate Chapter

Board Meeting Agenda

Friday, March 13, 2020

10:30am –12 pm

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

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

Agenda Items:

- |   |                   |
|---|-------------------|
| 1. Roll Call  | John              |
| 2. Additions/Changes to the Agenda                                    |                   |
| 3. Approval of 1/10/2020 Meeting Minutes*                             | John              |
| 4. Approval of 2019 'Pre-Audit' Financials*                           | Eve/Mark          |
| 5. Approval of Financial Statements Through Feb.*                     | Mark              |
| 6. Appointment of Mike Long as Bookkeeper*                            | Mark              |
| 7. Chapter/Section Bank Accounts                                      | Mark              |
| 8. Chapter Sponsorship Totals   | Mark              |
| 9. Chapter Conference   |                   |
| • 2020 Call for Sessions  | Dan Harp          |
| • 2020 Call for Sponsors  |                   |
| • COVID-19 Protocol   | Dan/Mark          |
| • Chapter Awards  | Sean Maguire      |
| 10. Five-minute Section Directors Update(s)                           | Section Directors |
| 11. Chapter Branding*   | Mark              |
| 12. Appointment of Representatives to the National Delegate Assembly* | Mark              |
| 13. Approval of Travel Subsidy for Delegate Assembly Representatives* | Mark              |
| 14. Approval of NPC Reception Contribution*                           |                   |
| 15. Committee Updates/ Work Plan Review                               |                   |
| • Legislative   | Darren            |
| • Nominating  | Ellen             |
| • Bylaws  | Mark              |
| ○ Needs a Chair   |                   |
| • Financial   | Mark              |
| • FAICP   | Mark              |
| 16. Communications, Outreach, Partnerships                            | Amanda/Mark       |
| • Newsletter  |                   |
| 17. PDO Update  |                   |
| • CM Updates  | Rich              |
| 18. Education Officer Update  | Matt              |

19. Membership Update and Trends
20. Planning Official Development Officer
21. County Planning Officer
22. Liaison to OPPI
23. Student Representative
24. Other Business/ News
25. Motion to Adjourn

Ellen  
Pat  
Nicolette  
George  
Samantha



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

## 1. Roll Call

	Name	Board Title		Name	Board Title
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<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*



American Planning Association  
**New York Upstate Chapter**

*Creating Great Communities for All*

## Memo

### OFFICERS

**Mark A. Castiglione, AICP**  
*Chapter President*

**Sean Maguire, AICP**  
*Vice President*

**Eve Holberg, AICP**  
*Treasurer*

**John Czamanske, AICP**  
*Secretary*

**Michael Long, AICP**  
*Past President*

**Richard Guarino, AICP**  
*Professional Development Officer*

**Darren Kempner, AICP**  
*Director of Legislative Affairs*

**Amanda Bearcroft**  
*Public Relations Officer*

**Ellen Parker, AICP**  
*Membership Officer*

**Matt Ingalls, AICP**  
*Education Officer*

**James Levy, AICP**  
*Member-At-Large*

**Pat Tatich, AICP**  
*Planning Official Development Officer*

**Nicolette Wagoner, AICP**  
*County Planning Officer*

**George McKibbin, MCIP, RPP, AICP**  
*Liaison Ontario Professional Planners  
Institute*

**Michaela Sweeney**  
*Capital District Section Director*

**Jane Rice, JD, AICP**  
*Central NY Section Director*

**Joseph Bovenzi, AICP**  
*Genesee/Finger Lakes Section Director*

**Tom Knipe**  
*Southern Tier Section Director*

**Rocky Navarro**  
*Western NY Section Director*

**Student Representatives**  
*SUNY Albany  
SUNY Buffalo  
Cornell University*

To: NY Upstate APA Chapter Board

From: Mark Castiglione, President

Date: March 9, 2020

Re: March 13th Meeting Memo

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This memo is intended to provide a context for a variety of items on our March 13, 2020 agenda.

**Agenda Item 4 2019 'Pre Audit' Financials:** Now that all the 2019 Section financials have been added, a full picture of our financial position for 2019 can be presented. The **Profit and Loss** shows all revenues and expenses of the organization, chapter and section accounts. The **Profit and Loss by Class** shows activity of the Chapter, sections, and restricted accounts. The profit and loss does not show internal transfers between organization accounts like payments to sections. For accounting purposes, internal transfers are not treated as revenues or expenses as they do not impact the overall bottom line of the organization. The budget column in the P&L only includes lines from the Chapter Budget absent section budget lines. For 2020, our budget should be expanded to reflect all anticipated organizational revenues and expenses. For the year, **revenues totaled \$88,625.81 and expenses totaled \$62,615.50**. Net income for the year totaled \$24,566.76 which reflects netting interest income and the Krasner scholarship award.

All assets and liabilities held in the organization's fourteen bank accounts are shown on the **Balance Sheet**. All transactions and transfers are shown on the Balance Sheet Detail. **Total Assets are \$95,888.83 and total Unrestricted Assets are \$82,757.93.**

With Eve's concurrence, we will once again engage Bonadio to file our 990. I've also asked them to review the set up in Quickbooks and to "map" our accounts to the tax form. After this work is complete, we can internalize filing our 990ez and save \$1200. Per the bylaws, the board can request an independent review of chapter financials anytime and specifically after the term of a Treasurer ends.



**Agenda Item 5 Approval of Financial Statements Through February:**

The P&L through February 2020 only shows activity in bank accounts automatically linked to Quickbooks. Accounts for the Capital District Section and Genesee Finger Lakes Section are not currently linked requiring a somewhat cumbersome manual data entry process.

Total Revenues Through February \$6756.97 and expenses total \$3007.96. On the Balance Sheet, total Liabilities and Equity is \$99,644.87 excluding any activity from the Capital and Genesee Finger Lakes Sections.

**Agenda Item 6 Appointment of Mike Long as Bookkeeper:**

In order to enhance our financial oversight, ensure a better separation of duties, and to lighten the burden on the Treasurer, I would like to appoint a bookkeeper to be the primary person documenting our financials in Quickbooks. As the person with the authority to approve spending I should not be the primary person to track financial transactions. The Treasurer, with the authority to spend money, ideally also should not be primary. With a bookkeeper, we will ensure adequate separation of duties and better oversight. The Treasurer and President will be responsible to complete quarterly reconciliations to ensure bank balances match the books in Quickbooks. More detail on this procedure will be included in the pending financial policy.

**Agenda Item 7 Chapter/Section Bank Accounts:**

As I mentioned, the Chapter has 14 bank accounts across several financial institutions. This makes the process of bookkeeping and moving money more challenging than it needs to be. In order to streamline the process for bookkeeping and moving money between them, I propose all accounts move to one bank, Citizens' Bank. This will facilitate easier bookkeeping and eliminate the antiquated process of mailing checks to move money.

**Agenda Item 11 Chapter Branding:**

Several times recently, our sections have needed some guidance related to organizational branding. I propose adding an appendix to APA Chapters' Branding guidelines to clarify that the Chapter logo should be used on materials or communications related to the Chapter Conference and that any section logos must include the Chapter's name.

**Agenda Item 12&13 Appointment of Representatives to the National Delegate Assembly**

This year a number of important policy guides are up for adoption at the APA Delegate Assembly. Our chapter is allotted two representatives. Last year we were unable to field representatives. I would like to propose providing \$100 incentive (or we can call it "Travel Assistance") for any of our members attending the conference to represent the chapter at the Delegate Assembly. I proposed appointing Sean Maguire, AICP and Barbara Johnston, AICP to represent the Chapter at the Delegate Assembly.

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

	Jan 2019	Feb 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total		
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	% of Budget	
<b>Income</b>														
Chapter Conference Income			10,034.26									10,034.26	9,500.00	105.62%
Chapter Only Members	71.02		359.08					71.02	146.02			789.18	1,000.00	78.92%
Chapter Rebates -- from National Association	2,769.98		4,036.99			1,521.28			4,163.60			12,491.85	10,000.00	124.92%
Conference Registrations						2.83	9,823.09	15,174.08	13,428.04	275.00	50.00	38,753.04	0.00	
Conference Sponsorship					5,400.00	4,600.00	1,750.00	4,050.00	700.00			16,500.00	0.00	
Krasner Scholarship Donations				121.00					623.72			744.72	1,500.00	49.65%
Miscellaneous										79.99		79.99	0.00	
Planners Day			604.62									1,949.92	800.00	243.74%
Program Revenues			97.53	1,218.00		250.00						1,565.53	0.00	
Sponsorship Income	1,425.60	1,485.00	900.00									5,717.32	5,000.00	114.35%
Stu Stein Scholarship Donations												0.00	1,875.00	0.00%
<b>Total Income</b>	<b>\$ 4,266.60</b>	<b>\$ 1,485.00</b>	<b>\$ 16,032.48</b>	<b>\$ 1,339.00</b>	<b>\$ 5,400.00</b>	<b>\$ 6,374.11</b>	<b>\$ 11,573.09</b>	<b>\$ 19,295.10</b>	<b>\$ 19,061.38</b>	<b>\$ 354.99</b>	<b>\$ 50.00</b>	<b>\$ 88,625.81</b>	<b>\$ 29,675.00</b>	<b>298.65%</b>
<b>Gross Profit</b>	<b>\$ 4,266.60</b>	<b>\$ 1,485.00</b>	<b>\$ 16,032.48</b>	<b>\$ 1,339.00</b>	<b>\$ 5,400.00</b>	<b>\$ 6,374.11</b>	<b>\$ 11,573.09</b>	<b>\$ 19,295.10</b>	<b>\$ 19,061.38</b>	<b>\$ 354.99</b>	<b>\$ 50.00</b>	<b>\$ 88,625.81</b>	<b>\$ 29,675.00</b>	<b>298.65%</b>
<b>Expenses</b>														
Audit and Legal Services						1,175.00						1,175.00	1,200.00	97.92%
Awards Programs									365.02	95.00	95.00	555.02	200.00	277.51%
Bank Charges & Fees				36.38					35.00			71.38	1.00	7138.00%
Board/Meeting Expense	32.48		36.50		256.00	70.15	40.82	26.81	30.80	195.15		688.71	250.00	275.48%
Certification Maintenance Fee	1,254.00	1,254.00										2,508.00	2,508.00	100.00%
Chapter Conference						205.00	989.00	2,122.36	5,770.91	25,737.58		34,824.85	0.00	
Chapter Only Rebates to Sections (deleted)												0.00	100.00	0.00%
Chapter Rebates to Sections (deleted)												0.00	4,000.00	0.00%
CNY Expense		389.00										389.00	0.00	
Contingency												0.00	200.00	0.00%
Insurance						1,460.00						1,460.00	1,550.00	94.19%
Office Expenses/PO Box		44.09		156.00	23.65							345.74	250.00	138.30%
Planners Day Expenses			2,790.00									3,390.00	4,000.00	84.75%
President							784.98		263.02			1,048.00	3,500.00	29.94%
President's Contingency												0.00	500.00	0.00%
Professional Development/ Sponsorship		500.00	150.00								150.00	800.00	150.00	533.33%
Program Expenses	170.00	332.09		1,885.41	243.84		53.23	30.42				100.00	3,213.24	0.00
Staff Support	693.00		1,473.75	483.75	157.50	202.50	858.00	671.00	2,633.04	1,857.00	462.00	10,897.79	10,000.00	108.98%
Student Activities							145.00		200.00		50.00	395.00	0.00	
Travel										188.66		188.66	0.00	
Website and Online Expense	150.48		216.00	46.25				79.99	166.39		6.00	665.11	500.00	133.02%
<b>Total Expenses</b>	<b>\$ 2,299.96</b>	<b>\$ 2,519.18</b>	<b>\$ 4,666.25</b>	<b>\$ 2,607.79</b>	<b>\$ 3,315.99</b>	<b>\$ 477.65</b>	<b>\$ 2,871.03</b>	<b>\$ 2,930.58</b>	<b>\$ 9,464.18</b>	<b>\$ 28,123.39</b>	<b>\$ 813.00</b>	<b>\$ 62,615.50</b>	<b>\$ 28,909.00</b>	<b>216.60%</b>
<b>Net Operating Income</b>	<b>\$ 1,966.64</b>	<b>-\$ 1,034.18</b>	<b>\$ 11,366.23</b>	<b>-\$ 1,268.79</b>	<b>\$ 2,084.01</b>	<b>\$ 5,896.46</b>	<b>\$ 8,702.06</b>	<b>\$ 16,364.52</b>	<b>\$ 9,597.20</b>	<b>-\$ 27,768.40</b>	<b>-\$ 763.00</b>	<b>\$ 26,010.31</b>	<b>\$ 766.00</b>	<b>3395.60%</b>
<b>Total Interest Earned</b>	<b>\$ 4.19</b>	<b>\$ 3.99</b>	<b>\$ 4.12</b>	<b>\$ 4.16</b>	<b>\$ 4.18</b>	<b>\$ 4.08</b>	<b>\$ 5.99</b>	<b>\$ 4.45</b>	<b>\$ 5.81</b>	<b>\$ 7.19</b>	<b>\$ 4.31</b>	<b>\$ 56.45</b>	<b>\$ 2.00</b>	<b>2822.50%</b>
<b>Total Other Income</b>	<b>\$ 4.19</b>	<b>\$ 3.99</b>	<b>\$ 4.12</b>	<b>\$ 4.16</b>	<b>\$ 4.18</b>	<b>\$ 4.08</b>	<b>\$ 5.99</b>	<b>\$ 4.45</b>	<b>\$ 5.81</b>	<b>\$ 7.19</b>	<b>\$ 4.31</b>	<b>\$ 56.45</b>	<b>\$ 2.00</b>	<b>2822.50%</b>
<b>Other Expenses</b>														
Scholarship												0.00	0.00	
Krasner Scholarship Award									1,500.00			1,500.00	0.00	
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,500.00</b>	<b>\$ 0.00</b>	
<b>Net Other Income</b>	<b>\$ 4.19</b>	<b>\$ 3.99</b>	<b>\$ 4.12</b>	<b>\$ 4.16</b>	<b>\$ 4.18</b>	<b>\$ 4.08</b>	<b>\$ 5.99</b>	<b>\$ 4.45</b>	<b>-\$ 1,494.19</b>	<b>\$ 7.19</b>	<b>\$ 4.31</b>	<b>-\$ 1,443.55</b>	<b>\$ 2.00</b>	<b>-72177.50%</b>
<b>Net Income</b>	<b>\$ 1,970.83</b>	<b>-\$ 1,030.19</b>	<b>\$ 11,370.35</b>	<b>-\$ 1,264.63</b>	<b>\$ 2,088.19</b>	<b>\$ 5,900.54</b>	<b>\$ 8,708.05</b>	<b>\$ 16,368.97</b>	<b>\$ 8,103.01</b>	<b>-\$ 27,761.21</b>	<b>-\$ 758.69</b>	<b>\$ 24,566.76</b>	<b>\$ 768.00</b>	<b>3198.80%</b>

