



**APA New York Upstate Chapter
Executive Board Meeting
Wednesday, September 23, 2020
Zoom & Phone Teleconference**

1. Roll Call

Name	Board Title	Name	Board Title
<input checked="" type="checkbox"/> Mark Castiglione, AICP	President	<input type="checkbox"/> Mike Long, FAICP	Officer Emeritus
<input checked="" type="checkbox"/> Sean Maguire, AICP, CEcD	Vice President	<input type="checkbox"/> Michaela Sweeney	Capital District, Section Director
<input type="checkbox"/> Eve Holberg, AICP	Treasurer	<input type="checkbox"/> Jane Rice, JD, AICP	Central NY, Section Director
<input checked="" type="checkbox"/> John Czamanske, AICP	Secretary	<input 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 type="checkbox"/> Ellen Parker, AICP	Membership Officer	<input checked="" type="checkbox"/> Patricia A. Tatich, AICP	Planning Official Dev. Officer
<input type="checkbox"/> Matt Ingalls, AICP, ASLA	Education Officer	<input type="checkbox"/> Nicolette Wagoner, AICP	Liaison, NYS Co. Plng. Dir.
<input checked="" type="checkbox"/> Amanda Bearcroft	Public Relations Officer	<input checked="" type="checkbox"/> George McKibbon, MCIP, RPP, AICP	Liaison, Ontario Prof. Plnrs. Inst.
<input checked="" type="checkbox"/> James Levy, AICP	Member At Large	<input type="checkbox"/> William Barnes	Student Rep., Univ. at Albany
Also Participating: Incoming Board Members George Frantz, AICP and Fred Frank, AICP			

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

3. **Approval of June 12, 2020 Meeting Minutes.** After Joe noted on page 4 that Matt's surname is correctly spelled Ingalls, the 6/12/2020 minutes were approved unanimously (Czamanske/Tatich).

4. **Approval of Financial Statements Through August 31, 2020.** Mark related that the financials capture some but not all revenues and that he and Fred Frank reviewed Quickbooks and the Treasurer/Bookkeeper interactions so that he is familiar when he starts as Treasurer. Mark briefly reviewed the totals, noting that some section level info is still not automatically captured by Quickbooks. The financial statements were unanimously approved as presented (Czamanske/Tatich).

5. **Welcome Incoming Board Members.** Mark welcomed George Frantz, elected as Education Officer, who has for many years been a professor at Cornell University; and also welcomed Fred Frank, elected as Treasurer, who is a consulting planner with WSP and former GFL Section Director. Mark thanked them both for stepping up to serve on the board, noting that Fred is taking on the often thankless tasks involved with the Treasurer's duties and that he was hoping George's direct role in teaching at Cornell CRP would help invigorate the connections with student planners, which has suffered in recent years. Fred and George said hello. George mentioned he has been an Associate Professor since 2016 and has now fully transitioned out of his private practice. John mentioned that incoming Secretary Eric Cooper couldn't be at the meeting today; John said he and Eric would talk on the phone tomorrow about what's involved. John also related he's not been diligent about updating the website with minutes and meeting materials but would get that done before the end of the year. Mark thanked John for his efforts to improve the meeting minutes detail and format, and quorum wrangling. Mark also mentioned that incoming Member-at-Large Jonathan Bleuer, former Western NY Section Director, also was unable to make the call. Mark said that he would be calling the new members soon to discuss roles and responsibilities, and also pass along some institutional memory about how the board works. Mark wrapped up by noting Jim Levy is transitioning off the board after many years of service – former Chapter President and chief wrangler of conferences, among other roles – and thanked him for all he has done.

[Patricia joined the call; with a quorum the board went back and approved the minutes and financials as noted.]

6. **Conference Update.** Mark expressed his displeasure at having no communication or update from the conference committee, again. Mark updated the board himself, noting that the online conference started September 16th, with just about a hundred total registrants via Eventbrite, with about 30 attendees per session. He and Amanda coordinated a social media promotion strategy in the weeks ahead of the start, and he coordinated with Highland Planning on an email schedule for promotion. Mark commented that, while the lack of communication and other coordination is inexplicable, there is a conference happening, for the first time virtual, and the sessions are great. At the last meeting the board sought to promote a reflective conversation at the conference on the issues of diversity & equity in the planning field, hearing from the experiences of Black upstate planners, and how racism impacts how communities grow and thrive; he feels the conference committee has hit it out of the park in that regard with a number of sessions in that regard, engaging planners of color in conversations and two sessions with the keynote speaker. The social media schedule provides two weeks of notice for sessions; the email schedule is being adjusted to provide updated notice every Monday.

Conference ticket revenues after Eventbrite expenses when he last looked were about three thousand dollars. The committee with Jen Topa's assistance at Highland has generated good sponsorship levels, with the eighteenth sponsorship as of this week. At a \$250 level, the conference therefore has generated \$4,500 in needed revenue; with some additional registrations at \$50 for members, \$75 for non-members, we're on pace to achieve the sort of profit generated by an annual in-person conference, which is a huge success. So, aside from the frustrations with some things, there's a lot of credit to go around as well. Jim agreed.

A few members noted some issues with registering for sessions; Sean said he had reached out to Sandy Misiewicz about that. Logging into the Eventbrite ticket is one way to register for sessions; or clicking on the 'register' button next to session info if logged into Eventbrite. Mark said they had talked about whether to require registration for individual sessions, deciding that it made sense in order to leverage the automation for Zoom calendar invitations and reminders. Jim suggested adding tips for how to navigate session registration into the weekly emails.

Mark noted that with perspective from this year's conference coordination, there will be need for more direct guidance from the board to the committee next year. That led to discussion on experiences from this year; approaches for next year; the need to find the right volunteers for various roles including, as Jim suggested, those with some institutional knowledge about past chapter conferences, in a way that doesn't discourage younger planners from volunteering so as to learn and grow; and ensuring the actual conference committee members invest time in work that matters so one person (thank you Sandy) is not stuck with having to do the lion's share of the work. Interspersed were various personal observations and frustrations about some individual behaviors and overall committee attitudes toward the board during this process, as well as active exclusion of board members who offered to participate or who were exercising an obligation to oversee the conference effort. There was consensus that everyone needed to work to try not to allow that to happen again.

7. **Chapter Awards.** Sean reported that the Awards program is moving forward. He shared his screen, explaining that there are fifteen nominees, including a distinguished leadership award for the Chapter Fellow. There was no nomination this year for an elected official distinguished leader. Sean reviewed the geographic representation, and said that the nominations have gone out to the committee for review. He reminded the board that this year out of section work was excluded from nomination. Sean said the committee will try to review expeditiously because of the added time needed this year for packing and shipping awards. There will be greater reliance on sections to get out the awards and generate publicity. The awards event will be November 10th at noon, followed by the Chapter Annual Meeting.

8. **FAICP Nominating Committee Procedures.** Mark reviewed the draft procedures, which draw on the Sean's work through the Awards Committee for nominating Chapter Fellows to help generate interest and identify members who might be nominated to the AICP College of Fellows. At the time, the Chapter had only one AICP Fellow. Sean's efforts were successful in that the first two Chapter Fellows, Mike Long and John Steinmetz, subsequently had successful FAICP nominations. Creation of a committee will help spread the considerable nomination work effort more equitably. Richard Unger, FAICP, agreed to chair the committee which had representation from all the sections. The committee has worked completely remotely in developing the procedures, which are very detailed. The next step is to make sure the process is carried out and the milestones met in communicating to and assisting eligible members. The cycle will begin in January, with biennial nominations to FAICP occurring again in 2021. Pat offered kudos to Rich Unger and the committee for all the work to create what is a very detailed guidance document. The FAICP nominating procedures were unanimously approved as presented (Tatich/Navarro). [n.b. In its history the Chapter has had five successful FAICP nominations: Vijay Mital, Stu Stein, Bob Shibley, John Steinmetz, and Mike Long. At present there are seven AICP Fellows residing in the Chapter: Vijay Mital, Bob Shibley, John Steinmetz, Mike Long, Richard Unger, Leslie Dornfeld, and Lee Nellis. The Chapter has two Distinguished Leadership - Upstate Fellow awards: John Steinmetz and Mike Long.]

9. Section Director Updates.

A. Western NY. Rocky reported:

1. A virtual coffee talk in July was successful.
2. Upcoming is a virtual trivia night networking event in October. They're also looking into podcasts, which they're finding takes considerably more effort than it might seem. The annual student / professional mixer is typically in February; they're waiting to see whether or how that might be conducted during the pandemic.
3. The Section is helping the University of Buffalo (UB) with its accreditation review by the APA Planning Accreditation Board. This has involved a survey of members and later a small group will be convened via Zoom to discuss their interactions with UB faculty and students; quality of the graduates; the program's impact on the community; and thoughts on urban planning education.
4. The second edition of the Editorial Board's publication was sent out in August, which was a follow-up to the first edition looking at planning amidst the pandemic, focusing on how planners can reconceive and recreate public open spaces as a means of curbing the spread of COVID. The two editions have generated some interest from others in publishing content. One issue they're working through is copyrighting content and welcome information from others about that.
5. The Section has partnered with Visit Buffalo-Niagara on their customer confidence program Buffalo CARES which involves a stay safe pledge regarding the coronavirus.
6. They plan to do regular member surveys to get feedback on how the Section is doing and services members may want. This and the UB accreditation survey has them looking at the potential of a discounted or free premium survey service as a non-profit; their research has found that it would be better to pursue this at the chapter level due to the non-profit structure and tax exempt status as only one discounted account can be created. Rocky is hoping to coordinate with the Chapter and will bring forward the details for future discussion.

B. Genesee Finger Lakes. Joe said that they have not done much in the last couple of months due to the pandemic and some trainings have been put on the back burner until after the conference, though a few have actually become conference sessions. They are also still looking at developing some outreach to K – 12 students and may be able to do that in the fall as schools reopen. Mark suggested reaching out to Kate Maynard in his office; she developed a program called "Future Leaders in Planning".

