



American Planning Association
New York Metro Chapter

Making Great Communities Happen

Executive Committee Meeting 9/15/2010

Location: Offices of AKRF Inc. – 7th Floor, 440 Park Avenue South, New York, NY

I. Procedural Duties

- A. Call to order at 6:10 PM
- B. Minutes from June 14th Meeting – not available

II. Chapter office and transition to new executive committee positions

- The Chapter office at 11 Park Place was vacated over the summer, and contents from the office (files, stationery, records, etc.) were moved to a cubicle space (being donated by Chapter sponsor, AKRF Inc.) at the Park Avenue South Office. Mail will go to the attention of David Fields at Nelson\Nygaard at 121 West 27th Street, Suite 705, New York, NY 10001.
- A conference call hosted by Donald Burns with new Chapter Executive Committee members took place for the benefit of those beginning on October 1, 2010. An overview of APA, Metro Chapter, the bylaws, and other pressing issues was provided.

III. President's Report

- APA Blue Ribbon Task Force: the "Blue Ribbon Task Force" was set up by APA President Bruce Knight last winter in response to CPC's concerns regarding the APA Board's decision to retain certain admin and finance charges from chapter dues.

Donald Burns participated in two conference calls to discuss the preliminary findings. Some of the recommendations were helpful, but most would add additional burdens/requirements on the Chapters. The ultimate goal is to identify ways for APA National to develop a cost sharing program with the Chapters/Divisions, etc.

- Chapter Presidents Council – Chapter Assistance Committee: Donald Burns participated in numerous conference calls for this committee. The purpose of the calls was to discuss the Minimum Chapter Performance Criteria (Appendix to the minutes attached) and how each chapter is doing to implement the criteria. We are finding that most Chapters can implement some of the criteria, but not all.
- Working with the Young Planners Group: Donald Burns helped them strategize to put together a proposal for the Boston Conference. He commented on their structuring of the upcoming Mentorship Program, which is currently open.
- Conference, Annual Meeting, Awards: Donald Burns helped coordinate the planning of the conference program.
- Chinese Delegations: On October 4th and 11th, delegations from China will be visiting NYC and would like a presentation on PlaNYC.

IV. 2010 to 2011 Budget:

- The budget is to be circulated by Chapter Secretary, Tina Lund, for adoption and will be voted upon by email vote before end of month.

V. VP Programs Report on Conference, Annual Meeting & Awards

- Utah Broadcasts: Neal Stone has approached Tom Madden from Town of Greenburgh, who did a spring presentation of USGBC LEED integration into local building codes, to do the national broadcast on November 19th, 2010 – 1:00 PM to 2:30 PM.
- VPs Professional Development will work with Suzanne Nienaber to set a date to do a 2011 Utah webinar broadcast on “Active Design Guidelines.” Neal Stone has approached Suzanne, who has conditionally agreed to do the session.
- Program opportunities using the talents of Chapter Fellows of the AICP for future chapter CM events will be followed-up by incoming Programs VP, Kovid Saxena. Ernest Hutton, Frank Fish, Stuart Turner, and Richard Anderson have already been approached by Neal Stone, and all have been receptive to the idea. It is hoped that these “Evenings with the Fellows” might take place geographically throughout each of the Sections of the chapter throughout the 2010-2011 programming year (with some of the sessions possibly being for Law or Ethics credit).
- The conference will be a half-day conference at the Prince George Ballroom in Manhattan. It will have approximately 4.0 CM credit hours of linear programming after a sit-down lunch. (One panel: Active Design Guidelines; one speaker: Tom Madden, USGBC LEED & municipal building code enacting; and one panel: Economic Development Committee, Brownfield partnerships) Ernest Hutton FAICP has agreed to deliver the luncheon keynote. Shaun Donovan was invited to deliver the evening keynote; Adolfo Carrion will represent HUD, and deliver the keynote in place of the Secretary. A cocktail hour will follow the afternoon programming, and the Annual Awards will take place between 6:00 PM and 7:00 PM. Sarah Yackel, the Awards Committee Chair, will be MC'ing the Awards portion of the program.
- The next two weeks will be spent vigorously pursuing sponsors for fundraising. We currently have only three committed sponsors. Sponsorships help to subsidize the door-cost-to-membership of the catering and venue – and keep the event very affordable, as compared to some events by other planning organizations.