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

	APA-New York Upstate Chapter	Capital District Planners Association	Central New York Section	Genesee/Finger Lakes Section	Permanently Restricted	Southern Tier Section	Western New York Section	Total APA- New York Upstate Chapter	TOTAL
<b>Income</b>									
Chapter Conference Income	4,332.14					5,702.12		10,034.26	10,034.26
Chapter Only Members	789.18							789.18	789.18
Chapter Rebates -- from National Association	12,491.85							12,491.85	12,491.85
Conference Registrations				38,753.04				38,753.04	38,753.04
Conference Sponsorship				16,500.00				16,500.00	16,500.00
Krasner Scholarship Donations					623.72		121.00	744.72	744.72
Miscellaneous		79.99						79.99	79.99
Planners Day	1,949.92							1,949.92	1,949.92
Program Revenues		97.53					1,468.00	1,565.53	1,565.53
Sponsorship Income	5,717.32							5,717.32	5,717.32
<b>Total Income</b>	<b>\$ 25,280.41</b>	<b>\$ 177.52</b>	<b>\$ 0.00</b>	<b>\$ 55,253.04</b>	<b>\$ 623.72</b>	<b>\$ 5,702.12</b>	<b>\$ 1,589.00</b>	<b>\$ 88,625.81</b>	<b>\$ 88,625.81</b>
<b>Gross Profit</b>	<b>\$ 25,280.41</b>	<b>\$ 177.52</b>	<b>\$ 0.00</b>	<b>\$ 55,253.04</b>	<b>\$ 623.72</b>	<b>\$ 5,702.12</b>	<b>\$ 1,589.00</b>	<b>\$ 88,625.81</b>	<b>\$ 88,625.81</b>
<b>Expenses</b>									
Audit and Legal Services	1,175.00							1,175.00	1,175.00
Awards Programs	555.02							555.02	555.02
Bank Charges & Fees	35.00			35.00			1.38	71.38	71.38
Board/Meeting Expense	104.25	96.00		256.00			232.46	688.71	688.71
Certification Maintenance Fee	2,508.00							2,508.00	2,508.00
Chapter Conference		1,925.00		32,899.85				34,824.85	34,824.85
CNY Expense			389.00					389.00	389.00
Insurance	1,460.00							1,460.00	1,460.00
Office Expenses/PO Box	239.74	106.00						345.74	345.74
Planners Day Expenses	3,390.00							3,390.00	3,390.00
President	1,048.00							1,048.00	1,048.00
Professional Development/ Sponsorship	300.00			500.00				800.00	800.00
Program Expenses		428.67		170.00		36.72	2,577.85	3,213.24	3,213.24
Staff Support	10,897.79							10,897.79	10,897.79
Student Activities		145.00		250.00				395.00	395.00
Travel							188.66	188.66	188.66
Website and Online Expense	366.48	252.38					46.25	665.11	665.11

<b>Total Expenses</b>	<b>\$ 22,079.28</b>	<b>\$ 2,953.05</b>	<b>\$ 389.00</b>	<b>\$ 34,110.85</b>	<b>\$ 0.00</b>	<b>\$ 36.72</b>	<b>\$ 3,046.60</b>	<b>\$ 62,615.50</b>	<b>\$ 62,615.50</b>
<b>Net Operating Income</b>	<b>\$ 3,201.13</b>	<b>-\$ 2,775.53</b>	<b>-\$ 389.00</b>	<b>\$ 21,142.19</b>	<b>\$ 623.72</b>	<b>\$ 5,665.40</b>	<b>-\$ 1,457.60</b>	<b>\$ 26,010.31</b>	<b>\$ 26,010.31</b>
<b>Total Interest Earned</b>	<b>\$ 25.84</b>	<b>\$ 18.03</b>	<b>\$ 0.80</b>	<b>\$ 0.00</b>	<b>\$ 1.35</b>	<b>\$ 10.43</b>	<b>\$ 0.00</b>	<b>\$ 56.45</b>	<b>\$ 56.45</b>
<b>Total Other Income</b>	<b>\$ 25.84</b>	<b>\$ 18.03</b>	<b>\$ 0.80</b>	<b>\$ 0.00</b>	<b>\$ 1.35</b>	<b>\$ 10.43</b>	<b>\$ 0.00</b>	<b>\$ 56.45</b>	<b>\$ 56.45</b>
<b>Other Expenses</b>									
<b>Total Scholarship</b>	<b>\$ 1,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>
<b>Total Other Expenses</b>	<b>\$ 1,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>
<b>Net Other Income</b>	<b>-\$ 1,474.16</b>	<b>\$ 18.03</b>	<b>\$ 0.80</b>	<b>\$ 0.00</b>	<b>\$ 1.35</b>	<b>\$ 10.43</b>	<b>\$ 0.00</b>	<b>-\$ 1,443.55</b>	<b>-\$ 1,443.55</b>
<b>Net Income</b>	<b>\$ 1,726.97</b>	<b>-\$ 2,757.50</b>	<b>-\$ 388.20</b>	<b>\$ 21,142.19</b>	<b>\$ 625.07</b>	<b>\$ 5,675.83</b>	<b>-\$ 1,457.60</b>	<b>\$ 24,566.76</b>	<b>\$ 24,566.76</b>

Friday, Mar 06, 2020 06:56:26 AM GMT-8 - Cash Basis

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

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1353 Western NY Section	5,964.71
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
CDPA Checking (1284)	1,783.07
CDPA Savings (9232)	5,212.13
Central NY Section Account (6354)	8,327.50
Genesee Finger Lakes Section Checking	18,265.32
Krasner Scholarship (9090) Restricted	3,497.40
Southern Tier CD	5,302.37
Southern Tier Checking 5058	7,658.12
Southern Tier Savings 6184	815.64
Stu Stein Scholarship (3521) Restricted	9,633.50
<b>Total Bank Accounts</b>	<b>\$ 95,888.83</b>
<b>Total Current Assets</b>	<b>\$ 95,888.83</b>
<b>TOTAL ASSETS</b>	<b>\$ 95,888.83</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	71,322.07
Retained Earnings	
Net Income	24,566.76
<b>Total Equity</b>	<b>\$ 95,888.83</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 95,888.83</b>

**American Planning Association - New York Upstate Chapter**  
**Budget vs. Actuals: 2020 Budget - FY20 P&L**  
 January - February, 2020

	Actual	Budget	Total	Remaining	% of Budget
<b>Income</b>					
Chapter Conference Income			833.34	833.34	0.00%
Chapter Only Members	213.06		125.00	-88.06	170.45%
Chapter Rebates -- from National Association	2,970.78		1,833.34	-1,137.44	162.04%
Planners Day	297.13		333.34	36.21	89.14%
Sponsorship Income	3,276.00		833.34	-2,442.66	393.12%
<b>Total Income</b>	<b>\$ 6,756.97</b>	<b>\$ 3,958.36</b>	<b>-\$ 2,798.61</b>	<b>2,798.61</b>	<b>170.70%</b>
<b>Gross Profit</b>	<b>\$ 6,756.97</b>	<b>\$ 3,958.36</b>	<b>-\$ 2,798.61</b>	<b>2,798.61</b>	<b>170.70%</b>
<b>Expenses</b>					
Audit and Legal Services	16.30		200.00	183.70	8.15%
Awards Programs			66.66	66.66	0.00%
Bank Charges & Fees			0.00	0.00	
Board/Meeting Expense			66.66	66.66	0.00%
Certification Maintenance Fee	1,254.00		209.00	-1,045.00	600.00%
Chapter Only Rebates to Sections (deleted)			16.66	16.66	0.00%
Chapter Rebates to Sections (deleted)			583.34	583.34	0.00%
Contingency			33.34	33.34	0.00%
Insurance			250.00	250.00	0.00%
Office Expenses/PO Box			41.66	41.66	0.00%
Planners Day Expenses			291.66	291.66	0.00%
President	465.96		666.66	200.70	69.89%
President's Contingency	223.54		83.34	-140.20	268.23%
Professional Development/ Sponsorship			25.00	25.00	0.00%
Staff Support	1,034.00		1,666.66	632.66	62.04%
Website and Online Expense	14.16		83.34	69.18	16.99%
<b>Total Expenses</b>	<b>\$ 3,007.96</b>	<b>\$ 4,283.98</b>	<b>\$ 1,276.02</b>	<b>1,276.02</b>	<b>70.21%</b>
<b>Net Operating Income</b>	<b>\$ 3,749.01</b>	<b>-\$ 325.62</b>	<b>-\$ 4,074.63</b>	<b>4,074.63</b>	<b>-1151.35%</b>
<b>Other Income</b>					
Interest Earned			4.16	4.16	0.00%
01 Upstate APA Savings (1942)	0.05			-0.05	
02 Krasner Scholarship (9090)	0.06			-0.06	
03 Stu Stein Scholarship (3521)	0.15			-0.15	
04 Central NY Savings Acct (6354)	0.13			-0.13	
05 CD 6617	3.47			-3.47	
06 CD 6625	0.85			-0.85	
07 Southern Tier Savings 6184	0.52			-0.52	
08 Southern Tier CD	1.80			-1.80	
<b>Total Interest Earned</b>	<b>\$ 7.03</b>	<b>\$ 4.16</b>	<b>-\$ 2.87</b>	<b>2.87</b>	<b>168.99%</b>
<b>Total Other Income</b>	<b>\$ 7.03</b>	<b>\$ 4.16</b>	<b>-\$ 2.87</b>	<b>2.87</b>	<b>168.99%</b>
<b>Net Other Income</b>	<b>\$ 7.03</b>	<b>\$ 4.16</b>	<b>-\$ 2.87</b>	<b>2.87</b>	<b>168.99%</b>
<b>Net Income</b>	<b>\$ 3,756.04</b>	<b>-\$ 321.46</b>	<b>-\$ 4,077.50</b>	<b>4,077.50</b>	<b>-1168.43%</b>