10. **Appointment of Chapter Administrative Manual Committee.** Mark reviewed the need for such a manual, which is needed in addition to the financial procedures and bylaws, which he and Rocky, respectively, have volunteered to update. The last time the effort to download the collective institutional memory of how the chapter works was in the 1980's. Rocky has agreed to expand his work with the Bylaws to encompass the larger task of updating the administrative manual. Mark said he and Rocky will work to create a plan of action for this work. Joe and Pat volunteered to assist Rocky and Mark with this work. A motion to appoint these four to the committee chaired by Rocky was approved unanimously (*Czamanske/Maguire*).
11. **Committee Updates / Work Plan Review.** Mark related that the 2021 Chapter and Section work plans are due by the next meeting, November 13 (subsequently rescheduled to December 18).
 - A. **Legislative Committee.** Mark related that Darren was scheduled to attend the planner's day at the capital in Washington. APA has undertaken a substantial legislative campaign in support of fiscal relief to state and local governments.
 - B. **Finance Committee.** Mark related that he's reached out to the Section Directors regarding consolidation of the bank accounts.
 - C. **FAICP Committee.** There was essentially an update earlier; their next meeting is scheduled in October to organize for the initial webinar early next year.
12. **Communications, Outreach, Partnerships.** Mark thanked Amanda for her work with the conference. Amanda reported that in addition to the conference, she's been working to update the webpage and sharing information from national and other organizations. Emails about a post-conference newsletter will be going out. Contact her if there is anything to share.
13. **Professional Development Officer Update.** Mark thanked Rich for his help certifying sessions for the conference. Rich reported that last year we had certified 279 credits; we're at 137 so far this year which is to be expected with the pandemic. There's been a shift from certifying conferences to certifying individual sessions. There were 17 conference sessions, less than we'd have with an in person conference. There was discussion about the conference law and ethics sessions, the work by others to develop qualifying sessions and what is needed to certify them.
14. **Education Officer Update.** Mark noted that Matt could not be at the meeting, but incoming Education Officer George Frantz is here. The next student meeting is at the University at Albany; maybe a virtual session could be held for that. Maybe this would be a year to take pass, but there have been interactions at the conference. Next year we'll be at Cornell.
15. **Membership Update.** Mark noted that the membership report is in the meeting packet.
16. **Planning Official Development Officer.** Pat reported that she's been working with Barbara Samel, the new NY Planning Federation Executive Director on membership issues during the budget cuts happening at the local levels. They've also been discussing the establishment of working groups on certain topics, such as affordable housing. A notice will be going out.
17. **Ontario Professional Planners Institute (OPPI) Liaison Update.** George McKibbin reported that he moderated a professional planners forum in early July with discussion on COVID-19 and urban density. The forum was available to Upstate Chapter members to participate; this was the second such cross border forum. Some of the research discussed at the session was used to help create the Western Section's second editorial mentioned by Rocky, which is also being distributed to OPPI's Planning Issues Strategy group.

The meeting adjourned at 11:50 AM.

*Respectfully submitted,
John Czamanske*



APA New York Upstate Chapter
Board Meeting Agenda
Wednesday, September 23, 2020
10:30am –12 pm
Join Zoom Meeting

<https://zoom.us/j/95462241918?pwd=WE5SWnQrOGFJWUp6OHg4Zk9BVjVFdz09>

Meeting ID: 954 6224 1918
Passcode: 536574
+1 646 558 8656 US (New York)

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

Agenda Items:

- | | |
|--|-------------------|
| 1. Roll Call | John |
| 2. Additions/Changes to the Agenda | |
| 3. Approval of 6/12/2020 Meeting Minutes* | John |
| 4. Approval of Financial Statements Through August 31, 2020* | Mark |
| 5. Welcome Incoming Board Members | Mark |
| 6. Conference Update | Dan Harp |
| 7. Chapter Awards | Sean |
| 8. FAICP Nominating Committee Procedures* | Mark/Mike |
| 9. Five-minute Section Directors Update(s) | Section Directors |
| 10. Appointment of Chapter Administrative Manual Committee* | Mark |
| 11. Committee Updates/ Work Plan Review | |
| • 2021 Chapter and Section Workplans Due Nov 13 | Mark |
| • Legislative | Darren |
| • Financial | Mark |
| • FAICP | Mike |
| 12. Communications, Outreach, Partnerships | Amanda/Mark |
| • Newsletter | |
| 13. PDO Update | |
| • CM Updates | Rich |
| 14. Education Officer Update | |
| • UB 11/13 | Matt |
| 15. Membership Update and Trends | Ellen |
| 16. Planning Official Development Officer | Pat |
| 17. County Planning Officer | Nicolette |
| 18. Liaison to OPPI | George |
| 19. Student Representative | Samantha |
| 20. Other Business/ News | |
| 21. Motion to Adjourn | |



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

1. Roll Call

	Name	Board Title		Name	Board Title
<input checked="" type="checkbox"/>	Mark Castiglione, AICP	President	<input checked="" type="checkbox"/>	Mike Long, FAICP	Officer Emeritus
<input checked="" type="checkbox"/>	Sean Maguire, AICP, CEcD	Vice President	<input type="checkbox"/>	Michaela Sweeney	Capital District, Section Director
<input checked="" type="checkbox"/>	Eve Holberg, AICP	Treasurer	<input checked="" type="checkbox"/>	Jane Rice, JD, AICP	Central NY, Section Director
<input checked="" type="checkbox"/>	John Czamanske, AICP	Secretary	<input checked="" type="checkbox"/>	Joe Bovenzi, AICP	Genesee/Finger Lakes Sec. Dir.
<input checked="" type="checkbox"/>	Rich Guarino, AICP	Professional Dev. Officer	<input type="checkbox"/>	Tom Knipe	Southern Tier Section Director
<input type="checkbox"/>	Darren Kempner, AICP	Director of Legis. Affairs	<input checked="" type="checkbox"/>	Rocky Navarro	Western NY Section Director
<input checked="" type="checkbox"/>	Ellen Parker, AICP	Membership Officer	<input checked="" type="checkbox"/>	Patricia A. Tatich, AICP	Planning Official Dev. Officer
<input type="checkbox"/>	Matt Ingalls, AICP, ASLA	Education Officer	<input type="checkbox"/>	Nicolette Wagoner, AICP	Liaison, NYS Co. Plng. Dir.
<input checked="" type="checkbox"/>	Amanda Bearcroft	Public Relations Officer	<input checked="" type="checkbox"/>	George McKibbon, MCIP, RPP, AICP	Liaison, Ontario Prof. Plnrs. Inst.
<input checked="" type="checkbox"/>	James Levy, AICP	Member At Large	<input type="checkbox"/>	Samantha Amell	Student Rep., Univ. at Albany

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

Proposed Slate:

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

7. **Chapter Conference.** Mark read the conference update email he had received: Ten session proposals have been received so far; the deadline is June 19th. A reminder was sent out yesterday. The hotel and venue have been notified of the postponement to 2021. The conference committee has tried to assure that out of pocket expenses already incurred can be carried over to next year. They are working to build out a webinar schedule in advance of soliciting sponsorships; they're working with Jen Topa at Highland Planning on that, with a flat \$250 sponsorship level. The committee is still working on the budget for access to the webinar series, with a potential \$50 member registration fee, \$75 for non-members and \$20 for students. They hope to have registration open in late July or early August. Sessions will be recorded through Zoom. Eve asked about any issues with using recordings for CM credit. Rich explained that National seems to be okay with recordings provided the sessions were approved for CM; there is a different form to submit online sessions for credit. Rich said that up to 8 self-reported credits could also be used by members as well. Discussion continued regarding how to control access to the recordings so that only those paying the fee would be able to access and at what cost. **Chapter Awards:** Sean described the preparation for doing awards, mentioning that there's a need for Sections to help out by coordinating the physical delivery of awards and documenting with pictures in advance, if there is to be an actual online ceremony during a webinar. There is substantial front end work of getting awards ready, signed, framed, out to Sections and then pictures back of awards being accepted and into a format for presentation in the virtual ceremony. Sean said that the award nomination process will begin next week with a form posted to the website. There was some discussion about whether or not to hold an online ceremony or if there should instead for this year be just the results with pictures posted on the website. Sean mentioned he's open to thoughts from the conference committee; if what would essentially be a slide show fit with what they were planning.

8. **Section Director Updates.**

A. Western NY. Rocky reported:

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

4. May 28 meeting of the Editorial Board. First session since January. A number of newsletter articles are upcoming, with a focus on COVID as well as equity.
5. As the next conference host after the Capital District, they have notified the expected Western NY conference venue of the shift from 2021 to 2022.
6. They are working through financial projections given the loss of revenue from in person events.

B. Genesee Finger Lakes. Joe said that he expected to have more to report in the future as things start to reopen and they are hopefully able to carry out the activities that were being planned prior to the shutdown. Having the Zoom account will be helpful as they also are thinking of some virtual activities.

C. Central New York. Jane reported similarly that not much has been happening with the COVID shutdowns and what people have been dealing with; hopefully more activity will be possible during the summer.

9. Committee Updates.

A. Legislative Committee. None.

B. Nominating Committee. Their work is done; Ellen may still field questions from potential petition candidates.

C. Bylaws Committee. Mark related that Rocky has agreed to chair a bylaws committee and thanked him for stepping up to take that on. Rocky mentioned that bylaws changes are usually acted on at the conference, so if that was to happen again this year it would mean outlining potential revisions this month, convening the committee in July with approval by August, get it to the Board for September, and then to the entire membership which has thirty days to review. Rocky said that he and Mark had identified some potential changes during a discussion last month; in addition there's a need to determine if any parts of the bylaws are not in compliance with the Non-Profit Revitalization Act. The committee has not met yet. Rocky would not mind having a few more volunteers, but will nevertheless continue to move forward. Joe Bovenzi volunteered to help. Mark reviewed that the committee presently consists of Rocky as Chairman, Mike Long, Joe Bovenzi, and himself; Mike by virtue of his status as Member Emeritus, who is tasked to be on any committee which is to review the Bylaws.

D. Finance Committee. Mark related that the Board had agreed in March that Mark would reach out to the Sections about consolidating all the Chapter and Section accounts into one bank; proposed to be Citizens Bank. Mark said he has not yet been able to do that outreach, but noted that his experience with Quickbooks only enhances his sense that not having to deal with multiple banking institutions would make life easier for those who must deal with accounting. He hopes to be doing that work shortly. Mark asked the Section Directors if they had any feedback now, and if it would help them if he wrote an email that directors could share with their boards. Joe offered that a short email from Mark would be helpful. Rocky agreed, and said the efficiencies were clear. Mark noted that the adjusted journal entries for 2019 were received and approved by the Board, but he has not yet gone into Quickbooks to actually make the entries. Mark also mentioned again his thanks to Mike for agreeing to be Bookkeeper and that they had a good phone call this week about that work. Mike said it was his pleasure to do it and to work with Mark and Eve to get started.

