



APA New York Upstate Chapter Executive Board
February 6, 2015
Executive Board Meeting Notes – FINAL
Location: CNYRPDB - Syracuse, NY

Present: Art Buckley, Mark Castiglione, Jane Nicholson-Dourdas, Katie Evans, Ed Flynn, Rich Guarino, Eve Holberg, Kerry Ivers, Angela Keppel, James Levy, Ellen Parker, Andrew Raus, Jenn Yonkoski

Items:

- 1. Introductions:** Board members introduced themselves and provided a brief background on themselves.
- 2. Approval of Previous Board Meeting Minutes:** Motion: A. Buckley: Second: A. Raus – Approved by all Board Members present at the previous meeting.
- 3. President's Report:**
 - a. New Board Members: Welcomed new Board Members and summarized changes to the Board for 2015.
 - b. 2015 Meeting Schedule: Next meeting will be March 13th as a conference call.
 - c. Chapter Administrator Contract: The contract was distributed for review. Discussion ensued regarding how the contract was awarded, how often it is released as an RFP, the primary roles of the consultant, and how time has been billed in the past. Time allotted for Region 1 Conference and the need for additional hours on this task was also discussed and it was generally agreed that an additional 12 hours should be provided. A motion was made to add to Exhibit A "Flex Services – Region 1 Conference Support Contingency" which will provide for up to 12 additional hours with the following language "The Board President has the authority to authorize spending these contingency services hours." Motion: E. Holberg: Second: E. Parker - Approved unanimously.
 - d. Fall Planners Day: September 18th is currently the preferred date. There is a 1-day event proposed, likely to be held in Syracuse, where some CM credit sessions will occur, there will be a luncheon and awards ceremony and possibly a plenary session. A.R. recommended reaching out to ASLA to gauge interest in participating. J. Nicholson-Dourdas will reach out to ASLA. No motions needed on this item.
 - e. CPC Grant: Discussed the upcoming CPC grant deadline and past awarded CPC grant. The grant was intended to map the membership and develop a work plan for the Chapter but was only partially utilized. J. Yonkoski offered to create a membership map for review by the Board. A. Buckley asked that different colors be used to represent different types of members and that the boundaries of each section be mapped as well. It was decided that the Chapter will not submit a grant request this year. A. Raus suggested that the Board consider holding a retreat to develop a work plan. This could possibly happen around the Fall Planners Day event. No motions needed on this item.

- f. National APA NYU Gathering: The newsletter mentioned that Upstate Chapter will have a gathering for attendees. While there will not be a formal gathering, it was anticipated that an email could be sent to those attending inviting them to meet-up for an impromptu social event in a local establishment.
- g. Priorities for the Upcoming Year: The following action items were identified by the Board:
 - i. Update of Chapter Bylaws (currently underway)
 - ii. Scheduling a retreat to develop a work plan
 - 1. Complete membership mapping project
 - iii. Identify and develop state-level legislative issues
 - iv. Look into starting a Google group for Chapter Members
 - v. Work on brand awareness and possible branding for Chapter
 - 1. Investigate potential to attend other conferences (already attend NYPF), submit a session to a conference, develop a brochure
 - vi. Develop a photo contest and award event for Fall Planners Day
 - 1. Great Places/Great Streets as categories
 - 2. Use APA National as a model
 - 3. Committee will include E.Flynn as Chair, R. Guarino, A. Keppel, and E. Parker.
 - 4. Will be a free contest, may develop a more membership-oriented process in Year 2 depending on the success of the first contest
 - 5. Need to request free use of pictures and declaration that they are free of copyrights and ownership.

- 4. Treasurer's Report:** E. Holberg distributed budget documents showing 2010-2014, 2014 Year-End Budget, the 2015 Budget Proposal, and a matrix of the Chapter and Sections Financial Position and provided an overview of each. Motion to approve the 2014 Year-End Report: Motion: A. Buckley: Second: M. Castiglione - Approved unanimously.

E. Holberg provided an overview of the 2015 Budget Proposal and some of the changes proposed. The budget will be amended to reflect the change previously approved for consultant services. Motion to approve the 2015 Budget Proposal (with amendments): Motion: M. Castiglione: Second: E. Flynn - Approved unanimously.

E. Holberg detailed five resolutions regarding changes to bank-related issues. She provided details on the five documents and discussion ensued regarding how bank accounts within the Chapter and each Section. It was recommended that E. Holberg and K. Evans talk with each of the Section Directors regarding section finances and discuss the need to get work plans submitted prior to the budget proposal for 2016. A motion to approve the five resolutions was made by A. Buckley: Second by J. Yonkoski - Approved unanimously. J. Levy signed each resolution.

5. **Region 1 Conference:** J. Levy provided a summary of the conference preparations by the Host Committee thus far. Sponsorship levels were discussed and distributed as an FYI – no action needed. It was requested that a “Host Chapter” options be considered for sponsorship(s). On behalf of the Conference Host Committee J. Levy asked the Board for approval to request a bridge loan to cover pre-conference expenses such as deposits. It is hoped that sponsorships will come in early enough and in large enough amounts that they will cover any deposit needs but if such a bridge loan is required, the Board generally agreed that the host committee should request funds from the other state Chapters as the Upstate Chapter has provided significant up-front funds already. No motions needed on this item.

6. **At Large Officer:** M. Castiglione distributed the marked-up draft version of the Bylaws and detailed the proposed changes. There are significant changes, many of which are based on the Not for Profit Revitalization Act. Several revisions/changes were recommended by Board members which M. Castiglione will make and distribute to the Board prior to the next meeting. Each officer was asked to talk with the previous officer in their position, draft any potential changes/amendments to their position as currently drafted in the bylaws, and provide to M. Castiglione for incorporation prior to the next meeting. No motions needed on this item.

7. **Other Officer’s Reports:**
 - a. Public Relations Officer: E. Flynn noted that the Chapter newsletter has been released. Articles focused on the Finger Lakes Region. The next newsletter will be released around the time that conference registration opens in April. May look to add a student perspective section to the next newsletter. We are trying to go solely electronic for future copies and E. Flynn is interested in using Constant Contact. M. Castiglione will talk with Tanya about the existing MailChimp account and the potential to switch over as we should only use one account.
 - b. Legislative Affairs Officer: A. Raus detailed the structure of the legislative affairs committee. Discussion ensued regarding the potential need to hire a lobbyist. The Board was asked to provide A. Raus with any ideas or thoughts on legislative affairs. A letter was sent to the NYS Civil Service Commissioner last year regarding civil service definitions of experience for planners but a response has not been provided. E. Holberg mentioned licensing of planners and M. Castiglione noted that the discussion was brought to Assemblyman McDonald. It was discovered that it would take a lot of work to make this happen. No motions needed on this item.
 - c. Professional Development Officer: A. Buckley mentioned that he had submitted the NYPF sessions for CM credit.
 - d. No other Officer’s reports.

8. **Other Business:** None.

9. **Adjournment:** Motion by R. Guarino: Second: E. Flynn - Approved unanimously