Friday, Mar 06, 2020 06:52:52 AM GMT-8 - Cash Basis

**American Planning Association - New York Upstate Chapter**  
**Balance Sheet**  
As of February 29, 2020

	Total
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1353 Western NY Section	5,964.71
6743 Checking - NY Upstate Chapter	14,909.91
Business CD - 12 Month (6617)	5,101.00
Business CD - 18 Month (6625)	10,040.05
Business Savings (1942)	3,150.07
CDPA Checking (1284)	2,063.07
CDPA Savings (9232)	5,212.13
Central NY Section Account (6354)	8,029.05
Genesee Finger Lakes Section Checking	18,265.32
Krasner Scholarship (9090) Restricted	3,497.46
Southern Tier CD	5,304.17
Southern Tier Checking 5058	2,158.12
Southern Tier Savings 6184	6,316.16
Stu Stein Scholarship (3521) Restricted	9,633.65
<b>Total Bank Accounts</b>	<b>\$ 99,644.87</b>
<b>Total Current Assets</b>	<b>\$ 99,644.87</b>
<b>TOTAL ASSETS</b>	<b>\$ 99,644.87</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	71,322.07
Retained Earnings	24,566.76
Net Income	3,756.04
<b>Total Equity</b>	<b>\$ 99,644.87</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 99,644.87</b>

Friday, Mar 06, 2020 07:01:35 AM GMT-8 - Cash Basis

## 2020 Chapter Sponsors

Organization	Newsletter/website	Amount
Barton & Loguidice	Villager	\$300
Bergmann	Regional	\$1,000
Cornell	Metropolitan	\$600
Creighton Manning Engineering LLP	Yes, new sponsor in 2020, Villager	\$300
EDR	Metropolitan	\$600
Fisher Associates	Yes, Regional	\$1,000
Highland Planning	Villager	\$300
Labella	Metropolitan	\$600
Ingalls Planning + Design	Villager	\$300
Mott MacDonald	Villager	\$300
T.Y. Lin International	Villager	\$300
Wendel	Yes, Villager	\$300
WSP	Villager	\$300
<b>TOTAL</b>		<b>\$6,200</b>



Conference Budget 2/17/20  
Expenses

Event Space	\$ 4,000
Food Service	\$ 24,000
Attendee Materials	\$ 1,500
A/V Rentals	\$ 6,000
Speakers/Presenters Fees & Gifts	\$ 500
Mobile Workshops & Tours	\$ 750
Registration Expenses	\$ 1,600
Postage & Additional Printing	\$ 500
Room for National Representative	\$ 200
Conference Planning	\$ 300
Contingency	\$ 3,000
Wednesday Reception	\$ 500
Thursday Reception	\$ 750
Others	\$ 1,200
Total	\$ 44,800

Revenues

Event Sponsor	
Wednesday Night Welcome Reception	\$ 750
Thursday Breakfast	\$ 600
Thursday Lunch	\$ 750
Thursday Night Reception	\$ 750
Friday Breakfast	\$ 600
Coffee Breaks (3 at \$400)	\$ 1,200
Lanyard Sponsors (1)	\$ 500
Vendor Tables (10 at \$600)	\$ 6,000
Tote Bag Sponsor (1 at \$700)	\$ 700
Total Sponsor Revenue	\$ 11,850

Program Ads	
Business Card	\$ 1,200
Quarter Page	\$ 600
Half Page	\$ 400
Full Page	\$ 500
Total Ad Revenue	\$ 2,700

Registration

APA Members (assumes 120 total)	
One day registration only: early = \$200 (assumes 12)	\$ 2,400
One day registration only: late = \$225 (assumes 5)	\$ 1,125
Two-day registration: early = \$250 (assumes 25)	\$ 6,250
Two-day registration: late = \$275 (assumes 10)	\$ 3,300
Full conference registration: early = \$275 (assumes 60)	\$ 16,500
Full conference registration: late = \$300 (assumes 8)	\$ 2,400

Non-APA Members (assumes 23 total)

One day registration only: early = \$200 (assumes 5)	\$ 1,000
One day registration only: late = \$225 (assumes 2)	\$ 450
Two-day registration: early = \$250 (assumes 1)	\$ 250
Two-day registration: late = \$275 (assumes 1)	\$ 275
Full conference registration: early = \$325 (assumes 3)	\$ 975
Full conference registration: late = \$375 (assumes 1)	\$ 375

Students (all events, all days) = \$75 (assumes 10)	\$ 750
Total Registration Revenue	\$ 36,050

Miscellaneous Income

Awards Luncheon Only Attendees (assume 10 at \$50)	\$ 500
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Total Revenues	\$ 50,600
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Profit/(Loss)	\$ 5,800
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Sponsorship	Cost	Number Available	Inclusion and Notes*
Coffee Breaks	\$400	5	1 break on Wednesday, 2 breaks on Thursday, 1 break on Friday. Breaks will all be in the main lobby
Breakfast	\$600	2	1 breakfast served on Thursday; 1 breakfast served on Friday
Lunch	\$750	2	1 lunch on Thursday; 1 lunch on Friday
Wednesday Reception	\$750	1	Tickets for two attendees included. Tentative off-site
Thursday Reception	\$750	1	Tickets for two attendees included. Tentative off-site
Exhibitor Booth	\$600	10	8'X 30' tables available upon request. Electricity is an additional charge
Conference Tote Bag	\$700	1	Canvass tote bags for attendees, logo printed on front and back of bag
Conference Lanyard	\$500	1	Extra wide lanyard for better visibility of logo
Conference Program Ads			
Business Card Ad	\$200	Unlimited	Color- send JPG image
Quarter Page Ad	\$300	Unlimited	Color- send JPG file. Ad on website
Half Page Ad (horizontal)	\$400	Unlimited	Color- send JPG file. Ad on website
Full Page Ad	\$500	Unlimited	Color- send JPG file. Ad on website
Sponsorships are available on a first come, first serve basis. Please contact us if you are interested in additional sponsorship opportunities or for more details.			

\*All sponsorships include the following: 1 full conference registration, logo on conference website, and recognition in the conference program

Deadline: August 7, 2020

For more information and to secure availability please contact: APA- Jen Topa 585-354-3214  
jen@highland-planning.com



American Planning Association  
**New York Upstate Chapter**

*Creating Great Communities for All*

In order to promote a consistent identification and brand throughout all Chapter or Section Activities, the following policies shall be followed.

- 1) All materials and external communications related to the Annual Chapter Conference must exclusively feature the Chapter logo or lockup.
- 2) Sections may develop their own logo type, subject to the approval of the Chapter Board.
- 3) Any Section logos must include the Chapter's name.



American Planning Association  
**New York Upstate Chapter**

*Creating Great Communities for All*

February \_\_, 2020

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*Chapter President*

**Sean Maguire, AICP**  
*Vice President*

**Eve Holberg, AICP**  
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**Rocky Navarro**  
*Western NY Section Director*

**Student Representatives**  
*SUNY Albany*  
*SUNY Buffalo*  
*Cornell University*

The Honorable Andrew M. Cuomo  
Governor of New York State  
NYS State Capitol Building  
Albany, NY 12224

Dear Governor Cuomo:

As President of the American Planning Association's (APA) New York Upstate Chapter, I thank you for your vision and leadership on programs and policies important to our members that improve the quality of life for all New Yorkers. I am writing to again offer the broad expertise and support of our members to you and your staff during the 2020 legislative session, calendar year, and beyond.

The APA is devoted to improving our nation's communities and serving the public interest through leadership in education, research, advocacy, and ethical practice that results in good planning. The New York Upstate Chapter continues our work to advance policies that result in more just, healthy and prosperous communities in Upstate New York that are in line with the following APA national policy priorities:

- (1) Confront the climate crisis by advancing meaningful solutions for climate change mitigation and resilience;
- (2) Strengthen federal-local partnerships by providing high quality data for effective local decision making and adapting, planning, and deploying new technologies;
- (3) Address the housing crisis by supporting housing investment and reform; and
- (4) Renew and expand infrastructure programs to meet today's needs for stronger and more equitable places.

APA members are planners, elected and appointed local planning officials, educators, students, and engaged citizens who are committed to creating strong and vital communities. In all, APA is comprised of more than 40,000 members from across the United States. In New York State our chapter is 771 members strong. We are a diverse organization with members serving communities of all sizes who leverage our unique experience and diverse backgrounds to create open and vibrant communities of lasting value.

We believe that Planners primary skill set – balancing varied interests and viewpoints that emerge as communities plan for their future – are critical for moving our state forward in the current divisive social and political environment. Planners are skilled at finding solutions to challenges across a variety of issues that communities face – from housing to transportation to water infrastructure to parks. In 2020, we would like to highlight our expertise that we feel will be useful to you and your administration on the following topics:

**Climate Change**— Through citizen engagement, plan making, development review, and other planning actions, planners promote fiscally sound investments and decisions that protect and restore the natural environment, conserve resources, and build more sustainable communities. Our recently adopted *Planning for Equity* Policy Guide documents policies we support that are centered on advancing social equity and justice in support of climate change adaptation and mitigation. The guide be accessed here - <https://planning.org/publications/document/9178541>. We commend you for your Restore Mother Nature Bond Act proposal. It is a vital and timely proposal that, if done with the APA's *Planning for Equity* policies in mind, will have historic, long-lasting, positive impacts on social equity and justice concerns. We look forward to implementing this work with you.

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~~2020 Census — Planners are the local expert on all things related to the census. New York State residents will rely on planners to provide information on how to be counted or how they can become one of the more than 500,000 temporary census workers hired in 2020. Planners often serve as the liaison between local elected officials and census officials. In the coming months, planners will help monitor neighborhood-level census self-response rates and help Complete Count Committees understand the data so they can respond with outreach tailored to low-responding neighborhoods. We thank you for your leadership to ensure every New Yorker is counted including the appropriation of up to \$70 million in state financial support for the 2020 Census. We stand ready to implement complete count outreach grants, assist with your Census 2020 Council's conferences, and implement the Complete Count Commissions recommendations.~~

**Housing and Homelessness**— Thank you for your tireless devotion to housing and homelessness over your career. The American Planning Association and its chapters applaud you for your leadership with continued investments in New York State's comprehensive, five-year plan for affordable and homeless housing. We have launched the *Planning Home* initiative in order to take the next steps on this issue, reimagine ways to engage with communities, and reach solutions on housing and homelessness together. More information on Planning Home's 6 principles that drive our action agenda on housing and homelessness can be found at <https://planning.org/home>.

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**Infrastructure** — APA recently adopted a new *Surface Transportation* Policy Guide to ensure that infrastructure investment works to benefit people and places across the country and in New York State. These principles are available at <https://planning.org/policy/principles/infrastructure>. We commend you on your historic \$100 billion investment in New York's infrastructure and your announcement of a new \$150 billion infrastructure plan over a five-year period starting in 2020. APA's New York Upstate Chapter stands ready to work with you to ensure these needed investments meet the needs of New Yorkers and the challenges of the 21st century. Now is the time for smart infrastructure investment.