E. FAICP Committee. Mike reported they had a well-attended second meeting, with Richard Unger chairing, who relocated to NY from Florida. Richard has been preparing minutes and a draft document; the next meeting is July 9, after which they hope to have the draft guidelines for consideration by the Chapter Board. Molly and Mike are working together on a webinar. Members are offering good insights and he hopes they can have something in a few months. Mark thanked Mike and the committee, and also Sean for including the Chapter Fellows in the

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

10. **Communications, Outreach, Partnerships.** Mark thanked Amanda for pulling together the newsletter, which went out today. Amanda added that she's working to get up the YouTube video regarding the chapter conference; also that she's ready to help add website content to the extent that Sean or others want to highlight what planners are doing in the pandemic and crisis.
11. **Professional Development Officer Update.** Mark mentioned that Rich is doing a tremendous job offering digital CM opportunities to members during these times. Rich reported that as one would imagine, instead of conferences there are a lot of webinars. Since April 1 he has worked to certify 25 webinars for 32.75 CM credits (13 Chapter co-sponsorships, 8 Capital District, 2 Western NY, and 2 from GFL. For the year total, we've approved 28 sessions total for 57 credits. Reviewed the summary he had emailed earlier, noting that he has included some additional categories this year to facilitate year end reports. So, in addition to the number of credits, he has the number of sessions, whether they were paid or free, and whether they were live in-person or online. Rich said Section PDO's continue to work with him to get sessions approved and asked, if anyone hears of outside entities looking to get CM credits for their events, to contact him. Rich said he sends Jen and Andre at Highland Planning a list every Friday of upcoming session so they can get it into the Monday email blast. Mark again thanked Rich for pivoting to do this given the situation; it's more work but appreciated. Rich said he gets about two a week.
12. **Chapter Board Diversity.** Mark began by observing that the current board is not very diverse and with the proposed slate of officers would be less so with eighty percent white males. In a time when issues of diversity and equity are at the fore, he wanted to have a conversation with the board to help us think about how we address that in our own organization. Mark said he started by looking at the APA Division Planning in the Black Community, noting that he, Mike Long, and Rich Guarino are in that division. He commented that one thought becomes contacting a Black planner in the chapter, but it seems unfair to sort of say, hey, please solve this problem for us, so what do we do as an organization to engage members of color without throwing all the work of change them but which allows for a conversation about things we can do to engage more effectively. Mark opened the floor to discussion:

Jim mentioned that this came up in a session Matt Engall's conducted at the conference last year; Matt was taking notes of that discussion so that would good to look at. Jim noted that he's on a local county committee for which they recently created a diversity plan specifically for recruitment; he'll share that. George suggested engaging with national groups that may have local members and also reaching out to Native American reservations in upstate as they are also engaged in matters of planning; Mark mentioned the need to look at processes because the tendency when looking for board or committee members is to rely on our own profession/ social networks; processes include strategic planning and organizational succession planning; measuring diversity of the general membership; session on diversity during upcoming conference; Jane stressed looking at the educational systems and factors relating to the 'front end' of the profession to better understand and influence for the future; conversing with current students and professors regarding these issues; Pat mentioned that some Akwasasnee have attended NY Planning Federation conference and a staff planner she knows locally and wondered if reaching out would increase participation APA as well as our knowledge about these issues; Mike mentioned a former Metro NY President who may be helpful (Mitch Silver) and could be invited to a discussion for insights. Mark began wrapping up the conversation. Rich asked if the membership info includes diversity information as a means to gauge the current status and /or to reach out to members; Ellen responded that the membership information does not track measures of diversity. Eve stressed her sense of the broader issue of the entire profession trying to understand why it may not be very diverse, what can be done to change that, and that it goes back to undergraduate and earlier schooling prior to graduate education in planning. Mark thanked everyone; he said he'd reach out to Matt Engel's about last year's conference

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

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

The meeting adjourned at 11:50 AM.

*Respectfully submitted,
John Czamanske*

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

	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Total		
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	% of Budget	
Income											
Chapter Conference Income									0.00	5,000.00	0.00%
Chapter Only Members	142.04	71.02	72.52	72.52	290.08	145.04			793.22	750.00	105.76%
Chapter Rebates -- from National Association	2,970.78			4,492.51			1,950.70		9,413.99	11,000.00	85.58%
Conference Sponsorship								727.35	727.35	0.00	
Planners Day		297.13	-297.13						0.00	2,000.00	0.00%
Sponsorship Income	2,391.00	885.00	2,191.00	300.00			300.00		6,067.00	5,000.00	121.34%
Total Income	\$ 5,503.82	\$ 1,253.15	\$ 1,966.39	\$ 4,865.03	\$ 290.08	\$ 145.04	\$ 2,250.70	\$ 727.35	\$ 17,001.56	\$ 23,750.00	71.59%
Gross Profit	\$ 5,503.82	\$ 1,253.15	\$ 1,966.39	\$ 4,865.03	\$ 290.08	\$ 145.04	\$ 2,250.70	\$ 727.35	\$ 17,001.56	\$ 23,750.00	71.59%
Expenses											
Audit and Legal Services	16.30				1,175.00				1,191.30	1,200.00	99.28%
Awards Programs									0.00	400.00	0.00%
Bank Charges & Fees				1.38					1.38	35.00	3.94%
Board/Meeting Expense		35.16	115.98						151.14	400.00	37.79%
Certification Maintenance Fee		1,254.00							1,254.00	1,254.00	100.00%
Chapter Conference									14.52	0.00	
Chapter Only Rebates to Sections (deleted)									0.00	100.00	0.00%
Chapter Rebates to Sections (deleted)									0.00	3,500.00	0.00%
Contingency									0.00	200.00	0.00%
Insurance						838.00			838.00	1,500.00	55.87%
Office Expenses/PO Box			67.00						67.00	250.00	26.80%
Other Business Expenses					75.00				75.00	0.00	
Planners Day Expenses									0.00	1,750.00	0.00%
President	465.96		-465.96						0.00	4,000.00	0.00%
President's Contingency	223.54								223.54	500.00	44.71%
Professional Development/ Sponsorship									0.00	150.00	0.00%
Program Expenses		332.09	298.58						630.67	0.00	
Staff Support		1,034.00	1,353.00	1,034.00	715.00	946.00	594.00	5,676.00	10,000.00	56.76%	
Website and Online Expense		28.32	358.25			209.95	40.00	40.00	676.52	500.00	135.30%
Total Expenses	\$ 705.80	\$ 2,683.57	-\$ 282.98	\$ 2,011.21	\$ 2,284.00	\$ 1,762.95	\$ 986.00	\$ 634.00	\$ 10,799.07	\$ 25,739.00	41.96%
Net Operating Income	\$ 4,798.02	-\$ 1,430.42	\$ 2,249.37	\$ 2,853.82	-\$ 1,993.92	-\$ 1,617.91	\$ 1,264.70	\$ 93.35	\$ 6,202.49	-\$ 1,989.00	-311.84%
Other Income											
Interest Earned									0.00	25.00	0.00%
Total Other Income	\$ 4.44	\$ 4.40	\$ 4.18	\$ 4.40	\$ 4.30	\$ 0.43	\$ 0.41	\$ 0.43	\$ 23.41	\$ 25.00	93.64%
Other Expenses											
Krasner Scholarship Award						1,500.00			1,500.00	0.00	
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 0.00	
Net Other Income	\$ 4.44	\$ 4.40	\$ 4.18	\$ 4.40	\$ 4.30	-\$ 1,499.57	\$ 0.41	\$ 0.43	-\$ 1,476.59	\$ 25.00	-5906.36%
Net Income	\$ 4,802.46	-\$ 1,426.02	\$ 2,253.55	\$ 2,858.22	-\$ 1,989.62	-\$ 3,117.48	\$ 1,265.11	\$ 93.78	\$ 4,725.90	-\$ 1,964.00	-240.63%

American Planning Association - New York Upstate Chapter
Profit and Loss by Class
 January - August, 2020

	APA-New York Upstate Chapter	Central New York Section	Permanently Restricted	Southern Tier Section	Western New York Section	Total APA-New York Upstate Chapter	TOTAL
Income							
Chapter Only Members	793.22					793.22	793.22
Chapter Rebates -- from National Association	9,413.99					9,413.99	9,413.99
Conference Sponsorship	727.35					727.35	727.35
Planners Day	0.00					0.00	0.00
Sponsorship Income	6,067.00					6,067.00	6,067.00
Total Income	\$ 17,001.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,001.56	\$ 17,001.56
Gross Profit	\$ 17,001.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,001.56	\$ 17,001.56
Expenses							
Audit and Legal Services	1,191.30					1,191.30	1,191.30
Bank Charges & Fees					1.38	1.38	1.38
Board/Meeting Expense					151.14	151.14	151.14
Certification Maintenance Fee	1,254.00					1,254.00	1,254.00
Insurance	838.00					838.00	838.00
Office Expenses/PO Box	67.00					67.00	67.00
Other Business Expenses	75.00					75.00	75.00
President	0.00					0.00	0.00
President's Contingency	223.54					223.54	223.54
Program Expenses		298.58			332.09	630.67	630.67
Staff Support	5,676.00					5,676.00	5,676.00
Website and Online Expense	630.27				46.25	676.52	676.52
Total Expenses	\$ 9,955.11	\$ 298.58	\$ 0.00	\$ 0.00	\$ 530.86	\$ 10,784.55	\$ 10,784.55
Net Operating Income	\$ 7,046.45	-\$ 298.58	\$ 0.00	\$ 0.00	-\$ 530.86	\$ 6,217.01	\$ 6,217.01
Other Income							
Interest Earned						0.00	0.00
01 Upstate APA Savings (1942)	0.13					0.13	0.13
02 Krasner Scholarship (9090)			0.14			0.14	0.14
03 Stu Stein Scholarship (3521)			0.40			0.40	0.40
04 Central NY Savings Acct (6354)	0.33					0.33	0.33
05 CD 6617	8.48					8.48	8.48
06 CD 6625	3.35					3.35	3.35
07 Southern Tier Savings 6184					1.32	1.32	1.32
08 Southern Tier CD					8.84	8.84	8.84
Total Interest Earned	\$ 12.29	\$ 0.00	\$ 0.54	\$ 10.16	\$ 0.00	\$ 22.99	\$ 22.99
Total Other Income	\$ 12.29	\$ 0.00	\$ 0.54	\$ 10.16	\$ 0.00	\$ 22.99	\$ 22.99
Other Expenses							
Scholarship						0.00	0.00
Krasner Scholarship Award	1,500.00					1,500.00	1,500.00
Total Scholarship	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00
Total Other Expenses	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00
Net Other Income	-\$ 1,487.71	\$ 0.00	\$ 0.54	\$ 10.16	\$ 0.00	-\$ 1,477.01	-\$ 1,477.01
Net Income	\$ 5,558.74	-\$ 298.58	\$ 0.54	\$ 10.16	-\$ 530.86	\$ 4,740.00	\$ 4,740.00

Thursday, Sep 17, 2020 11:37:38 AM GMT-7 - Cash Basis

American Planning Association - New York Upstate Chapter
Balance Sheet
As of August 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1353 Western NY Section	5,886.85
6743 Checking - NY Upstate Chapter	15,357.75
Business CD - 12 Month (6617)	5,106.01
Business CD - 18 Month (6625)	10,042.55
Business Savings (1942)	3,150.15
CDPA Checking (1284)	2,603.07
CDPA Savings (9232)	5,212.13
Central NY Section Account (6354)	8,245.25
Genesee Finger Lakes Section Checking	18,405.32
Krasner Scholarship (9090) Restricted	1,997.54
Southern Tier CD	5,311.21
Southern Tier Checking 5058	2,436.12
Southern Tier Savings 6184	6,316.96
Stu Stein Scholarship (3521) Restricted	9,633.90
Total Bank Accounts	\$ 99,704.81
Other Current Assets	
Uncategorized Asset	924.02
Total Other Current Assets	\$ 924.02
Total Current Assets	\$ 100,628.83
TOTAL ASSETS	\$ 100,628.83
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	71,322.07
Retained Earnings	24,566.76
Net Income	4,740.00
Total Equity	\$ 100,628.83
TOTAL LIABILITIES AND EQUITY	\$ 100,628.83

Thursday, Sep 17, 2020 11:41:16 AM GMT-7 - Cash Basis

Policies and Procedures

APA New York Upstate Chapter

FAICP Nomination Advisory Committee

Overview

Election to the College of Fellows of the American Institute of Certified Planners (FAICP) is one of the highest honors that the American Institute of Certified Planners (AICP) bestows upon a member. This honor recognizes the achievements of the planner as an individual, elevating the Fellow, before the public and the profession, as a model planner who has provided significant contributions to the planning profession and society.