VI. Committees Report

- Transportation Committee brought in a San Francisco speaker for “Tale of Two Cities”, and will look to bring this speaker back in October.
- The Environmental Committee is looking to set-up its annual tour TBD this autumn.

- Chapter wants to come up with a “space reservoir/bank” for hosting committee events – again, geographically chapter-wide.
- The “Join A Committee” brochure needs to be updated to be included in the conference registration packets.
- Young Planners Group is looking to forge ahead with doing the “High School Outreach Project” nationally. They intend to publish a solicitation for volunteers in the annual conference packets.
- Individual APA members have been asked to acquire LEED certification, and they have asked for clarification as to whether LEED credits and CM credits are reciprocal. They are not.
- Committee chairs, this year, have been instructed to put their events on the Chapter calendar to avoid conflicts. They’ve also been instructed that they need to allow three weeks of lead time to get their events/programs in to National on time for CM credit availability by the date of their event.

VII. Legislative Affairs

- Michael A. Levine will be attending the Program & Policy Conference on September 26, 27 & 28 – and will provide a report-back from the conference at the October meeting.
- What will be the role of the Chapter for 2010-2011 in filling the role of “issues advocacy” – effective & policy-oriented? With few guidelines from National on policy statements, the Chapter needs to decide what role and level of involvement it wishes to have for the coming year.

VIII. Hudson Valley East Section Report

- The August happy hour for Hudson Valley East Section did not have a good turnout due to weather.
- New Rochelle Economic Development Department Staff will host an October wine-tasting event for Hudson Valley East Section. Lukas Herbert will provide info when available for e-blasting.
- Scenic Hudson has offered to host again (for the coming year) space to have CD-ROM program viewing sessions. Lukas will begin setting up dates and locations for 2010-2011 programming in HVE.

Meeting Adjournment at 8:03 PM.

Minimum Chapter Performance Criteria

1. Each chapter shall prepare and maintain a long-range plan of development and submit same to APA staff and the CPC Executive Committee every five years.
2. **Mission Statement:** Each chapter shall develop a mission statement, which defines the chapter's core function(s) or purpose(s) and submit to APA staff and the CPC Executive Committee.
3. **Annual Work Plan:** Each chapter shall prepare a Chapter Work Plan, which identifies specific quantifiable goals for the coming year(s), based on the mission statement. The Chapter Work Plan shall not exceed a four year span. This Work Plan can be a listing of goals and objectives, much of which correspond to these criteria. The work plan is to be submitted to APA staff and the CPC Executive Committee.
4. Each chapter must prepare and submit the financial report for the previous (or most recent) fiscal year to APA staff and the CPC Executive Committee annually. The report shall include the identification of all sources of income as well as expenditures.
5. **Bylaws:** Chapter shall operate under a current set of bylaws. Chapters shall review their bylaws no less than once every four years and update as needed. These bylaws shall be sent to APA staff and the CPC Executive Committee.
6. Each chapter must send its chapter president or proxy to at least one of the two leadership meetings held in any given calendar year.
7. Each chapter must hold a business meeting annually in person or via electronic communications.
8. At least three (3) times per year, each chapter shall publish and send to its members, the CPC Executive Committee and APA staff, a newsletter or comparable publication that focuses on current information and concerns relevant to its chapter. This publication maybe in an electronic form.
9. Chapter publications shall be identified with the full name of the chapter as "a Chapter of the American Planning Association," and with the uniform logotype of the Association.
10. Each chapter shall provide and maintain a current list of all elected chapter officers to APA staff.