**Open Space and Parks** — Your love for the Adirondacks and strong support for open space and parks is evident in the work of your administration to date. We commend you on your continued investment in the NY Parks 2020 initiative and approval of historic state land classifications for the Adirondack Park. On the national level, APA will continue our work with Congress to fully fund and permanently authorize the Land and Water Conservation Fund (LWCF) in a way that ensures funding for state and local parks. Here in New York State, our members offer expertise in connecting community values to planning and programming for state and local open space and parks. Our *Plan4Health* initiative and Healthy Communities Policy Guide identify policies that community health and quality of life through planning for open space and parks. More information is available at <https://planning.org/policy/guides/adopted/healthycommunities>. In addition, our Great Urban Parks Campaign provides lessons learned on design and building, engagement, partnerships, and funding for park planning and development. More information can be found at <https://planning.org/nationalcenters/green/urbanparks>.

We look forward to working with you as we seek to achieve a common goal of creating and maintaining great communities for all throughout New York State. Please contact me via [president@nyupstateplanning.org](mailto:president@nyupstateplanning.org) or

our Director of Legislative Affairs, Darren Kempner at [Darren.kempner@gmail.com](mailto:Darren.kempner@gmail.com) with questions or for more information. Thank you for your strong leadership on planning issues and we look forward to working with you to build an inclusive, resilient, and equitable New York State for many years to come.

Sincerely,

Mark A. Castiglione, AICP  
President,  
New York Upstate Chapter American Planning Association

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

Date	Transaction Type	Num	Name	Memo/Description	Split	Debit	Credit	Amount	Balance
<b>ASSETS</b>									
<b>1353 Western NY Section</b>									
01/24/2019	Check	1417		exec lunch	Board/Meeting Expense		32.48	-32.48	-32.48
01/24/2019	Deposit			Opening Balance from Bank	Opening Balance Equity	6,606.31		6,606.31	6,573.83
02/26/2019	Expense				Program Expenses		332.09	-332.09	6,241.74
04/04/2019	Check	1418			Board/Meeting Expense		36.50	-36.50	6,205.24
05/15/2019	Expense				Program Expenses		1,848.69	-1,848.69	4,356.55
05/17/2019	Deposit				Program Revenues	1,218.00		1,218.00	5,574.55
05/17/2019	Deposit				Krasner Scholarship Donations	121.00		121.00	5,695.55
05/21/2019	Expense				Bank Charges & Fees		1.38	-1.38	5,694.17
05/21/2019	Expense				Website and Online Expense		46.25	-46.25	5,647.92
05/30/2019	Transfer			chapter only rebates to wny check 720	6743 Checking - NY Upstate Chapter	60.00		60.00	5,707.92
05/30/2019	Transfer			chapter rebate to wny check 732	6743 Checking - NY Upstate Chapter	232.00		232.00	5,939.92
05/30/2019	Transfer			chapter rebate to wny check 716	6743 Checking - NY Upstate Chapter	392.00		392.00	6,331.92
06/03/2019	Check	1237			Program Expenses		243.84	-243.84	6,088.08
07/18/2019	Check	1238			Board/Meeting Expense		70.15	-70.15	6,017.93
07/24/2019	Deposit				Program Revenues	100.00		100.00	6,117.93
07/29/2019	Deposit				Program Revenues	150.00		150.00	6,267.93
08/01/2019	Check	1239			Board/Meeting Expense		40.82	-40.82	6,227.11
08/23/2019	Expense				Program Expenses		53.23	-53.23	6,173.88
10/21/2019	Transfer				Krasner Scholarship (9090) Restricted	364.00		-364.00	5,809.88
10/25/2019	Transfer			chapter rebate to WNY check 746	6743 Checking - NY Upstate Chapter	227.00		227.00	6,036.88
11/22/2019	Check	1242		mileage and conference	Travel		188.66	-188.66	5,848.22
11/25/2019	Check	1241			Board/Meeting Expense		52.51	-52.51	5,795.71
12/17/2019	Transfer			chapter rebate to WNY check 757	6743 Checking - NY Upstate Chapter	269.00		269.00	6,064.71
12/31/2019	Check	1243			Program Expenses		100.00	-100.00	5,964.71
<b>Total for 1353 Western NY Section</b>							<b>\$</b>	<b>5,964.71</b>	
<b>6743 Checking - NY Upstate Chapter</b>									
01/04/2019	Deposit			Opening Balance from Bank	Opening Balance Equity	1,291.63		1,291.63	1,291.63
01/04/2019	Expense				Website and Online Expense		150.48	-150.48	1,141.15
01/09/2019	Transfer				Business Savings (1942)	1,500.00		1,500.00	2,641.15
01/09/2019	Deposit				Sponsorship Income	570.30		570.30	3,211.45
01/11/2019	Expense				Certification Maintenance Fee		1,254.00	-1,254.00	1,957.45
01/22/2019	Check	710	Highland Planning		Staff Support		693.00	-693.00	1,264.45
01/22/2019	Deposit				Sponsorship Income	570.30		570.30	1,834.75
01/24/2019	Deposit				Chapter Rebates -- from National Association	2,769.98		2,769.98	4,604.73
01/28/2019	Deposit				Sponsorship Income	285.00		285.00	4,889.73
01/29/2019	Deposit				Chapter Only Members	71.02		71.02	4,960.75
02/04/2019	Deposit				Sponsorship Income	600.00		600.00	5,560.75
02/07/2019	Deposit				Sponsorship Income	285.00		285.00	5,845.75
02/21/2019	Expense				Office Expenses/PO Box		44.09	-44.09	5,801.66
02/21/2019	Expense				CNY Expense		389.00	-389.00	5,412.66
02/26/2019	Check	712			Certification Maintenance Fee		1,254.00	-1,254.00	4,158.66
02/28/2019	Deposit				Sponsorship Income	600.00		600.00	4,758.66
03/04/2019	Check	711	Highland Planning		Staff Support		1,406.25	-1,406.25	3,352.41
03/05/2019	Deposit				Sponsorship Income	285.00		285.00	3,637.41
03/06/2019	Transfer			section rebate	Southern Tier Checking 5058		156.00	-156.00	3,481.41
03/06/2019	Transfer			chapter only rebate to SOTR	Southern Tier Checking 5058		10.00	-10.00	3,471.41
03/07/2019	Deposit				Sponsorship Income	950.70		950.70	4,422.11
03/08/2019	Transfer				Central NY Section Account (6354)	389.00		389.00	4,811.11
03/08/2019	Transfer				Central NY Section Account (6354)		187.00	-187.00	4,624.11
03/08/2019	Deposit				Sponsorship Income	71.02		71.02	4,695.13
03/11/2019	Deposit				Chapter Only Members	71.02		71.02	4,766.15
03/12/2019	Deposit				Planners Day	23.47		23.47	4,789.62
03/13/2019	Deposit				Planners Day	70.41		70.41	4,860.03
03/14/2019	Deposit				Planners Day	140.82		140.82	5,000.85
03/18/2019	Deposit				Planners Day	46.94		46.94	5,047.79
03/19/2019	Deposit				Planners Day	23.47		23.47	5,071.26
03/20/2019	Deposit				Planners Day	93.88		93.88	5,165.14
03/21/2019	Deposit				Planners Day	117.35		117.35	5,282.49
03/21/2019	Expense				Planners Day Expenses		600.00	-600.00	4,682.49
03/22/2019	Deposit				Planners Day	221.66		221.66	4,904.15
03/25/2019	Deposit				Planners Day	164.29		164.29	5,068.44
03/27/2019	Expense				Office Expenses/PO Box		122.00	-122.00	4,946.44
03/27/2019	Deposit				Planners Day	260.31		260.31	5,206.75
03/27/2019	Deposit				Sponsorship Income	600.00		600.00	5,806.75
03/28/2019	Deposit				-Split-	103.39		103.39	5,910.14
03/29/2019	Deposit				Planners Day	150.33		150.33	6,060.47
04/01/2019	Deposit				Planners Day	93.88		93.88	6,154.35
04/02/2019	Deposit				Planners Day	197.88		197.88	6,352.23
04/03/2019	Check	722			Planners Day Expenses		1,550.00	-1,550.00	4,802.23