According to the FAICP eligibility guidelines, there are several avenues for nomination, one of which is nomination by an APA chapter, through an Executive Board or a special committee. The minimum requirements for eligibility include:

- 1) being an AICP member for at least 15 years,
- 2) being a member of AICP in good standing, and
- 3) providing outstanding contribution to the planning profession over an extended period of time.

FAICP nominations are accepted by APA in October of odd numbered years for induction into the College of Fellows in even numbered years at the Annual National APA conference.

The following is the APA New York Upstate Chapter's policy as an official nominator for APA New York Upstate Chapter member FAICP applicants. This policy does not preclude APA New York Upstate Chapter members from seeking FAICP nomination through other means, as outlined in the FAICP Guidelines.

Definitions/Tasks

- **FAICP Nominator** - The APA New York Upstate Chapter Executive Board.
The role of the APA New York Upstate Chapter Executive Board is to act as official nominator, per FAICP Guidelines, for the nominees(s) selected through this New York Upstate Chapter process.
- **APA New York Upstate Chapter FAICP Advisory Committee (FAC)** - As appointed by the APA New York Upstate Chapter President.
The FAICP Advisory Committee shall consist of no less than five (5) members. The committee shall include, at minimum:
 - one representative from each Chapter Section;
 - one APA New York Upstate Chapter Executive Board member to serve as Liaison between the Committee and the Executive Board; and
 - one FAICP member who is also a member of the APA New York Upstate Chapter.

The role of the FAICP Advisory Committee is to:

1. Organize the "Call for Potential Nominees" as described below.
2. Identify potential nominees and receive potential nominees from Chapter members responding to the "Call for Potential Nominees."

3. Conduct a webinar for FAICP eligible Chapter members, explaining the College of Fellows, FAICP eligibility requirements, FAICP Application Guidelines, and the FAICP review and selection process.
 4. Promote a culture of diversity, equity and inclusion in the Chapter's FAICP nomination process by encouraging the Chapter's qualified minority and women planners to submit FAICP applications. Actively seek and assist worthy Chapter AICP members as FAICP nominees.
 5. Recommend potential nominees to the APA New York Upstate Executive Board for its endorsement of the potential FAICP nominee. The Committee will review potential nominee submittals for endorsement based upon the most qualified submittals and the best likelihood of the applicants' successful selection to the College of Fellows. If necessary, the Committee may limit the number of candidates in any given cycle based upon the Committee's capacity to support all endorsed candidates.
 6. Contact each potential nominee individually to confirm their commitment to prepare and submit a FAICP nomination submission package (application).
 7. Write final version of the Chapter's FAICP nomination letter (applicant prepares initial draft), for signature by the Chapter President.
 8. Establish a Chapter nomination submission schedule and regularly advise the nominee(s) of important deadlines.
 9. Assist FAICP candidates in reviewing their nomination submission packages for completeness, as needed.
 10. Act as a liaison between the nominee(s) and APA staff, as needed.
 11. Organize at least one progress meeting or phone discussion between the Chapter supported FAICP candidates(s) and the FAICP Advisory Committee or one of its members.
 12. "Coach" and provide informal mentoring, submission package review comments, suggestions and advice to Chapter endorsed FAICP candidates. FAICP members of the Advisory Committee or other FAICP members of the Chapter could be assigned to mentor an FAICP candidate. Though it is ultimately the sole responsibility of each applicant to write, compile, edit and prepare their own FAICP application, the task of assisting each applicant must be viewed as one of the most important and critical tasks the Committee can fulfill. It is important to the applicant and to the Chapter itself.
- **Nominee(s)** – Shall be those nominated by the APA New York Upstate Chapter Executive Board. Potential FAICP Nominees shall be recommended to the New York Upstate Chapter Executive Board by the FAICP Advisory Committee following the FAICP Nomination process described below. Once endorsed for FAICP Nomination by the Executive Board, the candidate-nominee has the following responsibilities under this APA New York Upstate Chapter nominating process:
 1. Participating in at least one meeting or phone discussion with the FAICP Advisory Committee.
 2. Gathering and/or preparing all required nomination information and supporting material as outlined in the APA's FAICP nomination guidelines. (The candidate-nominee may solicit support from others outside of this process to assist in preparing the nomination submission; i.e. typing, proofing, copying, etc)
 3. Preparing a FAICP Nomination submission package (Application) for review by the Chapter FAICP Advisory Committee.
 4. Mailing the FAICP Nomination Application and paying for any related assembly, printing, production, application and mailing costs.

Chapter FAICP Nomination Process

1. The APA New York Upstate Chapter President appoints an FAICP Advisory Committee and a Liaison from the Executive Board.
2. The Chapter receives list of AICP members eligible for FAICP from APA (generally in the Spring of the even numbered year prior to next FAICP submittal deadline).
3. The FAICP Advisory Committee prepares a “Call for Potential Nominees.”
 - The Call for Potential Nominees states that the Chapter is soliciting recommendations for potential FAICP nominations that will be supported by the Chapter.
 - It briefly outlines the role the Chapter and FAICP advisory Committee will play in working with any FAICP candidate-nominees endorsed by the Chapter.
 - It requests that potential nominees, or colleagues of potential nominees, submit a letter outlining why the Chapter should be the nominator of the potential nominee. The submittal should also include a resume and/or biography with sufficient detail related to the potential nominees’ major accomplishments over an extended period of time.
 - The list of all eligible AICP members received from APA is to be attached to the “Call for Potential Nominees.”
 - The Call shall include a deadline for submittal to the FAICP Advisory Committee. The Call should allow for at least a 2-3 month submittal period, ending generally in early spring of the year of the APA FAICP Nomination submittal deadline.
4. The FAICP Advisory Committee sends out the “Call for Potential Nominees” to New York Upstate Planning Section Chairs, standing Chapter Committee Chairs, and the New York Upstate Planning Newsletter, and posts the Call on the Chapter website.
5. The FAICP Advisory Committee prepares and conducts a webinar for FAICP eligible Chapter members explaining the College of Fellows, FAICP eligibility requirements, the FAICP Application Guidelines, the FAICP review and selection process, nominee application responsibilities, and the assistance the Chapter can provide.
6. Following the “Call for Potential Nominees” submission deadline, The FAICP Advisory Committee reviews and prepares a list of recommended potential nominees candidate-nominees for consideration by the Executive Board based on:
 - The resumes and major accomplishments of potential nominees suggested by Chapter members through the call process.
 - The resumes or major accomplishments of members from the FAICP eligibility list that the FAICP Advisory Committee feels warrants consideration by the Executive Board.
7. The APA New York Upstate Chapter Executive Board, generally at its spring meeting of an odd number year, determines which, if any, of the potential nominees submitted for their review should be endorsed as a candidate-nominee by the Board on behalf of the Chapter.
8. The FAICP Advisory Committee contacts the selected potential candidate-nominee(s) individually to confirm their commitment to prepare and submit a FAICP Nomination Application.
9. The FAICP Advisory Committee informs the Chapter President which candidate-nominees have agreed to apply.
10. The Chapter President confirms the final Chapter endorsed FAICP candidate-nominees and notifies the Executive Board.
11. The FAICP Advisory Committee advises and supports the FAICP candidate-nominee(s) throughout the FAICP Nomination Application preparation process.

12. As part of each FAICP Nomination Application package, the FAICP Advisory Committee writes the Chapter's nominator endorsement letter, based upon applicant's or mentor's initial draft, for signature of the Chapter President.

APA New York Upstate Chapter's Nominee to the AICP College of Fellows

It is ultimately the responsibility of the FAICP candidate-nominee to adequately prepare his/her own nomination application, therefore the Board will not give final approval of the nomination until the application is completed, prior to its submission. Once the FAICP Nomination Application is complete and submitted the candidate-nominee officially becomes APA New York Upstate Chapter's Nominee to the AICP College of Fellows.

The above being recommended to the APA New York Upstate Chapter Executive Board for adoption by the FAICP Advisory Committee on July 15, 2020.

Richard W. Unger, FAICP
Chair, FAICP Advisory Committee

Adopted by the APA New York Upstate Chapter Executive Board on _____

FAICP Advisory Committee and FAICP Candidate Schedule for FAICP Nominations

These schedules are intended to help the FAICP Advisory Committee (FAC) and the Chapter endorsed FAICP candidates keep their application preparation efforts by establishing dates for which certain efforts need to be completed in order that applications are submitted by the established deadline.

