



APA New York Upstate Chapter Executive Board
March 13, 2015
Executive Board Meeting Notes - FINAL
Teleconference Call

Present: Art Buckley, Mark Castiglione, Jane Nicholson-Dourdas, Katie Evans, Rich Guarino, Kerry Ivers, Angela Keppel, Tom Knipe, James Levy, Ellen Parker, Brian Panchelli, Caroline Quidort, Andy Raus, Ben Syden, Jenn Yonkoski

Items:

1. **Roll Call:** Board members present are listed above.
2. **Approval of Previous Board Meeting Minutes:** Motion: B. Syden: Second: R. Guarino – Approved by all Board Members on the call.
3. **Additions/Changes to the Agenda:** The membership updates will be moved up in the agenda to accommodate schedules.
4. **President's Report:**
 - a. Revised Agenda Format: The board agreed with the proposed agenda format change based on items to discuss instead of officer reports.
 - b. Chapter Administrator Contract: The contract has been executed with Highland Planning.
 - c. National APA Conference Delegates: K. Evans and E. Flynn will represent the Chapter at the Conference.
 - d. New York Planning Federation Representatives: Based on discussions at the previous Executive Board meeting held in Syracuse and no additional requests, A. Buckley and E. Holberg will attend as Chapter Representatives. A. Raus and J. Dourdas plan to attend and K. Ivers may attend. K. Evans will email the group to begin the discussion on schedules for manning the Chapter booth. Coordination will be coordinated by A. Buckley. M. Castiglione has the Chapter banner for use with the booth.
5. **2015 Meeting Schedule:** The next meeting is scheduled for May 8th in Syracuse. The July 31st meeting will be a conference call and in September we will have a Board Retreat (Sept. 17th or 18th depending on scheduling of the Planners Day & Awards event). We will schedule the November 6th meeting for Cornell University once again as it did not work out last year. T. Knipe will work with J. Dourdas on scheduling. T. Knipe stated that if members were interested in coming in the night before it could be a good Student Connect/Networking event.

6. Membership Update: The Board received a copy of the membership map in the meeting material packet for review prior to the teleconference call. Three revisions were requested including adding the date when the membership data was pulled, adding section boundaries and adding the GFL section to the legend. Since many of the points overlap on the map it was also requested that a new map using dot density by county be created to better show distribution of members.

C. Quidort provided an update on Chapter membership. M. Castiglione mentioned a possible coding error with the website. R. Guarino recommended reaching out to past members/Section Directors to find out why this occurred.

7. Bylaw Revision: The Board received a track-changes version of the bylaws in the meeting material packet for review prior to the teleconference call. M. Castiglione discussed the need for the change coming out of the Not-For-Profit Revitalization Act and noted the revisions made since the last meeting. He mentioned that some Officers had provided input and revisions on their roles and responsibilities which have been incorporated. He also received some revisions from K. Ivers and A. Keppel regarding Section Directors which will be incorporated.

One important change has been to the definition of a Quorum and who can and can't vote. While all positions have been retained, since several are not elected positions they can no longer have a vote under the Act.

Significant discussion was held regarding the importance of the Officer Emeritus position. Since the Board has voiced their desire to retain a past president as a voting member of the Board, the Officer Emeritus position will need to be a voted-on position by the Chapter membership, though it will only be open to past presidents.

Section Directors have been added as Board members with a vote as they are elected by their section which is a subset of the membership. Since Section Directors are elected by their section, they have been added to Article V.3 so that they are not term-limited by this document.

K. Evans asked if the legislative affairs committee should be added to Article IX. M. Castiglione stated that if it is a policy developing committee it should be added, if advisory, then probably not. A. Raus and B. Syden both stated their opinion that the committee was advisory only. The Board generally agreed with this opinion and thus the committee will not be added.

M. Castiglione stated that the next step is to submit the bylaws to APA National for review and upon approval they will need to go to the membership for an official vote of approval.