04/03/2019	Deposit			Planners Day	81.08		81.08	4,883.31
04/04/2019	Deposit			-Split-	188.98		188.98	5,072.29
04/04/2019	Expense			Planners Day Expenses	1,240.00	-1,240.00		3,832.29
04/05/2019	Check	724	Highland Planning	Staff Support	596.25	-596.25		3,236.04
04/05/2019	Deposit			Planners Day	136.37		136.37	3,372.41
04/08/2019	Deposit			Planners Day	23.47		23.47	3,395.88
04/10/2019	Deposit			Chapter Only Members	71.02		71.02	3,466.90
04/12/2019	Transfer		chapter rebate to GLF	Genesee Finger Lakes Section Checking	281.00	-281.00		3,185.90
04/12/2019	Transfer		chapter only rebate to GLF	Genesee Finger Lakes Section Checking	30.00	-30.00		3,155.90
04/12/2019	Deposit			Planners Day	25.00		25.00	3,180.90
04/22/2019	Expense			Website and Online Expense	216.00	-216.00		2,964.90
04/22/2019	Deposit			Chapter Only Members	75.00		75.00	3,039.90
04/22/2019	Deposit			Sponsorship Income	600.00		600.00	3,639.90
04/22/2019	Deposit			Chapter Conference Income	4,332.14		4,332.14	7,972.04
04/24/2019	Check	721		Professional Development/ Sponsorship	150.00	-150.00		7,822.04
04/24/2019	Deposit			Chapter Only Members	71.02		71.02	7,893.06
04/25/2019	Check	723	Highland Planning	Staff Support	877.50	-877.50		7,015.56
04/30/2019	Deposit			Sponsorship Income	300.00		300.00	7,315.56
04/30/2019	Deposit			Chapter Rebates - from National Association	4,036.99		4,036.99	11,352.55
05/02/2019	Transfer			Central NY Section Account (6354)	1,540.84		1,540.84	12,893.39
05/07/2019	Expense			Bank Charges & Fees	35.00	-35.00		12,858.39
05/09/2019	Transfer			Business Savings (1942)	7,000.00	-7,000.00		5,858.39
05/14/2019	Transfer			Central NY Section Account (6354)	102.00	-102.00		5,756.39
05/20/2019	Transfer		chapter rebate to SOTR	Southern Tier Checking 5058	141.00	-141.00		5,615.39
05/28/2019	Transfer		Chapter Rebate to CDPA	CDPA Checking (1284)	430.00	-430.00		5,185.39
05/28/2019	Check	726	Highland Planning	Staff Support	483.75	-483.75		4,701.64
05/28/2019	Transfer		Chapter Rebate to CDPA	CDPA Checking (1284)	243.00	-243.00		4,458.64
05/28/2019	Expense		Tech Soup	Office Expenses/PO Box	50.00	-50.00		4,408.64
05/28/2019	Transfer		Chapter only rebate	CDPA Checking (1284)	50.00	-50.00		4,358.64
05/30/2019	Transfer		chapter rebate to why check 716	1353 Western NY Section	302.00	-302.00		3,966.64
05/30/2019	Transfer		chapter only rebates to why check 720	1353 Western NY Section	60.00	-60.00		3,906.64
05/30/2019	Transfer		chapter rebate to why check 732	1353 Western NY Section	232.00	-232.00		3,674.64
06/03/2019	Transfer		chapter rebate to GFL	Genesee Finger Lakes Section Checking	142.00	-142.00		3,532.64
06/12/2019	Expense			Office Expenses/PO Box	23.65	-23.65		3,508.99
06/13/2019	Check	733		Audit and Legal Services	1,175.00	-1,175.00		2,333.99
06/14/2019	Check	735		Insurance	659.00	-659.00		1,674.99
06/14/2019	Check	734		Staff Support	157.50	-157.50		1,517.49
06/21/2019	Expense		Travelers	Insurance	801.00	-801.00		716.49
07/11/2019	Transfer			Business Savings (1942)	500.00		500.00	1,216.49
07/16/2019	Check	736		Staff Support	202.50	-202.50		1,013.99
07/19/2019	Deposit			Chapter Rebates - from National Association	1,521.28		1,521.28	2,535.27
08/12/2019	Check	738		President	784.98	-784.98		1,750.29
08/28/2019	Check	737		Staff Support	858.00	-858.00		892.29
09/19/2019	Deposit			Chapter Only Members	71.02		71.02	963.31
09/24/2019	Transfer			Business Savings (1942)	2,000.00		2,000.00	2,963.31
09/24/2019	Transfer		For Krasner Check	Krasner Scholarship (9090) Restricted	1,500.00		1,500.00	4,463.31
09/27/2019	Check	739		Staff Support	671.00	-671.00		3,792.31
10/03/2019	Deposit			Krasner Scholarship Donations	18.72		18.72	3,811.03
10/04/2019	Deposit			Krasner Scholarship Donations	605.00		605.00	4,416.03
10/07/2019	Deposit			Chapter Only Members	75.00		75.00	4,491.03
10/07/2019	Check	740	Krasner Scholarship Winner	Scholarship:Krasner Scholarship Award	1,500.00	-1,500.00		2,991.03
10/11/2019	Transfer			Krasner Scholarship (9090) Restricted	605.00	-605.00		2,386.03
10/11/2019	Expense		Transfer	Business Savings (1942)	2,000.00		2,000.00	4,386.03
10/11/2019	Transfer			Central NY Section Account (6354)	101.00	-101.00		4,285.03
10/17/2019	Deposit			Chapter Only Members	71.02		71.02	4,356.05
10/21/2019	Check	741		Awards Programs	365.02	-365.02		3,991.03
10/21/2019	Check	742	Highland Planning	Staff Support	1,874.04	-1,874.04		2,116.99
10/23/2019	Deposit			Chapter Rebates - from National Association	4,163.60		4,163.60	6,280.59
10/25/2019	Transfer		chapter rebate to WNY check 746	1353 Western NY Section	227.00	-227.00		6,053.59
10/28/2019	Check	747		President	263.02	-263.02		5,790.57
10/29/2019	Check	748		Staff Support	759.00	-759.00		5,031.57
10/29/2019	Transfer		chapter rebate to SOTR	Southern Tier Checking 5058	139.00	-139.00		4,892.57
11/06/2019	Transfer		Section Rebate	CDPA Checking (1284)	249.00	-249.00		4,643.57
11/07/2019	Transfer		chapter rebate to GFL	Genesee Finger Lakes Section Checking	139.00	-139.00		4,504.57
11/12/2019	Check	749	Highland Planning	Staff Support	1,857.00	-1,857.00		2,647.57
11/19/2019	Check	752		Board/Meeting Expense	104.25	-104.25		2,543.32
11/21/2019	Check	751		for faicp application	95.00	-95.00		2,448.32
12/09/2019	Transfer		Chapter's share of conference proceeds	Genesee Finger Lakes Section Checking	10,116.00		10,116.00	12,564.32
12/10/2019	Check	750	faicp expenses	Awards Programs	95.00	-95.00		12,469.32
12/12/2019	Deposit		Banking Transfer	Central NY Section Account (6354)	105.00		-105.00	12,364.32
12/16/2019	Check	754	Highland Planning	Staff Support	462.00	-462.00		11,902.32
12/17/2019	Transfer		chapter rebate to WNY check 757	1353 Western NY Section	269.00	-269.00		11,633.32
12/18/2019	Transfer		chapter rebate to SOTR	Southern Tier Checking 5058	197.00	-197.00		11,436.32
12/20/2019	Check	753		Professional Development/ Sponsorship	150.00	-150.00		11,286.32
12/23/2019	Transfer		GFL Rebate	Genesee Finger Lakes Section Checking	144.00	-144.00		11,142.32

Total for 6743 Checking - NY Upstate Chapter

\$ 11,142.32



**Business CD - 12 Month (6617)**

01/13/2019	Deposit		05 Interest Earned:CD 6617	1.72		1.72	1.72
01/13/2019	Deposit	Opening Balance from Bank	Opening Balance Equity	5,077.19		5,077.19	5,078.91
02/13/2019	Deposit		05 Interest Earned:CD 6617	1.73		1.73	5,080.64
03/13/2019	Deposit		05 Interest Earned:CD 6617	1.55		1.55	5,082.19
04/13/2019	Deposit		05 Interest Earned:CD 6617	1.73		1.73	5,083.92
05/13/2019	Deposit		05 Interest Earned:CD 6617	1.67		1.67	5,085.59
06/13/2019	Deposit		05 Interest Earned:CD 6617	1.73		1.73	5,087.32
07/13/2019	Deposit		05 Interest Earned:CD 6617	1.67		1.67	5,088.99
08/13/2019	Deposit		05 Interest Earned:CD 6617	1.73		1.73	5,090.72
09/13/2019	Deposit		05 Interest Earned:CD 6617	1.73		1.73	5,092.45
10/13/2019	Deposit		05 Interest Earned:CD 6617	1.68		1.68	5,094.13
11/13/2019	Deposit		05 Interest Earned:CD 6617	1.73		1.73	5,095.86
12/13/2019	Deposit		05 Interest Earned:CD 6617	1.67		1.67	5,097.53

**Total for Business CD - 12 Month (6617)**

**\$ 5,097.53**

**Business CD - 18 Month (6625)**

01/13/2019	Deposit		06 Interest Earned:CD 6625	0.43		0.43	0.43
01/13/2019	Deposit	Opening Balance from Bank	Opening Balance Equity	10,034.18		10,034.18	10,034.61
02/13/2019	Deposit		06 Interest Earned:CD 6625	0.42		0.42	10,035.03
03/13/2019	Deposit		06 Interest Earned:CD 6625	0.39		0.39	10,035.42
04/13/2019	Deposit		06 Interest Earned:CD 6625	0.42		0.42	10,035.84
05/13/2019	Deposit		06 Interest Earned:CD 6625	0.42		0.42	10,036.26
06/13/2019	Deposit		06 Interest Earned:CD 6625	0.42		0.42	10,036.68
07/13/2019	Deposit		06 Interest Earned:CD 6625	0.42		0.42	10,037.10
08/13/2019	Deposit		06 Interest Earned:CD 6625	0.42		0.42	10,037.52
09/13/2019	Deposit		06 Interest Earned:CD 6625	0.43		0.43	10,037.95
10/13/2019	Deposit		06 Interest Earned:CD 6625	0.41		0.41	10,038.36
11/13/2019	Deposit		06 Interest Earned:CD 6625	0.43		0.43	10,038.79
12/13/2019	Deposit		06 Interest Earned:CD 6625	0.41		0.41	10,039.20

**Total for Business CD - 18 Month (6625)**

**\$ 10,039.20**

**Business Savings (1942)**

01/09/2019	Deposit	Opening Balance from Bank	Opening Balance Equity	2,149.61		2,149.61	2,149.61
01/09/2019	Transfer		6743 Checking - NY Upstate Chapter	1,500.00		-1,500.00	649.61
01/31/2019	Deposit		01 Interest Earned:Upstate APA Savings (1942)	0.01		0.01	649.62
03/31/2019	Deposit		01 Interest Earned:Upstate APA Savings (1942)	0.01		0.01	649.63
05/09/2019	Transfer		6743 Checking - NY Upstate Chapter	7,000.00		7,000.00	7,649.63
05/14/2019	Deposit		01 Interest Earned:Upstate APA Savings (1942)	0.01		0.01	7,649.64
05/31/2019	Deposit		01 Interest Earned:Upstate APA Savings (1942)	0.05		0.05	7,649.69
06/30/2019	Deposit		01 Interest Earned:Upstate APA Savings (1942)	0.07		0.07	7,649.76
07/11/2019	Transfer		6743 Checking - NY Upstate Chapter	500.00		-500.00	7,149.76
07/31/2019	Deposit		01 Interest Earned:Upstate APA Savings (1942)	0.06		0.06	7,149.82
08/31/2019	Deposit		01 Interest Earned:Upstate APA Savings (1942)	0.06		0.06	7,149.88
09/24/2019	Transfer		6743 Checking - NY Upstate Chapter	2,000.00		-2,000.00	5,149.88
09/30/2019	Deposit		01 Interest Earned:Upstate APA Savings (1942)	0.05		0.05	5,149.93
10/11/2019	Expense		6743 Checking - NY Upstate Chapter	2,000.00		-2,000.00	3,149.93
10/31/2019	Deposit		01 Interest Earned:Upstate APA Savings (1942)	0.04		0.04	3,149.97
11/30/2019	Deposit		01 Interest Earned:Upstate APA Savings (1942)	0.02		0.02	3,149.99
12/31/2019	Deposit		01 Interest Earned:Upstate APA Savings (1942)	0.03		0.03	3,150.02

**Total for Business Savings (1942)**

**\$ 3,150.02**

**CDPA Checking (1284)**

01/01/2019	Deposit	Opening Balance	Opening Balance Equity	1,586.60		1,586.60	1,586.60
03/18/2019	Expense		Program Expenses	100.00		-100.00	1,486.60
03/29/2019	Expense		Program Expenses	6.65		-6.65	1,479.95
03/30/2019	Expense		Program Expenses	14.00		-14.00	1,465.95
03/30/2019	Expense		Program Expenses	277.60		-277.60	1,188.35
04/03/2019	Deposit		Program Revenues	97.53		97.53	1,285.88
05/28/2019	Transfer	Chapter only rebate	6743 Checking - NY Upstate Chapter	50.00		50.00	1,335.88
05/28/2019	Transfer	Chapter Rebate to CDPA	6743 Checking - NY Upstate Chapter	430.00		430.00	1,765.88
05/28/2019	Transfer	Chapter Rebate to CDPA	6743 Checking - NY Upstate Chapter	243.00		243.00	2,008.88
05/31/2019	Expense		Office Expenses/PO Box	106.00		-106.00	1,902.88
07/10/2019	Expense	Poster Boards?	Chapter Conference	205.00		-205.00	1,697.88
08/22/2019	Expense		Student Activities	145.00		-145.00	1,552.88
09/16/2019	Expense		Program Expenses	30.42		-30.42	1,522.46
09/24/2019	Expense		Board/Meeting Expense	26.81		-26.81	1,495.65
09/24/2019	Expense		Website and Online Expense	79.99		-79.99	1,415.66
10/05/2019	Expense		Website and Online Expense	86.40		-86.40	1,329.26
10/16/2019	Expense		Board/Meeting Expense	30.80		-30.80	1,298.46
10/24/2019	Expense		Website and Online Expense	79.99		-79.99	1,218.47
11/02/2019	Deposit	Refund related to old CDPA website	Miscellaneous	79.99		79.99	1,298.46
11/06/2019	Transfer	Section Rebate	6743 Checking - NY Upstate Chapter	249.00		249.00	1,547.46
11/14/2019	Transfer	2020 Conference Advance	CDPA Savings (9232)	2,000.00		2,000.00	3,547.46
11/22/2019	Expense		Chapter Conference	1,720.00		-1,720.00	1,827.46
11/27/2019	Expense		Board/Meeting Expense	38.39		-38.39	1,789.07
12/05/2019	Expense		Website and Online Expense	6.00		-6.00	1,783.07

Total for CDPA Checking (1284)