FAICP Schedule (Actual dates may need to be assigned each cycle by Committee, based upon the established FAICP application submittal deadline)

- A** = First Friday of the identified month
- B** = Second Friday of the identified month
- C** = Third Friday of the identified month
- D** = Fourth Friday of the identified month

Advisory Committee Task Schedule	Schedule for FAICP Candidate
January C: Send out Call for Nominations for AICP College of Fellows (FAICP).	
February D: Conduct FAICP webinar.	February D: Chapter members interested in FAICP participate in webinar.
April C: Submittal deadline to FAICP Advisory Committee for Executive Board FAICP endorsement.	April C: Deadline for submittal of complete applications to FAICP Advisory Committee, for Chapter endorsement as FAICP nominees
April D: Submit FAICP Advisory Committee suggested nominees to Executive Board for endorsement.	
May B: Executive Board selects FAICP candidate applicants for endorsement and advises Committee	
May B-C: Notify Candidates/Potential Nominees of Chapter (Executive Board) endorsement and ask for confirmation that they want to apply as a FAICP nominee.	May B-C: Candidate confirms to Advisory Committee their commitment to fulfill the effort and requirements of preparing and filing an FAICP Application.
May C: Send request to NY Upstate FAICP members for help mentoring candidates and other support volunteers. (Prepare and maintain FAICP mentoring list and file to: FAICP mentoring and assistants.)	
	May C-June D: Candidate begins establishing a team

	to help with application editing, formatting, production, printing, etc.
June C: Email candidates with mentor contact info, application preparation and submittal timeline, application guidelines, and an FAICP nomination form. (Prepare and maintain an FAICP Mentor list, a Mentor/ Candidate Assignment list, and an FAICP Application Timeline on an FTP site)	
	June C-D: Candidate seeks mentor from FAICP Mentor List.
	June D: Candidate informs Advisory Committee which mentor, if any, they will be working with in preparing their FAICP application. Candidate and mentor finalize the application prep team; begin application preparation.
July A: Email candidates reminding them of August 20 th Chapter deadline for final draft resumes and one page narrative statement to be completed for review by FAICP Advisory Committee member(s). (file: FAICP Nomination Update #1, Resume and Narrative)	
	July 4: Candidate and team should have begun preparing final annotated resume and one page narrative statement to be completed for review by FAICP Advisory Committee.
July B: Email candidates reminding that requests for support letters should be sent to potential supporters by July 30; (5-10 letters of support are required, but more may be requested); all support letters should be received by September 1. (file: FAICP Nomination Update #2, Support Letters)	
	July B-D: Candidate selects potential supporters for 5-10 letters of support. Prepare personal background info to help each supporter with appropriate response. Make contact with each potential supporter and provide background info.
July D: Email candidates reminding that requests for support letters should have already been sent to potential supporters. 5-10 letters of support are required, but more may be requested. All support letters should be received by September 1. (file: FAICP	July D: Safe deadline for requesting letters of support. Requests should be out.

Nomination Update #3, Support Letters)	
	August A-D: Begin, and continue as needed, reminders to supporters that support/endorsement letters are needed by September 1.
August B: Email candidates reminding that final draft resumes and one page narrative statement must be complete and submitted to FAICP Advisory Committee by August 20 th for their review. (file FAICP Nomination Update #4, Resume and Narrative)	
August B: Email candidates and candidates' mentors requesting an initial draft of a nomination letter by August 20, with relevant applicant details and information. Mentor, candidate or candidate's assistant should provide first draft for the committee, with emphasis on the body of the letter. (file: FAICP Nomination Update #5, Nomination Letters)	
	August C: Candidate's final draft resume and one page narrative statement is due to FAICP Advisory Committee.
	August C: Candidate's and candidate mentor's initial draft Chapter FAICP nomination letter is due to FAICP Advisory Committee.
August C-Sept A: Prepare draft nomination letter for each candidate <u>based upon candidates initial draft.</u>	
September A: Send draft nomination letters to candidates and their mentors, asking for final edits/comments, by September 17. (file: FAICP Nomination Update #6, Nomination Letters)	
	September B-C: Final nomination letter edits and comments due to FAICP Advisory Committee.
September C: Email reminder (if necessary) to candidates and their mentors requesting final comments on nomination letter. (file FAICP Nomination Update #6, Nomination Letters)	
September C-D: Revise, as necessary, nomination letters and send final nomination letters to Chapter President for signatures.	

September D: Email candidates reminding them to finalize resume, accomplishment highlights, Endorsement letters, 100-Word Statement, to get headshot, and to send all to mentor and support assistants for one last review prior to printing applications for submittal. (file: FAICP Nomination Update #7, FAICP Application Filing)	
	September C-October A: Application to be completed, edited and reviewed for printing: annotated resume, accomplishment highlights, endorsement/support letters, 100-word statement, and headshot.
October A: Send signed Chapter nomination letters to candidates for inclusion in FAICP application. (file: FAICP Nomination Update #8, Nomination Letters)	
	October A-B: Print and compile FAICP application and copies.
October B: Email candidates with final notice of nomination filing deadline and the requirement for “Proof of Filing” to be sent to the FAICP Advisory Committee. (file: FAICP Nomination Update #9, FAICP Application Filing)	
October C: FILING DEADLINE (This date was for 2019 submittals. The date is reset each submittal year by APA. Depending on the actual date for 2021, the above scheduled dates may need adjusting.)	October C: FILING DEADLINE (This date was for 2019 submittals. The date is reset each submittal year by APA. Depending on the actual date for 2021, the above scheduled dates may need adjusting.)
	Post filing: Candidate submit s “Proof of Filing” to FAICP Advisory Committee.
October D: Request Proof of Filing, if necessary, from all nominees. Notify President of all confirmed filings. (file: FAICP Nomination Update #10, FAICP Application Filing)	

The above being adopted by the FAICP Advisory Committee on July 15, 2020.

Richard W. Unger, FAICP
Chair, FAICP Advisory Committee

Received and acknowledged by the APA New York Upstate Chapter Executive Board on _____.

MEMBERSHIP REPORT - July 2020

Membership Type									
	Capital	Central	Genesee/ Finger Lakes	Southern Tier	WNY	Outside	Total	Percent	
Faculty	3	0	0	18	13	0	34	5%	
PB*	1	0	3	0	0	0	4	1%	
Life	11	1	2	1	2	1	18	3%	
New Member	23	12	20	16	25	8	104	16%	
Full Member	89	34	46	31	66	16	282	43%	
Retired	2	3	2	0	2	1	10	2%	
Student	55	8	9	72	53	10	207	31%	
Total	184	58	82	138	161	36	659	100%	
	30%	9%	12%	21%	23%	5%	100%	100%	

Certification									
	Capital	Central	Genesee/ Finger Lakes	Southern Tier	WNY	Outside	Total	Percent	
AICP	83	26	40	21	53	11	234	36%	
AICP-CEP	1	0	1	0	1	0	3	0%	
AICP-CTP	2	0	1	0	2	0	5	1%	
FAICP	2	0	0	0	0	0	2	0%	
AICP Candidate	2	2	1	0	1	0	6	1%	
None	94	30	39	117	104	25	409	62%	
Total	184	58	82	138	161	36	659	100%	

Membership Type - Percentages by Section

	Capital	Central	Genesee/ Finger Lakes	Southern Tier	WNY	OUTSIDE
Faculty	0%	0%	0%	3%	2%	0%
PB*	0%	0%	0%	0%	0%	0%
Life	2%	0%	0%	0%	0%	0%
New Member	3%	2%	3%	2%	4%	1%
Full Member	14%	5%	7%	5%	10%	2%
Retired	0%	0%	0%	0%	0%	0%
Student	8%	1%	1%	11%	8%	2%
Total	100%	100%	100%	100%	100%	100%

* Group Planning Board member

Chapter Only - As of May 31, 2020

	Capital	Central	Genesee/ Finger Lakes	Southern Tier	WNY	OUTSIDE	Total
Chapter Only	4	1	0	0	4	0	9

New York Upstate Chapter



SOURCEBOOK

**A Policy Statement and Reference Guide for
Executive Committee Members and Section Officers**

November 28, 1988

Dear Executive Committee Member:

Upon completion of your term of office, please transfer this Source Book to the subsequent officer in your position.

Thank you for your assistance.

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INTRODUCTION

The purpose of this document is to assimilate various sources of information and adopted procedures into a cohesive policy statement for the Upstate New York Chapter of the American Planning Association. The following areas are addressed in this handbook: budget, newsletter, annual conference, directory/roster, committees, awards, annual report, legislative programs, public relations, Chapter Rebate, Section activities, Executive Committee meetings, Chapter Bylaws, relationship with other organizations and educational institutions and Chapter relationship with the American Planning Association.

The Source Book is a combination of recommendations from Executive Committee members familiar with a particular area and/or policy, the Chapter Bylaws (see ATTACHMENT #5), the Chapter Work Program, the Annual Report, and Executive Committee minutes and correspondence from 1985-1988.

Essential items under each category such as policies, responsibilities, requirements, submission dates, costs, updates, definitions, and extent of certain programs, etc. are highlighted. Information is presented in an outline form for quick reference and easy readability. This handbook may not be totally comprehensive and it may contain omissions, but it can be updated and revised as necessary. The notebook format provides for updates to be easily accommodated.

CREDITS

This document was prepared under the auspices of the Executive Committee of the Upstate New York Chapter of the American Planning Association with financial assistance from the Association of Chapter Presidents of the American Planning Association.

Special recognition goes out to Callie Kavleski and John Walluk for assembling this document.

For the purpose of this document, the following terms shall have the stated meaning:

"APA" refers to the National level of the American Planning Association

"Chapter" refers to Upstate NY Chapter of the American Planning Association

"Chapter Bylaws" refers to the bylaws adopted by the Executive Committee in 1986 and revised from time to time (see ATTACHMENT #5)

"Executive Committee" refers to the board members of the Chapter

"Section" refers to the five Sections in the Chapter

1987-1989
EXECUTIVE COMMITTEE MEMBERS

CHAPTER PRESIDENT	Michael J. Kayes Cattaraugus County
VP FOR MEMBERSHIP SERVICES	John Walluk, AICP Director, Technical Services City of Binghamton
VP FOR PROFESSIONAL DEVELOPMENT	Roger Swanson, AICP NYS Department of State
VP FOR EXTERNAL LIAISON	Paul D. Marr, AICP Director, Regional Planning Program SUNY Albany
IMMEDIATE PAST PRESIDENT	George W. Schanzenbacher, AICP Economic Development Zone Cattaraugus County
TREASURER	Allen R. Lewis, AICP SUNY College of Env Science & Forestry
SECRETARY	Mary Lesniak Housing and Urban Development
MEMBERS AT LARGE	Linda W. Teague, AICP Development Planning Services Robert Augenster Director, Southern Tier East RPDB
SECTION DIRECTORS	Paula Ford Capital District Planners Association Ronald Conover Central New York Susanne Quarterman Genesee/Finger Lakes Gail Domin Southern Tier Michael Alspaugh Western New York
STUDENT REPRESENTATIVE	David Smith Cornell University

