



APA New York Upstate Chapter Executive Board
September 17, 2015
Executive Board Meeting Notes - Draft
Location: Conference Call

Present: Art Buckley, Mark Castiglione, Jane Nicholson-Dourdas, Katie Evans, Ed Flynn, Rich Guarino, Tom Knipe, James Levy, Brian Pincelli, Ellen Parker, Pat Tatich, Jenn Yonkoski

Items:

1. **Roll Call:** Board members on the call are listed above.
2. **Approval of Previous Board Meeting Minutes:** Held until next meeting.
3. **Additions/Changes to the Agenda:** Items to be discussed by M. Castiglione were moved to the beginning of the agenda.
4. **Projects in the Works:**
 - a. **Insurance:** The current insurance carrier has been difficult to work with and we had issues related to insurance for the N.E. Regional Conference in Saratoga Springs. Through a new insurance broker, we can get full coverage, including some coverage(s) that are necessary which are not covered by our current plan, for an increase of approximately \$600 - \$700. Motion: A. Buckley, Second: M. Castiglione – approved unanimously.
 - b. **Website:** The chapter has been having issues with the website for some time. The current website theme is no longer supported and errors are becoming a problem. These issues have been discussed and it may be possible to fix the problems instead of completely overhauling the website.
 - c. **Accounting:** E. Holberg emailed K. Evans regarding accounting difficulties. For tax filing this year, the Chapter was billed additional hours to complete the 990 form and the fee for regular service(s) rose this year. A proposal for new accounting assistance will be brought to the Board for review before any changes are made.
 - d. **Newsletter:** E. Flynn expects the next newsletter to be distributed in October. The articles will include the Conference in Saratoga Springs, Planners Day & Awards, and a focus on the Southern Tier or Central NY region. The newsletter needs to transition from the paper version to online and methods for doing this are being investigated.
5. **Fall Planners Day:** K. Evans thanked J. Nicholson-Dourdas, B. Pincelli, and R. Guarino for pulling together the event. There were no last-minute issues or concerns, registration closed yesterday, the awards are set, and the event is ready to go. As of yesterday there were 85 registrants & award winners registered. A. Buckley and E. Flynn offered to take pictures during the event.

- a. **Annual Meeting:** K. Evans discussed the annual meeting agenda. The bylaws update will be going out to the membership for a vote shortly. An electronic ballot will be used except for 3 members without email who will receive a paper ballot in the mail. The ballot should be out by the end of the month.
6. **NYU 2016 Conference – WNY:** The 2016 Upstate Chapter Conference will be held at the Hyatt Hotel in Downtown Buffalo from September 28 – 30, 2016. This was the only available date/location in downtown Buffalo that works for the Conference. Still no official Conference Planning Committee formed. This date will likely cause issues with the Capital Hill Day and some members who will be attending that event.
7. **Board Retreat:** The retreat will be in Ithaca on November 5th and 6th, 2015. The retreat will take place on the 5th with the business meeting, networking meeting with Cornell Students & talk by Rolf Pendall on the 6th. For those who need overnight lodging there are a few options – T. Knipe will work on identifying rates and availability and get back to the Board ASAP. K. Evans quickly mentioned the agenda items that are proposed for the retreat. M. Castiglione, K. Evans and T. Knipe will work on finalizing the agenda.
8. **Other Business:** B. Syden has submitted his resignation from the Board. K. Evans mentioned an update from A. Raus regarding the legislative committee. P. Tatich noted that she will be attending the NYSAC Conference in Lake Placid. If anyone has anything for her to bring to the group from the Board please let her know. A. Buckley mentioned the need to promote the idea of Chapter-only memberships to staff and board members. K. Evans asked J. Levy to create a master list of Chapter Board Members with email addresses for distribution to the Board.
9. **Next Meeting:** The next meeting will be the retreat in Ithaca on November 5th and 6th.
10. **Adjournment:** Motion by: E. Flynn, Second: A. Buckley, approved unanimously.