				\$ 1,783.07		
<b>CDPA Savings (9232)</b>						
01/01/2019	Deposit	Opening Balance	Opening Balance Equity	7,194.10	7,194.10	7,194.10
01/31/2019	Deposit		09 Interest Earned:CDPA Savings (9232)	1.83	1.83	7,195.93
02/28/2019	Deposit		09 Interest Earned:CDPA Savings (9232)	1.66	1.66	7,197.59
03/30/2019	Deposit		09 Interest Earned:CDPA Savings (9232)	1.83	1.83	7,199.42
04/12/2019	Deposit		09 Interest Earned:CDPA Savings (9232)	0.71	0.71	7,200.13
04/30/2019	Deposit		09 Interest Earned:CDPA Savings (9232)	1.07	1.07	7,201.20
05/31/2019	Deposit		09 Interest Earned:CDPA Savings (9232)	1.83	1.83	7,203.03
06/29/2019	Deposit		09 Interest Earned:CDPA Savings (9232)	1.78	1.78	7,204.81
07/31/2019	Deposit		09 Interest Earned:CDPA Savings (9232)	1.53	1.53	7,206.34
08/31/2019	Deposit		09 Interest Earned:CDPA Savings (9232)	1.53	1.53	7,207.87
10/01/2019	Deposit		09 Interest Earned:CDPA Savings (9232)	1.48	1.48	7,209.35
11/01/2019	Deposit		09 Interest Earned:CDPA Savings (9232)	1.53	1.53	7,210.88
11/14/2019	Transfer	2020 Conference Advance	CDPA Checking (1284)	2,000.00	-2,000.00	5,210.88
11/30/2019	Deposit		09 Interest Earned:CDPA Savings (9232)	1.25	1.25	5,212.13
<b>Total for CDPA Savings (9232)</b>					\$ 5,212.13	

Central NY Section Account (6354)

01/31/2019	Deposit	Opening Balance from Bank	Opening Balance Equity	9,761.47	9,761.47	9,761.47
01/31/2019	Deposit		04 Interest Earned:Central NY Savings Acct (6354)	0.08	0.08	9,761.55
02/28/2019	Deposit		04 Interest Earned:Central NY Savings Acct (6354)	0.08	0.08	9,761.63
03/08/2019	Transfer		6743 Checking - NY Upstate Chapter	187.00	187.00	9,948.63
03/08/2019	Transfer		6743 Checking - NY Upstate Chapter		389.00	-389.00
03/31/2019	Deposit		04 Interest Earned:Central NY Savings Acct (6354)	0.08	0.08	9,559.71
04/30/2019	Deposit		04 Interest Earned:Central NY Savings Acct (6354)	0.08	0.08	9,559.79
05/02/2019	Transfer		6743 Checking - NY Upstate Chapter		1,540.84	-1,540.84
05/14/2019	Transfer		6743 Checking - NY Upstate Chapter	102.00	102.00	8,018.95
05/31/2019	Deposit		04 Interest Earned:Central NY Savings Acct (6354)	0.07	0.07	8,120.95
06/30/2019	Deposit		04 Interest Earned:Central NY Savings Acct (6354)	0.06	0.06	8,121.08
07/31/2019	Deposit		04 Interest Earned:Central NY Savings Acct (6354)	0.07	0.07	8,121.15
08/31/2019	Deposit		04 Interest Earned:Central NY Savings Acct (6354)	0.07	0.07	8,121.22
09/30/2019	Deposit		04 Interest Earned:Central NY Savings Acct (6354)	0.07	0.07	8,121.29
10/11/2019	Transfer		6743 Checking - NY Upstate Chapter	101.00	101.00	8,222.29
10/31/2019	Deposit		04 Interest Earned:Central NY Savings Acct (6354)	0.07	0.07	8,222.36
11/30/2019	Deposit		04 Interest Earned:Central NY Savings Acct (6354)	0.07	0.07	8,222.43
12/12/2019	Deposit		6743 Checking - NY Upstate Chapter	105.00	105.00	8,327.43
12/31/2019	Deposit		04 Interest Earned:Central NY Savings Acct (6354)	0.07	0.07	8,327.50
<b>Total for Central NY Section Account (6354)</b>					\$ 8,327.50	

Genesee Finger Lakes Section Checking

01/01/2019	Journal Entry	1	GLF account up	-Split-	6,503.13	6,503.13	6,503.13
01/14/2019	Expense			Program Expenses	170.00	-170.00	6,333.13
02/28/2019	Expense		Series	Professional Development/ Sponsorship	500.00	-500.00	5,833.13
04/12/2019	Transfer		chapter rebate to GLF	6743 Checking - NY Upstate Chapter	281.00	281.00	6,114.13
04/12/2019	Transfer		chapter only rebate to GLF	6743 Checking - NY Upstate Chapter	30.00	30.00	6,144.13
06/03/2019	Transfer		chapter rebate to GFL	6743 Checking - NY Upstate Chapter	142.00	142.00	6,286.13
06/24/2019	Expense			Board/Meeting Expense	256.00	-256.00	6,030.13
06/28/2019	Deposit			Conference Sponsorship	5,400.00	5,400.00	11,430.13
07/22/2019	Deposit			Conference Sponsorship	4,600.00	4,600.00	16,030.13
07/25/2019	Deposit			Conference Registrations	2.83	2.83	16,032.96
08/01/2019	Deposit			Conference Registrations	275.00	275.00	16,307.96
08/08/2019	Deposit			Conference Registrations	2,405.17	2,405.17	18,713.13
08/09/2019	Expense			Chapter Conference	989.00	-989.00	17,724.13
08/15/2019	Deposit			Conference Registrations	1,092.58	1,092.58	18,816.71
08/16/2019	Deposit			Conference Sponsorship	1,150.00	1,150.00	19,966.71
08/22/2019	Deposit			Conference Registrations	2,186.90	2,186.90	22,153.61
08/23/2019	Deposit			Conference Sponsorship	600.00	600.00	22,753.61
08/29/2019	Deposit			Conference Registrations	3,863.44	3,863.44	26,617.05
09/05/2019	Deposit			Conference Registrations	11,633.78	11,633.78	38,250.83
09/12/2019	Deposit			Conference Registrations	3,540.30	3,540.30	41,791.13
09/13/2019	Deposit			Conference Sponsorship	4,050.00	4,050.00	45,841.13
09/23/2019	Expense			Chapter Conference	647.28	-647.28	45,193.85
09/23/2019	Expense			Chapter Conference	486.08	-486.08	44,707.77
09/25/2019	Expense			Chapter Conference	989.00	-989.00	43,718.77
10/01/2019	Expense			Chapter Conference	450.00	-450.00	43,268.77
10/04/2019	Expense			Chapter Conference	4,458.75	-4,458.75	38,810.02
10/07/2019	Expense			Chapter Conference	300.00	-300.00	38,510.02
10/07/2019	Expense			Chapter Conference	362.38	-362.38	38,147.64
10/10/2019	Deposit			Conference Registrations	8,053.04	8,053.04	46,200.68
10/17/2019	Expense			Chapter Conference	49.78	-49.78	46,150.90
10/21/2019	Deposit			-Split-	6,075.00	6,075.00	52,225.90
10/22/2019	Expense			Chapter Conference	150.00	-150.00	52,075.90
10/23/2019	Expense			Student Activities	50.00	-50.00	52,025.90
10/24/2019	Expense			Student Activities	50.00	-50.00	51,975.90
10/24/2019	Expense			Student Activities	50.00	-50.00	51,925.90

10/30/2019	Expense		Student Activities	50.00	-50.00	51,875.90
10/31/2019	Expense		Bank Charges & Fees	35.00	-35.00	51,840.90
11/04/2019	Expense		Chapter Conference	451.75	-451.75	51,389.15
11/04/2019	Expense		Student Activities	50.00	-50.00	51,339.15
11/07/2019	Deposit		Conference Registrations	275.00	275.00	51,614.15
11/07/2019	Transfer	chapter rebate to GFL	6743 Checking - NY Upstate Chapter	139.00	139.00	51,753.15
11/07/2019	Expense		Chapter Conference	23,565.83	-23,565.83	28,187.32
12/09/2019	Transfer	Chapter's share of conference proceeds	6743 Checking - NY Upstate Chapter	10,116.00	-10,116.00	18,071.32
12/10/2019	Deposit		Conference Registrations	50.00	50.00	18,121.32
12/23/2019	Transfer	GFL Rebate	6743 Checking - NY Upstate Chapter	144.00	144.00	18,265.32
<b>Total for Genesee Finger Lakes Section Checking</b>					<b>\$ 18,265.32</b>	
<b>Krasner Scholarship (9090) Restricted</b>						
01/31/2019	Deposit	Opening Balance from Bank	Opening Balance Equity	4,028.02	4,028.02	4,028.02
01/31/2019	Deposit		02 Interest Earned:Krasner Scholarship (9090)	0.03	0.03	4,028.05
02/28/2019	Deposit		02 Interest Earned:Krasner Scholarship (9090)	0.03	0.03	4,028.08
03/31/2019	Deposit		02 Interest Earned:Krasner Scholarship (9090)	0.04	0.04	4,028.12
04/30/2019	Deposit		02 Interest Earned:Krasner Scholarship (9090)	0.03	0.03	4,028.15
05/31/2019	Deposit		02 Interest Earned:Krasner Scholarship (9090)	0.03	0.03	4,028.18
06/30/2019	Deposit		02 Interest Earned:Krasner Scholarship (9090)	0.04	0.04	4,028.22
07/31/2019	Deposit		02 Interest Earned:Krasner Scholarship (9090)	0.03	0.03	4,028.25
08/31/2019	Deposit		02 Interest Earned:Krasner Scholarship (9090)	0.03	0.03	4,028.28
09/24/2019	Transfer	For Krasner Check	6743 Checking - NY Upstate Chapter	1,500.00	-1,500.00	2,528.28
09/30/2019	Deposit		02 Interest Earned:Krasner Scholarship (9090)	0.03	0.03	2,528.31
10/11/2019	Transfer		6743 Checking - NY Upstate Chapter	605.00	605.00	3,133.31
10/21/2019	Transfer		1353 Western NY Section	364.00	364.00	3,497.31
10/31/2019	Deposit		02 Interest Earned:Krasner Scholarship (9090)	0.03	0.03	3,497.34
11/30/2019	Deposit		02 Interest Earned:Krasner Scholarship (9090)	0.03	0.03	3,497.37
12/31/2019	Deposit		02 Interest Earned:Krasner Scholarship (9090)	0.03	0.03	3,497.40
<b>Total for Krasner Scholarship (9090) Restricted</b>					<b>\$ 3,497.40</b>	
<b>Southern Tier CD</b>						
08/27/2019	Deposit		08 Interest Earned:Southern Tier CD	1.80	1.80	1.80
08/27/2019	Deposit	Opening Balance from Bank	Opening Balance Equity	5,293.49	5,293.49	5,295.29
09/27/2019	Deposit		08 Interest Earned:Southern Tier CD	1.80	1.80	5,297.09
10/25/2019	Deposit		08 Interest Earned:Southern Tier CD	1.74	1.74	5,298.83
11/27/2019	Deposit		08 Interest Earned:Southern Tier CD	1.80	1.80	5,300.63
12/27/2019	Deposit		08 Interest Earned:Southern Tier CD	1.74	1.74	5,302.37
<b>Total for Southern Tier CD</b>					<b>\$ 5,302.37</b>	
<b>Southern Tier Checking 5058</b>						
01/01/2019	Deposit	Opening Balance	Opening Balance Equity	1,349.72	1,349.72	1,349.72
03/06/2019	Transfer	chapter only rebate to SOTR	6743 Checking - NY Upstate Chapter	10.00	10.00	1,359.72
03/06/2019	Transfer	section rebate	6743 Checking - NY Upstate Chapter	156.00	156.00	1,515.72
04/22/2019	Deposit	1/2 of 2018 conference income	Chapter Conference Income	4,382.12	4,382.12	5,897.84
04/22/2019	Deposit	conference expenses paid by SOTR	Chapter Conference Income	1,320.00	1,320.00	7,217.84
05/03/2019	Expense	networking event date estimated	Program Expenses	36.72	-36.72	7,181.12
05/20/2019	Transfer	chapter rebate to SOTR	6743 Checking - NY Upstate Chapter	141.00	141.00	7,322.12
10/29/2019	Transfer	chapter rebate to SOTR	6743 Checking - NY Upstate Chapter	139.00	139.00	7,461.12
12/18/2019	Transfer	chapter rebate to SOTR	6743 Checking - NY Upstate Chapter	197.00	197.00	7,658.12
<b>Total for Southern Tier Checking 5058</b>					<b>\$ 7,658.12</b>	
<b>Southern Tier Savings 6184</b>						
01/01/2019	Deposit	Opening Balance from Bank	Opening Balance Equity	814.09	814.09	814.09
07/31/2019	Deposit		07 Interest Earned:Southern Tier Savings 6184	0.22	0.22	814.31
08/30/2019	Deposit		07 Interest Earned:Southern Tier Savings 6184	0.27	0.27	814.58
09/30/2019	Deposit		07 Interest Earned:Southern Tier Savings 6184	0.26	0.26	814.84
10/31/2019	Deposit		07 Interest Earned:Southern Tier Savings 6184	0.27	0.27	815.11
11/29/2019	Deposit		07 Interest Earned:Southern Tier Savings 6184	0.26	0.26	815.37
12/31/2019	Deposit		07 Interest Earned:Southern Tier Savings 6184	0.27	0.27	815.64
<b>Total for Southern Tier Savings 6184</b>					<b>\$ 815.64</b>	
<b>Stu Stein Scholarship (3521) Restricted</b>						
01/31/2019	Deposit	Opening Balance from Bank	Opening Balance Equity	9,632.53	9,632.53	9,632.53
01/31/2019	Deposit		03 Interest Earned:Stu Stein Scholarship (3521)	0.09	0.09	9,632.62
02/28/2019	Deposit		03 Interest Earned:Stu Stein Scholarship (3521)	0.07	0.07	9,632.69
03/31/2019	Deposit		03 Interest Earned:Stu Stein Scholarship (3521)	0.08	0.08	9,632.77
04/30/2019	Deposit		03 Interest Earned:Stu Stein Scholarship (3521)	0.08	0.08	9,632.85
05/31/2019	Deposit		03 Interest Earned:Stu Stein Scholarship (3521)	0.08	0.08	9,632.93
06/30/2019	Deposit		03 Interest Earned:Stu Stein Scholarship (3521)	0.08	0.08	9,633.01
07/31/2019	Deposit		03 Interest Earned:Stu Stein Scholarship (3521)	0.08	0.08	9,633.09
08/31/2019	Deposit		03 Interest Earned:Stu Stein Scholarship (3521)	0.08	0.08	9,633.17
09/30/2019	Deposit		03 Interest Earned:Stu Stein Scholarship (3521)	0.08	0.08	9,633.25
10/31/2019	Deposit		03 Interest Earned:Stu Stein Scholarship (3521)	0.09	0.09	9,633.34
11/30/2019	Deposit		03 Interest Earned:Stu Stein Scholarship (3521)	0.07	0.07	9,633.41