1989-1991
EXECUTIVE COMMITTEE MEMBERS

CHAPTER PRESIDENT	Michael J. Kayes Director Development, Planning & Tourism Cattaraugus County
VP FOR MEMBERSHIP SERVICES	Callie Kavleski Risk Management Coordinator City of Binghamton
VP FOR PROFESSIONAL DEVELOPMENT	John Walluk, AICP Director, Technical Services City of Binghamton
VP FOR EXTERNAL LIAISON	John Bis School of Architecture and Planning SUNY at Buffalo
TREASURER	Mary Lesniak Division of Community Revitalization City of Buffalo
SECRETARY	Barbara Johnston Livingston County Planning Department
MEMBERS AT LARGE	Susanne Quarterman Monroe County EMC Robert Augenster Director, Southern Tier East RPDB
NEWSLETTER EDITOR	Keith Lucas Lower West Side Development Corporation
SECTION DIRECTORS	Marcia Osterhout Kees Capital District Planners Association Ronald Conover Central New York Barbara Johnston Genesee/Finger Lakes Callie Kavleski/Keith Heron Southern Tier Terry Martin/Spencer Schofield Western New York
STUDENT REPRESENTATIVE	Chris Kern Cornell University Edward Tato SUNY at Buffalo

1991-1993
EXECUTIVE COMMITTEE MEMBERS

CHAPTER PRESIDENT	Susanne Quarterman Monroe County Environmental Management Council
VP FOR MEMBERSHIP SERVICES	Marcia Osterhout Kees NYS Office of Parks, Recreation, & Historic Preservation
VP FOR PROFESSIONAL DEVELOPMENT	Keith M. Lucas, AICP Lower West Side Development Corporation
VP FOR EXTERNAL LIAISON	Jeffrey W. Trombly, AICP Roger Creighton Associates
IMMEDIATE PAST PRESIDENT	Michael J. Kayes
TREASURER	Jean Pearl Waterbury Tug Hill Commission
SECRETARY	Barbara Johnston Livingston County Planning Department
MEMBERS AT LARGE	Robert Augenster Director, Southern Tier East RPDB
NEWSLETTER EDITOR	Keith Lucas Lower West Site Development Corporation
SECTION DIRECTORS	Rocco A. Ferraro Capital District Planners Association Ronald Conover Central New York Terrence J. Gleason Genesee/Finger Lakes Keith Heron Southern Tier Spencer P. Schofield Western New York

I. BUDGET

Guidelines are necessary to regulate the encumbrment and disbursement of funds, identify the responsibility for budget decisions, audits and the frequency and format of such policies.

A. Key Financial Positions and Responsibilities

1. President
 - a. Initiates preparation of Annual Budget
 - b. Appoints three member committee to audit Treasurer's accounts at end of Treasurer's term of office.
2. Treasurer
 - a. Receives and disburses Chapter funds
 - b. Collects funds not collectable by APA at the Chapter level (sales of APA pins, Source Book, roster, etc.)
 - c. Prepares an Annual Financial Report
 - d. Maintains accounts
 - e. Prepares a current balance sheet and year-to-date report for each Executive Committee meeting (see ATTACHMENT #1 for format)
 - f. Sends annual financial report to APA
 - g. Notifies APA of the rate of annual Chapter dues
3. President, Treasurer, vice-presidents, Newsletter Editor
 - a. Develops a chapter budget on an annual basis that reflects the Chapter goals and priorities

B. Budgetary Increases and Expenditures

1. Election year expenditures require an increase in budgeted expenditures in the accounting lines for Secretary, President, Treasurer and printing costs
2. Presidents expenditure line must be increased to accommodate travel expenditures to the Chapters President's Council (required of the President under Article V, Section 10 of the Chapter Bylaws)
3. Rebate checks should be to Sections by April 1 in order to avoid cash flow problems at the Section level
4. Encumber an increase biannually for development, publication and mailing costs of:
 - a. Pamphlet describing the objectives and programs of the Chapter
 - b. Directory/roster of all Chapter members
 - c. Census of all Chapter planners, planning agencies and private consulting firms
5. Provide Newsletter production and publication expenses, e.g. typist, graphics person, printer, if volunteer assistance unavailable or not performed in a consistent or timely manner
6. Provide funds for development, maintenance and publication of "Upstate Chapter Source Book" as needed
7. Provide funding for Chapter Planning Commissioner Education Program
8. Legislative Budget (see Article VIII., D., g. of the Chapter Bylaws)

II. NEWSLETTER

Responsibility for logistics of formulation and distribution of the newsletter are provided below.

A. Responsibilities

1. President
 - a. President shall appoint the newsletter editor and the subcommittee
 - b. Responsibility should be rotated among the Sections every 2 years
 - c. President will review biannually in conjunction with the newsletter subcommittee the role of the newsletter in carrying out the Chapter Plan and Work Program
2. Secretary
 - a. Secretary shall transfer five copies of each Chapter publication to the APA
3. Editor
 - a. Editor shall provide the newsletter to all Chapter members, and other subscribers, one every two months starting with the month of January
 - b. Editor shall stimulate and seek inclusion of "State of the Art" planning activities
 - c. Editor is responsible for overseeing what is published, but the Executive Committee has ultimate editorial responsibility
4. Executive Committee
 - a. The Executive Committee shall decide on type of advertising to be taken and charge for such
5. Treasurer
 - a. Treasurer shall receive payments for advertising and account for payments
6. Newsletter Subcommittee
 - a. Newsletter subcommittee responsible for:
 1. Evaluation of newsletter's current and potential effectiveness
 2. Evaluation of distribution alternatives
 3. Assist editor in gathering information and copy for up-coming issues in routinely scouring other journals, gathering articles from Executive Committee and asking membership to contribute articles
 4. Assisting editor and Executive Committee at evaluating and in time increasing newsletter mailings
7. Section Directors
 - a. Directors to contribute news article about their Section's activities

B. Format and Procedure

1. Newsletter will be mailed first class to Chapter members, legislators, elected officials and students; packaged multicopies can be mailed via library rate to colleges and universities, etc.
2. Business card advertisement will cost \$100 per year, per card
3. The newsletter will be distributed every two months, beginning with January
4. APA provides labels for Chapter members and staff, but newsletter should also be distributed to members of the NY State legislature, several upstate NY newspapers, the University at Buffalo, the SUNY library system, and Cornell University
5. Include articles on "state of the art" planning activities
6. Standardized format is desirable; readers should be led to expect a standard location for regular features
7. "Letter to the Editor" section or similar format should always be included for guest editorials, open policy for rebuttals, conference presentations, etc.
8. Printer should be inexpensive and reliable unless it can be done in-house

III. ANNUAL CONFERENCE

The Annual Conference is the largest single event of the year for the Chapter. A great deal of effort and responsibility is delegated to the host Section.

A. Responsibilities

1. President: responsible for establishing host for conference
2. VP for Membership Services: responsible for developing and promoting conference
3. VP for Professional Development: responsible for coordinating professional development services and programs at conference
4. Executive Committee is responsible for major decisions regarding:
 - a. Costs
 - b. Program
 - c. Organization and scheduling
 - d. Justification for registration fee
 - e. Tax exempt status
 - f. Timetable
 - g. Overruns
 - h. Conference advance
 - i. Conference profits
5. Executive Committee will split conference profits with the host Section on a 50/50 basis. Conference losses will also be shared equally with host Section.
6. Rotation order
 - a. Western New York Section
 - b. Central New York Section
 - c. Southern Tier Section
 - d. Capital District Planners Association
 - e. Genesee-Finger Lakes Section
7. If a Section is unable to host the Annual Conference when its turn falls due, it will shift to the next Section and so on, until the Section is able to host the conference

B. Development of conference

1. See ATTACHMENT #2 "Planning the APA Conference"

C. Duties of the Host Section Conference Committee at conclusion of conference

1. Provide a financial accounting of all revenues and expenses to Executive Committee
2. Provide conference data in an easy to reference tabular format for inclusion in the Source Book.
Statistics to be included:
 - a. Overall number of conference attendees
 - b. Number of APA member attendees
 - c. Number of non-APA member attendees
 - d. Number of student APA and non-APA attendees
 - e. Number of rooms reserved
 - f. Number of participants at the AICP session
 - g. Fees charged for individual APA and non-APA members and for student APA and non-APA members
 - h. Total revenues, total costs, profit or deficit
 - i. Note if speakers were given free registration or reduced rate, or other compensation
 - j. Notes at the bottom should indicate highlights; noted speaker for awards dinner and cost; number and cost of vendor tables; contributions of goods, services or financial donations

k. Problems with hotel, additional charges that were unanticipated, penalties for low room reservations, etc.

IV. DIRECTORY/ROSTER

The Directory/Roster is a tangible product that Chapter members will receive as part of their membership. As such, it is a valuable networking and public relations document for the Chapter.

A. Responsibility

1. The directory is the responsibility of the Secretary and the VP for Membership
2. Major decisions regarding format and costs must be approved by the Executive Committee

B. Format

1. Include professional information, phone numbers and mailing addresses
2. Include APA members only; use National list
3. Publish biannually
4. No charge for Chapter members
5. Charge to non-APA members: \$2.00 + production costs; publish 50-100 copies for sale to non-members

C. Distribution

1. Distribute free to: Chapter members, planning libraries, NY Planning Federation, NYS Association of County Planning Directors, and other organizations across the Chapter region
2. Distribution shall be via:
 - a. First class US mail for individual mailings
 - b. Bulk rate US mail for initial mailing

V. COMMITTEES

Special or permanent committees may be appointed to fulfill certain research needs or cyclical functions.

A. Development of and assistance for general and special committees

1. President of Chapter appoints standing or special committees and Executive Committee confirms
 - a. Recommendations for chairs made as soon as possible after new President elected, as soon as new program year commences, or as needed
 - b. Executive Committee should act expeditiously on President's recommendations
 - c. President should utilize all Chapter resources in securing qualified persons, including input from Executive Committee, Sections, etc.
2. President shall be an ex-officio member on all committees, except the Nominating Committee
3. President creates, appoints, discharges all committees and designates chairperson
 - a. All chair resignations should be reported to the Executive Committee as soon as possible
 - b. Executive Committee action on recommendations should be as soon as possible, preferably at the next regular meeting
4. VP for Membership Services, VP for Professional Development, and VP for External Liaison will assist President with committee activities
5. Committee chairs should attend Executive Committee meetings as necessary and/or as voting members of the Executive Committee pursuant to the Chapter Bylaws
6. Funds should be budgeted each year to pay for committee expenses

B. Nominating Committee

1. Membership
 - a. At least three members
 - b. Appointed by the President
 - c. Approved by the Executive Committee
2. Duties
 - a. Nominate at least one candidate for each office and no more than two
 - b. Conduct election in accordance with Executive Committee Rules
 - c. All nominees shall be Chapter members
 - d. Geographic representation shall be considered
3. Timetable
 - a. Nominating Committee appointed in March preceding summer elections; biannually
 - b. Slate of officers established by June
 - c. Publish slate of officers in July/August newsletter
 - d. Circulate ballots in July/August newsletter
 - e. Ballots returned by September 1st
 - f. Ballots counted and winners declared in November/December newsletter

C. Auditing Committee

1. Three member committee appointed at end of Treasurer's term to conduct audit and to report to Executive Committee

D. Awards Committee

1. Membership: one representative from each Section plus one (1) chair; the chair shall rotate among the Sections on the following schedule:
 - 1993 - Central New York
 - 1994 - Southern Tier
 - 1995 - Capital District

1996 - Genesee-Finger Lakes

1997 - Western New York

1998 - repeat

In order to provide continuity, the chair shall have served as a member of the Awards Committee within three years prior to assuming the chairmanship

2. Decision making responsibilities:

a. Decide on award and position (first, second, third place, honorable mention, etc.)

b. Decide winning awards to be sent on to National APA Awards Program

E. Meeting Rules

1. Quorum considered majority of committee members for special meeting

2. Parliamentary authority: Roberts Rules of Order except when conflicts with the Chapter Bylaws and any special rules of order the Chapter or Executive Committee may adopt

VI. AWARDS

The Annual Awards Program is one of the highlights of the Annual Conference. It is also one of the ways that the Chapter fosters regional ties and networking while providing recognition for outstanding projects, programs, professionals and student projects.

