**New York Upstate Chapter**

**American Planning Association**

**January 20, 2012**

**Dewitt Town Hall**

**Executive Board Meeting**

1. Call to Order

Chapter President Ellen Parker called the meeting to order at 10:55 a.m.

Present- Judy Breselor, Art Buckley, Mark Castiglione, Katie Evans, Rich Guarino, Jason Haremza, Eve Holberg, Nadine Marrero (by proxy), and Ellen Parker

1. Approval of Previous Board Meeting Minutes

Meeting minutes will be held until the March meeting.

1. Ellen appointed a Nominating Committee consisting of Judy Breselor as Chair, Marsha Kees, Gary Palumbo, and Rich Guarino. Judy will reach out to existing officers to discuss the position’s responsibilities and to see if they are interested in serving another term. If there are vacant positions, the nomination committee will convene. As Past President Judy will also review the chapter’s source book and add any institutional knowledge where applicable.
2. Meeting locations were discussed. Mark Castiglione will look for a suitable location for meetings that will allow for conferring capabilities and internet access. A centralized location near Syracuse will be taken into consideration. The Board is greatly appreciative to the Town of Dewitt for hosting previous meetings.

The Board appointed Mark Castiglione to find a meeting location that is centralized, offers internet access, and allows for conference calls.

Vote: Moved by: Parker Seconded by: Buckley

All present voted in favor. The motion was carried.

1. The Board scheduled a workshop for May 11, 2012, 9:00 a.m. – 4:00 p.m. The location will be determined pending the results of Mark’s research. The workshop is intended to establish work plans (month by month check list of responsibilities) for each Board position. Additionally the workshop will be focused furthering the chapter work plan.

Vote: Moved by: Parker Seconded by: Evans

All present voted in favor. The motion was carried.

1. The Board approved the by law revisions subject to the final vote outcome.

Vote: Moved by: Haremza Seconded by: Castiglione

All present voted in favor. The motion was carried.

The Board discussed the implementation of the Chapter-Only membership option. Section Directors should reach out to potential candidates. Katie Evans will distribute the draft membership form.

1. The newsletter was discussed. Mark will reach out to private firms to see if there is interest in generating a newsletter template in exchange for in-kind sponsorship.
2. The Board worked on the Draft Request for Proposals for the Administrator position. Mark will finalize. The RFP will be posted to Linked In and Cyburbia, e-mailed out to the membership, and posted on Craigslist via each Section Director.

Vote: Moved by: Breselor Seconded by: Haremza

All present voted in favor. The motion was carried.

1. Ellen received student resumes to assist in mapping for the CPC grant. Rich will assist Ellen in reviewing them.
2. The Board determined the 2012 meeting schedule as follows:

March 16th Business Meeting, 10:30 a.m., location pending

May 11th Workshop, 9:00 a.m., location pending

Business Meeting, 4:00 p.m.

July 20th Business Meeting, 12:00 p.m., conference call

Sept. 19th Business Meeting, time t.b.d., Corning

November Business Meeting, time t.b.d., SUNY Buffalo

Eve will post the meeting schedule on the Chapter website. Diane Carlton, Chapter Secretary, will to work with Eve to post past meeting minutes.

1. The Board discussed the potential of Professors of accredited colleges being exempt from taking the AICP exam.

Andy Raus, Education Officer will review school accreditation documents to see if professors are required to be members of APA. Andy will also contact all faculty members of accredited schools to encourage them to join APA as a full member or a Chapter-Only member if they are not already.

Vote: Moved by: Haremza Seconded by: Buckley

All present voted in favor. The motion was carried.

1. The Board reviewed the final 2011 budget report submitted by Eve. The Board accepted the final 2011 budget report.

Vote: Moved by: Guarino Seconded by: Haremza

All present voted in favor. The motion was carried.

1. The Board discussed the proposed 2012 budget submitted by Eve. The budget is proposed to be amended to include the fund balance and appropriations for website/e-communications.

The 2012 budget is approved as amended.

Vote: Moved by: Haremza Seconded by: Guarino

All present voted in favor. The motion was carried.

1. The Board reviewed the proposed sponsorship options. Jason Haremza will revise option B.

The Board accepts Option B Sponsorship Form as amended.

Vote: Moved by: Castiglione Seconded by: Breselor

All present voted in favor. The motion was carried.

1. Adjournment

There being no further business to come before the Board, this meeting was adjourned at 3:00 p.m., Friday, January 20, 2012.

Vote: Moved by: Haremza Seconded by: Parker

All present voted in favor. The motion was carried.

These minutes were adopted by the Executive Board on .