	12/31/2019	Deposit		03 Interest Earned:Stu Stein Scholarship (3521)	0.09	0.09	9,633.50
<b>Restricted</b>						<u>\$</u>	<u>9,633.50</u>
<b>TOTAL ASSETS</b>						<u>\$</u>	<u>95,888.83</u>
<b>LIABILITIES AND EQUITY</b>						<u>\$</u>	<u>95,888.83</u>
<b>Equity</b>							
<b>Opening Balance Equity</b>							
	01/01/2019	Deposit		CDPA Savings (9232)	7,194.10	7,194.10	7,194.10
	01/01/2019	Journal Entry 1	GLF account up	-Split-	6,503.13	6,503.13	13,697.23
	01/01/2019	Deposit		Southern Tier Savings 6184	814.09	814.09	14,511.32
	01/01/2019	Deposit		Southern Tier Checking 5058	1,349.72	1,349.72	15,861.04
	01/01/2019	Deposit		CDPA Checking (1284)	1,586.60	1,586.60	17,447.64
	01/04/2019	Deposit		6743 Checking - NY Upstate Chapter	1,291.63	1,291.63	18,739.27
	01/09/2019	Deposit		Business Savings (1942)	2,149.61	2,149.61	20,888.88
	01/13/2019	Deposit		Business CD - 12 Month (6617)	5,077.19	5,077.19	25,966.07
	01/13/2019	Deposit		Business CD - 18 Month (6625)	10,034.18	10,034.18	36,000.25
	01/24/2019	Deposit		1353 Western NY Section	6,606.31	6,606.31	42,606.56
	01/31/2019	Deposit		Central NY Section Account (6354)	9,761.47	9,761.47	52,368.03
	01/31/2019	Deposit		Stu Stein Scholarship (3521) Restricted	9,632.53	9,632.53	62,000.56
	01/31/2019	Deposit		Krasner Scholarship (9090) Restricted	4,028.02	4,028.02	66,028.58
	08/27/2019	Deposit		Southern Tier CD	5,293.49	5,293.49	71,322.07
<b>Total for Opening Balance Equity</b>						<u>\$</u>	<u>71,322.07</u>
<b>Retained Earnings</b>						<u>\$</u>	<u>24,566.76</u>
<b>Net Income</b>						<u>\$</u>	<u>24,566.76</u>
<b>Total Equity</b>						<u>\$</u>	<u>95,888.83</u>
<b>Total Liabilities and Equity</b>						<u>\$</u>	<u>95,888.83</u>

Friday, Mar 06, 2020 06:58:16 AM GMT-8 - Cash Basis



# Section 2: APA Chapter Brand Guidelines

*May 2019*

## About APA

The American Planning Association provides leadership in the development of vital communities by advocating excellence in planning, promoting education and citizen empowerment, and providing our members with the tools and support necessary to meet the challenges of growth and change.

## OUR MISSION AND TAGLINE

Creating great communities for all

## OUR VISION

APA advances planning through leadership in education, research, advocacy, and ethical practice.

## About APA Chapters

APA's 49 chapters allows for continued growth on the local level for our members. Chapters provide opportunity for professional development, continuing education, networking and so much more.

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## Brand Family

The APA brand family includes the American Planning Association, the American Institute of Certified Planners, and the APA Foundation. APA Chapters are also included in our family of brands (The Alabama Chapter lockup is used as an example below and throughout this document).



### American Planning Association

*Creating Great Communities for All*



### American Institute of Certified Planners

*Creating Great Communities for All*



American  
Planning  
Association  
**Foundation**



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*

## **Branding the Organization**

The American Planning Association Chapter Brand Guidelines will show you all of the elements that make up the APA Chapter graphic identity and the specifications for using this identity consistently across all platforms.

The APA Chapter lockups (logo, association name, chapter name, and tagline) are the most commonly used elements for Chapter brands. These marks are the first reference to the Chapters in all their communications.

The APA Chapter logo (which is a part of the lockup) stands as a second reference to the chapter.



## APA Chapter Lockups

Each chapter lockup has four parts: logo, association name, chapter name and tagline. Each comes in three configurations. The scale and position of the parts in these configurations have been carefully defined. Do not attempt to build these lockups for reproduction; use the provided files. They have been designed to offer you variety and flexibility in your layouts.

We consider these marks to be a **first reference** to the chapter identity. One of the APA lockups—three options below—should be used prominently online and in print for both internal and external audiences.

### Stacked



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*

### Centered



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*

### Horizontal



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*

The APA lockups are available in three color options: (positive—which is the chapter chosen color, black, and reversed (white).



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*

\* Color libraries with PMS, CMYK, and HEX/RGB specifications are on pages 13–15

## APA Chapter Logo

One component of the Chapter graphic identity is the Chapter logo. Use the logo on **second reference** or when space dictates that the full lockup cannot be used.

For electronic use, the Chapter logo is preferred for social media, or when it will link directly to the Chapter website, as is the case for electronic ads. This is considered second use.

If the lockup is used in a mailing panel, the logo can be used elsewhere in the same document to support the brand.

### APA Logo



*The APA lockups are available in three color options: (positive—the chosen chapter color, black, and reversed (white)).*



*\* Color libraries with PMS, CMYK, and HEX/RGB specifications are on pages 13–15.*

## Lockups and Logos | Minimum Sizes

For good legibility, do not reproduce the Chapter lockups and logos smaller than the sizes noted below.

In electronic use, the logo must be 40 pixels wide or wider.

In print use, the logo must be larger than .375" (2.25 picas, or 27 points) wide.

### Electronic

40 pixels



### Print

.375"



American Planning Association  
**Alabama Chapter**

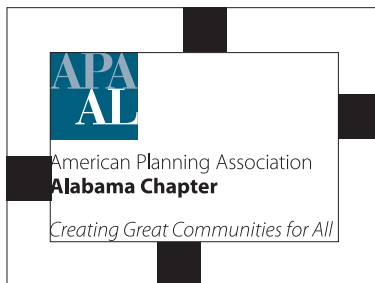
*Creating Great Communities for All*

## Lockups and Logos | Free Space

Sometimes type, photos, or other graphic elements are positioned close to the Division lockup in a design. In such cases, do not crowd the lockup with other graphic elements; maintain a minimum amount of white space around it.

The diagram below shows the minimum amount of “free zone” you must maintain around any lockup at any size.

This measurement on each side is half the dimension of the Division logo.



## Fonts | Primary | Sans Serif

Myriad Pro is the primary sans serif font. Myriad Pro is the preferred choice for titles, headlines, and body text in documents and communications when fonts will be embedded or document will be printed.

### Myriad Pro Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 (.,:;!/?/@#\$%&\*)

### Myriad Pro Semibold

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 (.,:;!/?/@#\$%&\*)

### Myriad Pro Light Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
*abcdefghijklmnopqrstuvwxyz*  
1234567890 (.,:;!/?/@#\$%&\*)

### Myriad Pro Semibold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
*abcdefghijklmnopqrstuvwxyz*  
1234567890 (.,:;!/?/@#\$%&\*)

### Myriad Pro Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 (.,:;!/?/@#\$%&\*)

### Myriad Pro Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 (.,:;!/?/@#\$%&\*)

### Myriad Pro Regular Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
*abcdefghijklmnopqrstuvwxyz*  
1234567890 (.,:;!/?/@#\$%&\*)

### Myriad Pro Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
*abcdefghijklmnopqrstuvwxyz*  
1234567890 (.,:;!/?/@#\$%&\*)

## Fonts | Secondary | Sans Serif

Verdana is the secondary sans serif font choice for any materials that will be shared with others including email, Word docs, Powerpoints, where the reader may not have the primary fonts installed, or in any digital media.

### Verdana Pro Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 (.,;:!?/@#\$%&\*)

### Verdana Pro Italic

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*abcdefghijklmnopqrstuvwxyz*  
*1234567890 (.,;:!?/@#\$%&\*)*

### Verdana Pro Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**  
**1234567890 (.,;:!?/@#\$%&\*)**

### Verdana Pro Bold Italic

***ABCDEFGHIJKLMNOPQRSTUVWXYZ***  
***abcdefghijklmnopqrstuvwxyz***  
***1234567890 (.,;:!?/@#\$%&\*)***

## Fonts | Primary | Serif

Janson Text is the primary serif font for APA, AICP, and the APA Foundation. Janson Text is an option for titles, headlines, and body text in documents and communications when fonts will be embedded or document will be printed.

### Janson Text Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890 (,,:!/?/@#\$\$%&\*)

### Janson Text Italic

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*

*abcdefghijklmnopqrstuvwxyz*

*1234567890 (,,:!/?/@#\$\$%&\*)*

### Janson Text Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**

**abcdefghijklmnopqrstuvwxyz**

**1234567890 (,,:!/?/@#\$\$%&\*)**

### Janson Text Bold Italic

***ABCDEFGHIJKLMNOPQRSTUVWXYZ***

***abcdefghijklmnopqrstuvwxyz***

***1234567890 (,,:!/?/@#\$\$%&\*)***

## Fonts | Secondary | Serif

Georgia is the secondary serif font choice for any materials that will be shared with others including email, Word docs, Powerpoints, where the reader may not have the primary fonts installed, or in any digital media.

