1. Roll Call
   a. Attendees: Board Members – Amanda Bearcroft, Joe Bovenzi, Mark Castiglione, John Czamanske, Rich Guarino, Eve Holberg, Matt Ingalls, Tom Knipe, Jim Levy, Sean Maguire, Christina McInerny, Kerry O’Connor, Felipe Oltramari, Ellen Parker, Andy Raus, Patricia Tatich, Nicolette Wagoner
   b. Excused: Jonathan Bleuer, Darren Kempner, Jane Rice, Vicky Simon

2. Approval of Meeting Minutes
   a. August 2018 meeting notes approved (Castiglione, Holberg)

3. Additions/Changes to the Agenda
   a. For discussion in December: potential new subcommittees. These groups would need to include non-Board members as well.
      i. By-laws (Mark)
      ii. Legislative issues (Darren)
      iii. NYPF / Ag presentation (Kerry)

4. Board Election Update
   a. 2019 Board
      i. President: Mark Castiglione, AICP
      ii. Vice President: Sean Maguire, AICP
      iii. Secretary: John Czamanske, AICP
      iv. Treasurer: Eve Holberg, AICP
      v. Director of Legislative Affairs: Darren Kempner, AICP
      vi. Membership Officer: Ellen Parker, AICP
      vii. Education Officer: Matt Ingalls, AICP
      viii. Public Relations Officer: Amanda Bearcroft
      ix. Member at Large: James Levy, AICP
      x. Professional Development Officer: Richard Guarino, AICP
      xi. Planning Official Development Officer: Pat Tatich, AICP
      xii. Liaison to the NYS County Planning Directors: Nicolette Wagoner, AICP
      xiii. Liaison to the Ontario Professional Planners Institute: Vicky Simon, MCIP, RRP
   b. Participation rate was 13.84%, slightly lower than national trend. Between 2016-2018, almost 10,000 new eligible voters in all of APA, in part due to free student memberships.

5. Projects in the Works
   a. Chapter Work Plan
      i. Goal to complete a draft for discussion in December.
      ii. As a chapter, we have improved in terms of communication about CM credit opportunities and will continue to do so through weekly e-blasts.
iii. Goal to submit two applications for Great Places in each section every year. Also, increase the number of upstate FAICP and College of Fellows applications.

iv. Work Plan subcommittee to meet 11/14 in Albany area. Jim asked all Board members to write a statement regarding goals for his/her position by end of October.

b. PDO Update
   i. CM credits: 2018 up 11% from last year with 224 CM opportunities (January to October). We also offer another 50 credits through webinars from Chicago chapter for a total 274 for the year.
   ii. 29 AICPs are working toward achieving their credits by the end of 2018.
   iii. Within Upstate Chapter, 50% (3 of 6) passed AICP exam, including all three candidates in the Chapter’s mentorship program. The program allows students to take test before they have work experience—when they have work experience, gain full AICP status.
   iv. AICP reduced exam fee – chapter has one scholarship to allocate per year. Candidate must state financial hardship. Jim will publicize at annual meeting.
   v. Highland will send two sets of email blasts, one to AICP and another to non-AICP members.

c. Budget Update
   i. Chapter has been losing money, based on our recent policy to spend down fund balance. We are now at the point where reconsideration of that policy is appropriate, as fund balance is at approximately $4k (this does not include any – conference income).
   ii. Eve shared with the Board the balances of section checking and savings accounts, all of which are healthy. Work plan will include section budgets.
   iii. Board may need to consider other revenue sources in order to fund current expenses. Several issues such as the 2018 insurance payment, lack of chapter conference and Planners Days have been recent liabilities; however, Board agrees that events provide members value. Discussion about consolidating bank accounts from which the sections could draw down.
   iv. Need to discuss with Jane Rice the option of CNY section utilizing some savings for Planners day (would benefit chapter while drawing down section budget).

d. Updates from National (via email)
   i. Sean Maguire updated the Board on discussions from CPC Meeting in Washington DC. APA realigned the Great Places announcements with Legislative Policy Day on the Hill, result of raising the profile of the organization. From a national perspective, most chapters had representation. Membership committee discussed improving onboarding for new board members. Policy – discussion about APA Foundation. Presentation to Senator Gillibrand and Schumer office about Planning Home initiative, maintaining federal funding for HUD and other programs.
   ii. APA is working to preserve the history of the organization and is looking for any materials that reflect timelines of various chapters or APA as a whole. Section directors will send anything that may be relevant to Jim.
   iii. Chapter work plan will be a model for other chapters as it demonstrates well how chapters and national should relate.
e. Newsletter
   i. Call for submissions in mid-October, a reminder email will go out the following week. Next newsletter will be out late November with conference summary, bios for new board members, and any other articles from board members. Send content from sections to Andy, Christina or Highland.

f. Mini-grants
   i. Update at future meeting.

g. Chapter Administrator
   i. Highland has been active in terms of chapter participation. Jen Topa will be in Ithaca to assist with registration.
   ii. New and reformatted e-blasts to come with chapter information at the top.

h. Planners Day 2019
   i. Date TBD. Syracuse is a good central location for this event. Potential increase in rate along with sponsorships.
   ii. Discussion about posthumous recognition for Saratoga County Planning Director Larry Gordon at Spring Planners Day.

i. Membership ideas
   i. Pat suggested reaching out to retired planners to invite them to conferences and other events in order to retain members.
   ii. Chapter could use other avenues such as LinkedIn and other social media to advertise the “Chapter Only” membership option.

6. Section Directors Updates
   a. Southern Tier – see 2018 Chapter Conference Update.
   c. CD – elections coming up but no major changes to section board. Section will host a speed networking event on community development this fall. Preparing a professional development survey.

7. Association of Collegiate Schools of Planning Conference / Buffalo, October 25-28
   a. Jonathan is organizing dinner with APA National Staff, several Upstate chapter board members will attend.
   b. Publicity (e-blasts, newsletter)

8. 2018 Chapter Conference Update
   a. Conference starts Weds at 1:30.
   b. 7 mobile workshops with 2 by Limebike
   c. Tom encouraged as many of us to attend Friday afternoon session with alumni panel about planning education, and how curriculum at Cornell could evolve to better support the profession.
   d. Healthy number of sponsorships and ads for the conference helping to offset the cost of the conference.
   e. Total attendance 198 (including 34 students from Cornell, Albany, Buffalo, Binghamton and Alfred State). Expecting a return of up to $4k to the Chapter.

9. Other Business
   a. NY Planning Federation
i. Pat Tatich provided the group with an overview of NYPF initiatives and the relationship between that organization and Upstate APA. NYPF is currently working with farmers to facilitate conversations with planning boards, translate their perceptions of planning and zoning boards with respect to agriculture. Potentially NYPF and APA could collaborate on a presentation on the role of planners and boards to the agricultural community. Mark Castiglione noted that APA has some good boilerplate materials for presentations on this subject.

b. Remaining 2018 Meeting Schedule
   i. December teleconference on 12/14 from 10 am-Noon.
   ii. Conference call to come February 2019.

10. Adjournment at 12:05 (Holberg, O’Connor).