A. Executive Committee and Awards Committee Responsibilities

1. VP for Membership Services responsible for coordinating activities associated with Awards Program
 - a. Establish timetable for annual awards program
 - b. Contact APA in January to get information on Current Topic Award
 - c. Solicit awards committee representatives and chair from Section Directors in February
 - d. Solicit nominations from Section Directors and membership
 - e. Coordinate announcement of winners and distribution of award certificates with Awards Committee
2. VP for Membership Services and Executive Committee to periodically review policies and guidelines for Awards Program
3. Awards Committee responsibilities:
 - a. Committee works with VP for Membership throughout the awards process
 - b. Committee meets in August to decide award recipients; Committee makes recommendations on which recipients should be submitted to National APA Awards Program, encourages award recipients to submit, and sends National APA Awards Program form to recipients, if requested
 - c. Chair or designated Committee member notifies nominators and award recipients by phone and invites recipients to presentation ceremony (usually held at Annual Conference); Chair follows-up with official notification letter to award recipients
 - d. Chair or designated Committee member prepares press release to release at Chapter's annual conference, for fall Newsletter, and for other distribution as appropriate; coordinate distribution of press release with VP for Membership
 - e. Chair or designated Committee member prepares exhibit for Annual Conference to display information on award recipients' work
 - f. Chair or designated Committee member announces award recipients at Annual Conference
 - g. Committee may recommend adding, deleting or refining award categories to VP for Membership for consideration by Executive Committee

B. Awards Timetable

February	1. VP for Membership to send notice to Section Directors asking to appoint Awards Committee member and to announce awards process to Section members
April 1.	2 Section Directors send Awards Committee member name to VP for Membership
April 1	3. VP for Membership sends awards form to Section Directors, schools and others as appropriate
April-May	4. Section Directors distribute awards information to Section members
May issue	5. VP for Membership puts awards form and announcement in Newsletter
1st week of July	6. SUBMISSION DEADLINE FOR AWARD NOMINATION
July 15	7. Awards Committee Chair distributes nomination materials to Awards Committee members
August 10	8. Review submitted nominations by Awards Committee members

2 nd week of August	9. Awards Committee meets to select winners
3 rd week of August:	10. Awards Committee Chair
	a. Notifies nominators and award recipients by phone and invites recipients to presentation ceremony at Annual Conference;
	b. Reminds recipients of National APA Awards Program deadline and sends them information if requested;
	c. Drafts press release to release at Annual Conference, for fall Newsletter, and other distribution as appropriate; and
	d. Notifies VP for Membership of above activities
END OF SEPTEMBER	11. SUBMISSION DEADLINE FOR NATIONAL AWARDS PROGRAM
September	12. Awards presented at Annual Conference

Award Categories (see ATTACHMENT #3, Awards Form)

1. Outstanding Planning Awards (two subcategories)
 - a. Comprehensive Planning to a plan, program or process of unusually high merit
 - b. Planning Implementation to a specified project or ordinance of unusually high merit that is being or has been implemented within the past three years
2. 1993 Current Topic Award: Economic Development
 - a. To a plan, project or program that demonstrates the role planning can play in strengthening a community's or region's economic base; of special interest are those which have resulted in employment opportunities for local residents and which have built on existing regional advantages; efforts should reflect the objectives of APA's "Agenda for America's Communities"
3. Public Education Award
 - a. To an individual, project or program that has informed or educated the public, or a specific segment of the public, about the benefits of planning or how planning works
4. Outstanding Student Project
 - a. To an individual student or group of students in recognition of outstanding work
5. Contribution to Women in Planning
 - a. To a planner who has addressed issues of concern to women through his/her work or through contribution to planning endeavors in the community
6. Distinguished Leadership Award (three subcategories)
 - a. Professional Planner For sustained contribution to the profession through distinguished practice, teaching, or writing
 - b. Citizen Planner For a significant contribution to excellence in the planning field
 - c. Elected Official For significant contribution to excellence in public planning
7. Planner Emeritus
 - a. To a retired planner in recognition of distinguished contributions to planning over the course of his/her career (planners in part time or consultant service after retirement may qualify)
8. Distinguished Service Award
 - a. To a member who has made a substantial contribution to the development and objectives of APA
9. Section Achievement Award
 - a. To a Section for outstanding effort in achieving its or the Chapter's objectives, for specific Section projects, for overall Section programs, or for improving its performance and service to its members and the planning field

D. Nomination procedure and requirements (other than student category)

1. For award category, other than student, nomination shall be made on a nomination form by a member of the APA
2. Nominator may submit only one entry per category or subcategory
3. Any project or program nominated must be currently underway or have been completed within three years of the date of submission
4. Recipients of all awards are ineligible to receive the same award for ten succeeding years for the same project, program or activity
5. Members of the Awards Committee are ineligible during their term of service to submit or receive awards and shall abstain from voting on any specific award nomination where there is an apparent or perceived conflict of interest
6. Awards will be made only if there is a meritorious nominee in the category in the opinion of the Awards Committee
7. Program or project nominees must be in the Chapter geographic area

E. Student project nomination procedures and restrictions

1. Nominations to be made by head of the planning or planning related program
2. Projects must have been prepared by students and submitted within three years of completion (it is recognized that student award nominees might not be students at the time of the award consideration)
3. Student award nominee does not have to be a Chapter member
4. Student projects or programs do not have to deal with issues in Chapter geographic area but must have demonstrable qualities as defined in following section, "Selection Criteria"

F. Selection Criteria. The following criteria will be applied to programs, projects, ordinances, plans, and the work of individuals and Sections

1. Originality: to what extent does the submission present a visionary approach or innovative concept that result in a meaningful advance in the planning process
2. Transferability: to what extent is there a potential application in other areas or to other projects
3. Quality: to what extent is there excellence of thought, analysis, writing, graphics, and ethical planning principles
4. Implementation: to what extent is the project effective as evidenced by it's degree of post-completion or post-adoption activity
5. Comprehensiveness: to what extent have planning principles been observed, especially consideration of the project's effect on other public objectives

VII. ANNUAL REPORT

The annual report is a necessary document to transmit activities during the preceding year and proposals and suggestions for the subsequent year to the membership.

A. Responsibilities

1. President
 - a. Coordinate and prepare a yearly report on Chapter activities
 - b. Provide President's report
2. Treasurer
 - a. Submit treasurer's report
 - b. Submit year-to-date and financial expenditures statement (see ATTACHMENT #1 for format)
3. Officers
 - a. All officers report on their area of expertise
4. Committees
 - a. All committees report their progress, recommendations and expectations
5. Sections
 - a. All Section Directors to submit reports on the year's activities

B. Preparation Procedures

1. President notifies all affected officers, chairs, Section Directors and others to submit reports at least 60 days prior to Annual Meeting
2. President must submit specific instructions to affected parties at least 60 days prior to Annual Meeting
3. All draft responses from affected parties must be submitted at least 30 days prior to the Annual Meeting
4. President must review all materials
5. President and assistants collate reports and assemble into final form
6. President has report in final form printed in sufficient quantities for Executive Committee and membership attending the Annual Meeting
7. Report should be in final form and sufficient copies in time for Annual Meeting
8. Annual Report should be printed annually and distributed at Annual Meeting
9. Funds should be budgeted each year to pay for preparation, printing and distribution
10. Five copies should be submitted to APA

C. Contents

1. Minimum elements
 - a. Presidents report
 - b. Financial report
 - c. Report of all program areas
 - d. Report of all officers
 - e. Report of all committees
 - f. Report of all Sections
 - g. Report from student representatives

VIII LEGISLATIVE PROGRAM

The Chapter's legislative program is directed at enhancing the practice in New York State through active lobbying with the State Legislature and appropriate executive departments.

A. Program Areas

1. Legislative program
 - a. Areas of town, village, city, county and state planning
 - b. Environmental protection and planning
 - c. Transportation
 - d. Economic development
 - e. Housing
 - f. Historic preservation
 - g. Recreation
 - h. Waste management
 - i. Other areas as they appear and are deemed necessary
2. Commentary on proposed rules and regulation for aforementioned programs
3. Chapter position papers will define the policy of the Chapter on aforementioned programs
4. Facilitate calls of the Washington Office for direct contact by our officers or members with the New York State Congressmen and Senators regarding federal legislation

B. Responsibility

1. President
 - a. Overseeing legislative liaison action
 - b. Contact with New York State Congressmen and Senators regarding federal legislation
 - c. Last minute approval of Chapter position papers and legislative issues that require immediate attention
2. VP for External Liaison
 - a. Oversees the legislative program
 - b. Chairs the Legislative Committee
 - c. Reports on actions proposed by Legislative Committee to Executive Committee
 - d. Oversees lobbying involvement with other allied planning organizations and special interest groups
 - e. Assists in writing Chapter position papers
 - f. Coordinates legislative program budget
 - g. Discusses legislative issues that need immediate action with President of Chapter
3. Legislative Committee
 - a. Develop plans for and implement lobbying related efforts
 - b. Select specific bills or legislative initiatives for support or opposition
 - c. Develop Chapter position papers
 - d. Act in coordination with other allied planning related groups, such as New York Planning Federation, New York Metro Chapter, etc. on a permanent or issue-by-issue basis
 - e. Act in coordination with other special interest groups in areas such as environment, recreation, housing, and historic preservation
4. Executive Committee
 - a. Comments and approves Chapter position papers
 - b. Approves the programs of the Legislative Committee
 - c. Responds to New York State Congressmen and Senators regarding appropriate legislation
 - d. Approves involvement with other planning related groups and special interest groups