- 8. Region 1 Conference:** J. Levy updated the Board on the status of the conference and host committee activities. Sponsorships have been very slow to come in – 3 exhibitors, 1 break sponsor, and 1 half page ad so far - but there will be a significant push to get sponsorships over the next several weeks. The Platinum sponsorship levels has been dropped from \$15,000 to \$12,000. Registration is being provided by APA National and should be online sometime in April.
- 9. Fall Planners Day (& Board Retreat):** The tentative date for Planners Day was determined to be September 16, 17 or 18 but a more firm date is needed. The Board generally agreed that the Planners Day should be held on Friday, September 18, 2015 (with the Board Retreat September 17th). The day will include the annual meeting, potentially a learning-based session or two for CM Credit, and the awards banquet. It will also include a new award category called Great Places which will be based on the format done by APA National. The award(s) will be for a Great Place, Great Street, or Great Neighborhood. More information regarding the Planners Day will need to be sent out in the newsletter and via an e-blast to alert Members. Discussion items at the annual meeting will include Bylaw revisions, restructuring of fiscal policies, and potential restructuring of sections/membership. K. Evans asked that Board Members think about retreat topics and the organization of Planners Day.

C. Quidort asked if anyone on the Board was concerned about holding a second event in one year and asking members to attend two events. J. Levy mentioned his concern about asking for payment for an additional event and asked if it was possible, given the solid financial standing of the Chapter and Sections, if Planners Day could be free to members in good standing. K. Evans stated that it was envisioned that the Day would be at least low cost but that a free event is worth considering given the current financial situation. J. Dourdass stated that she will work on developing a schedule for the day and look into the potential for a room block, and conference room, at local hotels for the retreat. A. Raus mentioned a speaker who he heard at another event. The Board was interested and A. Raus offered to contact Robert Gibbs to find out his availability and cost.

- 10. Legislative Affairs Committee:** A. Raus, B. Syden, B. Kehoe, and K. Evans discussed Committee priorities. The Civil Service effort undertaken in 2014 whereby the Chapter sent a letter to the NYS Division of Labor and planning schools in NYS stating that planners should get credit for AICP and their planning-related education to sit for a civil service exam or be eligible to skip the exam got only one response from a school. There was no response from the Division of Labor. The Committee would like to follow-up with the Division of Labor and Planning Schools to solicit more responses. The Board was generally in agreement that follow-up was necessary so A. Raus and B. Syden will undertake this effort.

B. Syden mentioned two additional items. The first was the topic of licensing planners in NYS. He thought it might be worthwhile to have a roundtable at the Region 1 Conference with leaders from NJ about licensing in their state. There was no further discussion on this topic. The second was a discussion he had with a member regarding NYS DOS funding of

projects where the budgets are significantly less than what is required to do the work. M. Castiglione mentioned that NYS DOS Coastal Division is undergoing a review process currently so it may be worthwhile articulating the challenges to DOS in a letter. The Board generally agreed that this is an issue worth pursuing. B. Syden will consider options for potentially bringing up and addressing this concern.

K. Evans mentioned that these discussions really point out the need for the Chapter (and planners) be able to better define who we are. We need to find a method to get the message out to elected officials and others. E. Parker suggested that K. Evans talk with Jason as he is interested in this topic.

K. Evans asked if any Board Members felt any motions were needed. None were mentioned.

11. Next Newsletter: The next newsletter is scheduled to be released in April around the time of the Regional Conference registration going live. Currently, the Chapter is using MailChimp but there has been interest in changing to Constant Contact. The recommendation was to move to Constant Contact.

12. Other Business: R. Guarino asked for future agendas to provide a V.P. report following the President's Report. That change will be made. R. Guarino noted that he has begun work on new awards categories. The Krasner Award request for applications has been sent out. Potential applicants have until the end of March to submit an application. In the past, on average four to six applications have been submitted.

T. Knipe noted that the Sue Stein memorial service is being scheduled. On April 9th, there will be an open mixer for students and Chapter members.

M. Castiglione congratulated T. Knipe on the tourism campaign that went viral.

J. Dourdas noted that it appears September 18th is available for Planners Day. The Board generally agreed that we should lock in the date and J. Dourdas will RSVP the space.

13. Adjournment: Motion by K. Evans: Second: J. Levy - Approved unanimously