### Georgia Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890 (.,:;!/?/@#\$\$%&\*)

### Georgia Italic

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*

*abcdefghijklmnopqrstuvwxyz*

*1234567890 (.,:;!/?/@#\$\$%&\*)*

### Georgia Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**

**abcdefghijklmnopqrstuvwxyz**

**1234567890 (.,:;!/?/@#\$\$%&\*)**

### Georgia Bold Italic

***ABCDEFGHIJKLMNOPQRSTUVWXYZ***

***abcdefghijklmnopqrstuvwxyz***

***1234567890 (.,:;!/?/@#\$\$%&\*)***



## Colors | Primary

The primary color for the APA brand identity is APA blue. It is used for all APA lockups; it is also used extensively in APA documents and communications. Complementing APA blue, is AICP red.

APA Foundation green is the third of the primary APA colors.

Chapters were able to choose a color from our color palette when we developed the Chapter brands. Those colors are specific to each chapter and are the primary colors associated with each individual chapter.



APA Blue

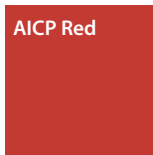
**PMS Color 647**

**Process**

C96 M53 Y5 K24

**HEX #165788**

R22 G87 B136



AICP Red

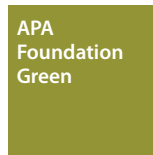
**PMS Color 180**

**Process**

C0 M90 Y100 K10

**HEX #d83a1f**

R217 G59 B32



APA  
Foundation  
Green

**PMS Color 384**

**Process**

C26 M4 Y99 K35

**HEX #6e7645**

R110 G118 B69

## Colors | Secondary

APA created the secondary color palette below to foster creativity and unique expression. These colors complement our primary color palette. The specifications listed will ensure consistency across media. Under each Pantone coated-color swatch you will find the Pantone Matching System (PMS) number and specs for process color, Hex code, and RGB. These specs do not include uncoated specs; check conversions for this color choice should you need it.

*Each chapter and division derives its lockup and logo color from this palette. APA created the artwork for all chapter and division lockups and logos.*



**PMS Color 376**

**Process**

C54 M0 Y100 K0

**HEX #84BD00**

R132 G189 B0



**PMS Color 556**

**Process**

C54 M8 Y47 K14

**HEX #6FA287**

R111 G162 B135



**PMS Color 569**

**Process**

C90 M9 Y60 K15

**HEX #00816D**

R0 G129 B109



**PMS Color 363**

**Process**

C76 M3 Y100 K18

**HEX #4C8C2B**

R76 G140 B43



**PMS Color 397**

**Process**

C14 M2 Y100 K15

**HEX #BFB800**

R191 G184 B0



**PMS Color 5763**

**Process**

C37 M13 Y71 K35

**HEX #737B4C**

R115 G123 B76



**PMS Color 617**

**Process**

C11 M6 Y64 K13

**HEX #C0B561**

R192 G181 B97



**PMS Color 5825**

**Process**

C45 M39 Y91 K14

**HEX #D38235**

R137 G128 B60



**PMS Color 606**

**Process**

C0 M6 Y100 K16

**HEX #CFB500**

R207 G181 B0



**PMS Color 109**

**Process**

C0 M9 Y100 K0

**HEX #FFD100**

R255 G209 B0



**PMS Color 7405**

**Process**

C0 M11 Y97 K2

**HEX #F2CD00**

R242 G205 B0



**PMS Color 7408**

**Process**

C0 M29 Y100 K0

**HEX #F6BE00**

R246 G180 B0



**PMS Color 7412**

**Process**

C2 M58 Y96 K10

**HEX #D38235**

R211 G130 B53



**PMS Color 117**

**Process**

C6 M27 Y100 K12

**HEX #C99700**

R201 G151 B0



**PMS Color 152**

**Process**

C0 M66 Y100 K0

**HEX #E57200**

R229 G114 B0

## Colors | Secondary (continued)



**PMS Color 1525**

**Process**

C2 M77 Y100 K9

**HEX #B94700**

R185 G71 B0



**PMS Color 7424**

**Process**

C0 M90 Y9 K0

**HEX #E24585**

R226 G69 B133



**PMS Color 187**

**Process**

C7 M100 Y82 K26

**HEX #A6192E**

R166 G25 B46



**PMS Color 200**

**Process**

C3 M100 Y70 K12

**HEX #BA0C2F**

R186 G12 B47



**PMS Color 506**

**Process**

C19 M86 Y38 K57

**HEX #84344E**

R132 G52 B78



**PMS Color 266**

**Process**

C76 M90 Y0 K0

**HEX #753BBD**

R117 G59 B189



**PMS Color 268**

**Process**

C82 M98 Y0 K12

**HEX #582C83**

R88 G44 B131



**PMS Color 7447**

**Process**

C77 M85 Y6 K18

**HEX #5D4777**

R93 G71 B119



**PMS Color 5497**

**Process**

C38 M9 Y23 K32

**HEX #829995**

R130 G153 B149



**PMS Color 542**

**Process**

C47 M32 Y13 K0

**HEX #829995**

R123 G173 B211



**PMS Color 535**

**Process**

C43 M25 Y3 K8

**HEX #8E9FBC**

R142 G159 B188



**PMS Color 7467**

**Process**

C97 M0 Y30 K0

**HEX #00A3AD**

R0 G163 B173



**PMS Color 632**

**Process**

C93 M2 Y15 K7

**HEX #0093B2**

R0 G147 B178



**PMS Color 634**

**Process**

C100 M13 Y10 K41

**HEX #005F83**

R0 G95 B131



**PMS Color 655**

**Process**

C100 M79 Y12 K59

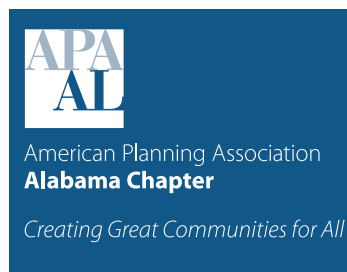
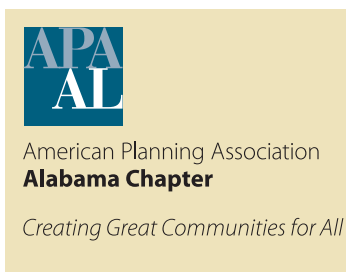
**HEX #002554**

R0 G37 B84

## Lockups | Applications

When placing the lockup or logo on a color background we recommend using the positive or black version on a light background, or using the reversed version on a black or other dark color .

Choose background colors carefully. Placing the logo or lockup on a very similar color will make it unreadable.



## Lockups | Misuse

Do not alter the Chapter lockup. The examples below are not acceptable uses for any mark in the APA Brand Family.



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*

*Do not alter the color of the logo or any element of the lockup.*



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*

*Do not condense or distort the shape of the lockup in any way.*



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*

*Do not alter the font choices or font sizes.*



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*

*Do not outline the lockup or any element within it.*



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*

*Do not change the spatial relationships within the lockup.*



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*

*Do not rotate the lockup.*

## Lockups | Photos

When using Chapter Logos or Lockups be sure to make sure the marks are readable when placed on top of an image, illustration, or other graphic.

It is acceptable to use drop shadows and outer glow special effects to make the marks readable when placed on a photo.



*Try using different lockup color options to determine which is most readable. When an image is darker, the reversed out version will work best, however, in the example at the left, the reversed out version is unreadable.*



*Working with different color options of the Chapter marks will allow for the best combination of colors and effects to get the best readability. In the case on the left, the outer glow effect changes the readability of the background image and is not preferred.*



*Drop shadows may help readability when the lockup is against a busy background. In the case on the left, the shadow created allows the white type to be visible against the background. This level of readability is preferred.*



## Naming Style Guidelines

Use standard APA language when referring to your Chapter.

Consistent language is an important part of the APA brand. Incorporating this language into your electronic, print, and verbal communications solidifies the brand.

### Chapter Nomenclature

#### *Correct*

Florida Chapter of the American Planning Association

Florida Chapter of APA

APA Florida

#### *Incorrect*

FAPA

APAFL

Florida APA

Florida Planning Association

## Chapter Family of Lockups



American Planning Association  
**Alabama Chapter**

*Creating Great Communities for All*



American Planning Association  
**Alaska Chapter**

*Creating Great Communities for All*



American Planning Association  
**Arizona Chapter**

*Creating Great Communities for All*



American Planning Association  
**Arkansas Chapter**

*Creating Great Communities for All*



American Planning Association  
**California Chapter**

*Creating Great Communities for All*



American Planning Association  
**Colorado Chapter**

*Creating Great Communities for All*



American Planning Association  
**Connecticut Chapter**

*Creating Great Communities for All*



American Planning Association  
**Delaware Chapter**

*Creating Great Communities for All*



American Planning Association  
**Florida Chapter**

*Creating Great Communities for All*



American Planning Association  
**Georgia Chapter**

*Creating Great Communities for All*



American Planning Association  
**Hawaii Chapter**

*Creating Great Communities for All*



American Planning Association  
**Idaho Chapter**

*Creating Great Communities for All*



American Planning Association  
**Illinois Chapter**

*Creating Great Communities for All*



American Planning Association  
**Indiana Chapter**

*Creating Great Communities for All*



American Planning Association  
**Iowa Chapter**

*Creating Great Communities for All*



American Planning Association  
**Kansas Chapter**

*Creating Great Communities for All*



American Planning Association  
**Kentucky Chapter**

*Creating Great Communities for All*



American Planning Association  
**Louisiana Chapter**

*Creating Great Communities for All*



American Planning Association  
**Maryland Chapter**

*Creating Great Communities for All*



American Planning Association  
**Massachusetts Chapter**

*Creating Great Communities for All*



American Planning Association  
**Michigan Chapter**

*Creating Great Communities for All*



American Planning Association  
**Minnesota Chapter**

*Creating Great Communities for All*



American Planning Association  
**Mississippi Chapter**

*Creating Great Communities for All*



American Planning Association  
**Missouri Chapter**

*Creating Great Communities for All*



American Planning Association  
**National Capital Area Chapter**

*Creating Great Communities for All*



American Planning Association  
**Nebraska Chapter**

*Creating Great Communities for All*



American Planning Association  
**Nevada Chapter**

*Creating Great Communities for All*



American Planning Association  
**New Jersey Chapter**

*Creating Great Communities for All*



## Chapter Family of Lockups (continued)



American Planning Association  
**New Mexico Chapter**

*Creating Great Communities for All*



American Planning Association  
**New York Metro Chapter**

*Creating Great Communities for All*



American Planning Association  
**New York Upstate Chapter**

*Creating Great Communities for All*



American Planning Association  
**North Carolina Chapter**

*Creating Great Communities for All*



American Planning Association  
**Northern New England Chapter**

*Creating Great Communities for All*



American Planning Association  
**Ohio Chapter**

*Creating Great Communities for All*



American Planning Association  
**Oklahoma Chapter**

*Creating Great Communities for All*



American Planning Association  
**Oregon Chapter**

*Creating Great Communities for All*



American Planning Association  
**Pennsylvania Chapter**

*Creating Great Communities for All*



American Planning Association  
**Rhode Island Chapter**

*Creating Great Communities for All*



American Planning Association  
**South Carolina Chapter**

*Creating Great Communities for All*



American Planning Association  
**Tennessee Chapter**

*Creating Great Communities for All*



American Planning Association  
**Texas Chapter**

*Creating Great Communities for All*



American Planning Association  
**Utah Chapter**

*Creating Great Communities for All*



American Planning Association  
**Virginia Chapter**

*Creating Great Communities for All*



American Planning Association  
**Washington Chapter**

*Creating Great Communities for All*



American Planning Association  
**West Virginia Chapter**

*Creating Great Communities for All*



American Planning Association  
**Western Central Chapter**

*Creating Great Communities for All*



American Planning Association  
**Wisconsin Chapter**

*Creating Great Communities for All*

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