- e. Approves budget for each legislative program initiative

C. Legislative Committee

1. Membership

- a. Chairman is VP for External Liaison
- b. Committee members must be APA members

D. Procedures for legislative Program

1. Strengthening and reformulation of New York State planning and related legislation

- a. Legislative Committee to select specific bills or legislative initiatives for support or opposition
- b. Direct contact with officers or members with New York State Congressmen and Senators
- c. Lobbying efforts
- d. Chairman of Legislative Committee will report to Executive Committee on proposed actions for approval
- e. Chairman of Legislative Committee will report to Executive Committee on proposed involvement with other planning related or special interest groups
- f. Chapter position papers will be issued that will state the Chapter's policy on specific legislative bills or initiatives
- g. Executive Committee must approve all budgetary expenses for legislative programs

E. Legislative Programs

1. Monitor and support or oppose legislation or initiatives through:

- a. Chapter position papers
 - 1. Briefs of Chapter position papers to be published in the Newsletter
 - 2. Send to legislators having direct committee responsibility for reviewed legislation, selected committee staff or Legislature as a whole, whichever is considered appropriate
- b. Lobbying
 - 1. With other planning related groups
 - 2. With other special interest groups

2. Maintain direct contact between New York State Congressmen and Senators, APA officers and members regarding specific legislation

F. Budget

1. Legislative program budget includes:

- a. Meeting costs with New York Planning Federation
 - 1. Education for planning and zoning officials
 - 2. Strengthening enabling legislation
 - 3. Feasibility of establishing a state office for planning
- b. Reproduction and mailing costs of the Legislative Committee
- c. Purchase legislative review services from NY Planning Federation
 - 1. Increase budget line for review services to cover the entire legislative season
- d. Lobbying efforts
 - 1. When budget expenses reach \$2000.00 for legislative/lobbying programs, the Chapter must register as a lobbying organization

IX PUBLIC RELATIONS

Public relations is an effective means to develop new membership services, maintaining current members and developing legislative support.

A. Responsibilities

1. The VP for External Liaison shall act as coordinator and liaison between the Executive Committee and all Chapter activities in areas of public relations and inter-professional relations
2. Public relations with APA shall be coordinated through the Newsletter Editor

B. Activities

1. Encourage media coverage of Chapter and Section events
2. Send press releases on Chapter and Section activities, positions, etc.

X. CHAPTER REBATE

Chapter rebates are one of two major funding sources the Sections have to provide programs throughout the program year.

A. Distribution Procedures

1. VP for Membership Services submits list or count of APA members per Section to Treasurer by January 31st
2. Treasurer submits a rebate established by Executive Committee on yearly basis for each APA member to the Treasurer of the appropriate Section
3. Rebates shall be transmitted to the Section no later than March 1st
4. Per capita rebates shall be increased proportionally, if and when APA rebates to the Chapter are increased
5. Chapter rebates shall be used to fund appropriate educational programs at the Section level
6. The Executive Committee shall approve any and all increases, decreases or changes in the Chapter rebate policy

XI. SECTIONS

Each of the five Sections should have their own set of bylaws but they are still governed by the Chapter Bylaws. These bylaws state that each Section must "provide members with tangible local expression of purpose and objectives of APA and a vehicle for maximum membership involvement in the affairs of APA"

A. Chapter guidelines for Sections

1. Objectives: the five Sections have been formed in response to the needs of those interested in planning in government, business, industry and social agencies in those five Section areas to:
 - a. Advocate, promote, serve and maintain the highest principles of planning in government, business, industry and social agencies in the Section
 - b. Provide an opportunity for the development of technical planning skills and professional competence for its members
 - c. Provide a forum for public expression of planning concerns and the perspective of planners
 - d. Encourage interest in planning among the citizens of the Section and beyond
2. Membership in Sections
 - a. Are assigned to the Section where they live (see ATTACHMENT #4, Section Map)
 - b. If a person lives in one Section and works in another Section, he/she may belong to both sections
 - c. Section only memberships are permitted but they do not have voting privileges on Chapter issues
 - d. The Section Executive Committee shall rule on all applications for Section membership and on any and all questions of membership qualifications
3. Section Officers
 - a. President/Section Director: must be APA member
 - b. VP for Program
 - c. VP for Professional Development and Membership
 - d. Secretary (in some Sections, the position of Secretary and Treasurer may be combined)
 - e. Treasurer
 - f. Members-at-Large as deemed necessary by Section Bylaws, special projects, the annual conference, etc.
 - g. Student Representative as deemed necessary by Section Bylaws, special projects, the annual conference, etc.
4. Section programs
 - a. Each Section shall hold at least four program events each year
 - b. An annual business meeting must be held each year
 1. Annual business meeting may be counted as one of the program events
 2. Each of the officers must present a report on their area
 3. Financial report and a list of program events for the past year are minimal items for the annual report and must be transmitted to the Executive Committee by September 1st
 - c. May be held in conjunction with other planning related groups such as the American Society of Landscape Architects (ASLA), American Institute of Architects (AIA), Planning Federation, Professional Engineers Society (PES), etc.
 - d. May be held in conjunction with planning schools or planning program events
 - e. Annual Conference
 1. Every year the responsibility rotates to a section in the cycle
 2. Cycle is:
 - a. Central New York Section
 - b. Southern Tier Section

- c. Capital District Section
 - d. Genesee/Finger Lakes Section
 - e. Western New York Section
- 3. If a Section is unable to host the Annual Conference when its turn falls due, it will shift to the next Section and so on until a Section is able to host the conference
- 5. Budget
 - a. Section receives a fixed percentage of the rebate per APA member in Section area for program funding and associated expenses
 - 1. The percentage of rebate fee may be altered as rebates to the Chapter from APA fluctuate
 - b. Dues: each Section determines fees
 - 1. Dues are to be used for the purpose of providing programs, conducting Section affairs and addressing associated expenses of related activities
 - c. Annual Conference Advance
 - 1. An advance is available for promotion, speakers fee, hotel deposits, etc. that the host Section will naturally incur
 - a. Section Director must report bimonthly or at every Executive Committee Meeting from January of the conference year on conference preparations and progress
- 6. Bylaw format
 - a. Each Section may include additional rules and procedures not specified by Chapter Bylaws; Section Bylaws may not be in conflict with Chapter Bylaws
 - b. Each Section's Constitution and Bylaws shall include at least:
 - 1. Preamble
 - 2. Name of organization
 - 3. Objectives
 - 4. Membership
 - 5. Officers and duties/responsibilities
 - 6. Executive Committee
 - 7. Election of Officers
 - 8. Meetings/program requirements
 - 9. Finances
 - 10. Procedures to adopt and amend the Constitution and Bylaws
 - 11. Parliamentary Authority
- 7. Section relation to Chapter
 - a. Principle elected officer of the Section shall be the Section Director
 - b. Section Director
 - 1. Serves as ex-officio member on the Executive Committee
 - 2. Prepares reports for the Executive Committee describing Section activities
 - 3. Coordinates Chapter activities
 - 4. Oversees the Annual Conference and reports to the Executive Committee on preparations
 - 5. Carries out other duties assigned by the Chapter President
 - 6. Annual Report and Audit of Section to be sent to Chapter President at end of each Section's programmatic year (for each Section, the election of officers shall mark the end of a programmatic year which may differ from Section to Section)
 - c. Section Secretary shall notify Section board members and Executive Committee of meetings, and prepare and report minutes to Executive Committee

- d. Treasurer shall prepare for each meeting of the Section and the Executive Committee, a financial report to include a current balance sheet and year-to-date income statement of Section operations
- e. Members-At-Large shall perform duties customary to their office or required by Section Bylaws

XII. EXECUTIVE COMMITTEE MEETINGS

The following enumerates the procedures for conducting Executive Committee meetings and special meetings, and the establishment of officers and their responsibilities.

A. Officers of the Executive Committee

1. President
2. VP for Membership Services
3. VP for Professional Development
4. VP for External Liaison
5. Secretary
6. Treasurer
7. Two Members-At-Large
8. Five Section Directors
9. Student Representatives

B. Duties of officers of Executive Committee

1. President shall call meeting to order
2. VP for Membership Services and VP for Professional Development shall assist the President in the guidance and coordination of committee activities
3. VP for Membership Services shall, in the absence of or incapacity of the President, serve as President

C. Procedures and Requirements

1. Annual Meeting
 - a. Must be held each calendar year
 - b. Location of meeting must be in Chapter area
 1. Exception: if the Annual Meeting is held jointly with other Chapters in the Northeast, then meeting may be held within that geographic area
 - c. Specific location, date and time shall be determined by Executive Committee
 - d. Secretary shall notify membership of place, date, and time of meeting in Chapter publication, or other communication mailed to each member at least one month prior to meeting
 - e. Quorum shall be 10% of Chapter members
 - f. Robert's Rules of Order shall govern Chapter when applicable and not in conflict with Chapter Bylaws or any special rule of order adopted by the Chapter or Executive Committee
2. Regular meetings
 - a. Executive Committee shall supervise Chapter affairs between Chapter's business meetings
 - b. Executive Committee shall decide the time and place of Chapter meetings
 - c. Must be held at least four times per year
 - d. Majority of board shall constitute a quorum for the transaction of business
 - e. Robert's Rules of Order shall govern regular meetings when applicable and not in conflict with the Chapter Bylaws or any special rule of order adopted by the Chapter
3. Special meeting of Executive Committee
 - a. May be called by President
 - b. May be called upon written request of three members of the Executive Committee
 - c. A majority of the Executive Committee shall constitute a quorum for the transaction of business
 - d. Robert's Rules of Order shall govern special meetings when applicable and not in conflict with the Chapter Bylaws or any special rule of order adopted by the Chapter

XIII. STUDENT REPRESENTATIVE(S)

The purpose of student representative(s) is to foster communication between planning professionals and planning students, while acquainting planning students with various local, regional and national planning issues.

- A. Appointed by President for term of January 1 to December 31 of program year
- B. The student representative has a responsibility to attend Executive Committee meetings and report on activities in connection with APA
- C. Must be from an accredited planning school recognized by APA
- D. If appointee is a second year graduate student not returning after June, an alternate should be appointed
- E. Recommended to appoint a first year graduate student
- F. If more than one upstate planning school is accredited, the Executive Committee may increase student representation to allow one representative per accredited planning school to participate
- G. Financial assistance will be provided to student representatives to attend Chapter Executive Committee meetings
- H. The Executive Committee will provide assistance, support and guidance to student representatives in pursuing professional planning development at the university level
- I. Chapter assistance could include, but not be limited to:
 - 1. Survey of employers' requirements
 - 2. Panel discussions
 - 3. Participation and organization of conference sessions
 - 4. Participation and organization of Section programs
 - 5. Similarly related activities