



APA New York Upstate Chapter Executive Board
May 8, 2015
Executive Board Meeting Notes - Draft
Location: CNYRPDB – Syracuse, NY

Present: Art Buckley, Mark Castiglione, Jane Nicholson-Dourdas, Katie Evans, Rich Guarino, Kerry Ivers, Angela Keppel, Tom Knipe, James Levy, Ellen Parker, Brian Pincelli, Andy Raus, Pat Tatich, Jenn Yonkoski

Items:

1. **Roll Call:** Board members present are listed above.
2. **Approval of Previous Board Meeting Minutes:** Meeting notes from the February 6, 2015 and March 13, 2015 meetings were reviewed. Motions to approve were made as follows:
February meeting notes: Motion by A. Keppel, Second by M. Castiglione – approved unanimously.
March meeting notes: Motion by A. Buckley, Second by R. Guarino – approved unanimously.
3. **Additions/Changes to the Agenda:** CPC updates will be reviewed later in the agenda. Need to add a discussion regarding the planned September Board retreat.
4. **Bylaw Revision:** M. Castiglione discussed several changes and modifications to the bylaws including changing the name of the Board to “Chapter Board”, changing appointed positions to non-voting, a quorum is now defined as a majority of the entire board + 1, and revising the timeline for Upstate Chapter elections to be consistent with the timeline used by National. Additional revisions requested by Board members included removing the use of a paper ballot (will ensure that the contact database has an email for all members), amending wording to state that a majority of votes cast will be needed to approve the bylaw revision. M. Castiglione requested a motion to approve the revised bylaws with requested amendments and distribute to the membership for review and adoption. Motion made by A. Buckley to approve, Second by Jenn Yonkowski – approved unanimously.
5. **APA Region 1 Conference:** P. Tatich thanked K. Evans for her outreach and discussions with other Northeast Region Chapters. Both J. Levy and P. Tatich provided the Board with an overview of the current conference status. One item that needs to be developed quickly are talking points for other chapters to distribute to their membership to encourage attendance at the conference. A. Buckley mentioned that the CM form is causing issues and it may need to be modified. No Motion(s) necessary on this item.
6. **Fall Planners Day (& Board Retreat):** The proposed date is now Friday, September 18, 2015. A Board “Retreat” meeting will be held on Thursday September 17th which will serve as both a regular board meeting and opportunity to discuss the Chapter work plan.

Discussion ensued regarding planning for the event. The following list of items need follow-up:

- Awards Program/Luncheon
- CM Credits
- Cost – the Board wants the cost to be minimal. Parking on-site is \$5 if purchased by the Chapter in a group, \$8 if purchased in advance individually, and \$14 for individuals who drive in without advanced purchase of a parking pass.
- Location: J. Dourdas has secured the Gateway Center at SUNY ESF. A deposit needs to be submitted along with the required paperwork.
- The layout of the event from sessions to room configuration, estimates of attendees (the room holds a maximum of 500 people, it is expected the maximum would be 150 attendees), food requirements, and timeline for events needs to be developed.
- J. Dourdas and B. Pincelli will work together to plan this event and email the Board when needed.

K. Evans passed around a binder which is the start to a conference planning handbook. A. Buckley stated that guidelines and lessons learned regarding CM credits needs to be added.

After some discussion about deposits and potential costs, a Motion was made to approve an expenditure of up to \$3,000 plus a deposit of \$1,550. Motion was made by A. Buckley, Second by M. Castiglione – approved unanimously.

7. **Membership Update:** J. Yonkoski distributed revised membership maps for review by the Board. Some discussion followed regarding members in rural areas, the Chapter boundary, and Section boundary lines. Discussion on membership will be a topic for further discussion at the Board Retreat on September 17th. No Motion(s) necessary on this item.
8. **Professional Development:** The Chapter has agreed to provide the NYSAMPO Conference with support in submitting their conference sessions for CM Credits. We will get an ad in the program thanking us for our support. No Motion(s) necessary on this item.
9. **Treasurer Report:** There have been issues with the insurance company. Currently we are having issues getting insurance for the APA Northeast Region Conference. There was some discussion regarding the need to get a new insurance company. The bank account(s) need to be reviewed for any changes/updates required since changes in Board(s) have occurred. No Motion(s) necessary on this item.
10. **Scholarships:** R. Guarino reported that this was another successful year for Krasner scholarship submissions. Notifications to applicants have been sent out. The scholarship fund currently has \$1,500. There has been some difficulty with fundraising. R. Guarino also reported on the Chapter Awards program. There are a few changes to the nomination form and guidance: We are requiring a hard copy and a CD (no electronic submission), a Digital Release Clause for picture award(s), and have revised categories to be more consistent with the National awards program. We have also added a “Best Places in Upstate NY” category

with three distinctions for the type of place. Nominations will be accepted until July 17th. Submissions will be made through the fill-in PDF form. Some discussion ensued regarding completely paperless submissions but the documents are displayed at the awards ceremony so a hard-copy is needed. No Motion(s) necessary on this item.

T. Knipe provided a background on Stu Stein. A memorial internship to support a student working on heritage tourism is being developed in his memory and a fund is being established to support the internship. The goal is to raise \$20,000 to fund the internship for several years. The Southern Tier Section has pledged \$1,000 in support and the group establishing the internship program may make a request to the Upstate Chapter. They may also look to the Chapter for assistance in handling the funds. An email from E. Holberg noted that fundraising is the responsibility of the Section but the fund can be managed by her with checks being cut as necessary. T. Knipe will provide an article to E. Flynn for publishing in an upcoming newsletter. No Motion(s) necessary on this item.

11. 2015 Meeting Schedule Updates/Revisions: The following is the upcoming meeting schedule:

- July 31st – Conference Call
- September 17th – Board Retreat in Syracuse
- November 6th – In-Person Meeting (@ Cornell University?)

No Motion(s) necessary on this item.

12. Chapter Presidents Council (CPC) Updates: K. Evans provided the following updates:

- CPC is looking for input on the Development Plan and is looking for Chapter Board input.
- Legislative Policy – There is a new advocacy group available to any member. It is intended to provide help/support to Chapters. An APA Advocates Twitter account will launch this summer.
- Budgeting – There are 38,000 APA Members, 15,000 are AICP. APA is undertaking a communications audit.
- AICP CM Credits: A full overhaul of the CM program is expected to be complete by October 15th. Instead of submitting sessions for CM credit, the procedure is changing so that providers can certify sessions for credit. A. Buckley requested that Professional Development Officers be involved in this effort. K. Evans recommended that an email be sent to Lynn Jorgensen making this request, with a copy sent to her.
- A new disaster recovery division within APA is being formed. There has been a recommendation to assess which divisions members currently belong to in order to determine programming priorities in the future.

No Motion(s) necessary on this item.

13. Other Business:

- Paypal Account: The Western New York Section tried to establish a Paypal account and was unsuccessful in doing so. J. Levy suggested talking with S. Maguire in the Capital Region Section about their use of Eventbrite and how they established the account.
- Southern Tier Events: T. Knipe mentioned the upcoming EcoVillage Tour that has been advertised to members. There is also an Erie Canalway Conference taking place in Ithaca later this year.

No Motion(s) necessary on this item.

14. Adjournment: Motion by R. Guarino, Second by J. Dourdas – unanimous approval.