



American Planning Association  
**New York Metro Chapter**

*Making Great Communities Happen*

Executive Committee Meeting 01/05/15

Location: Offices of AKRF, Inc.—7<sup>th</sup> Floor, 440 Park Avenue South, New York, NY

## I. Procedural Duties

Call to order at 6:05 PM [J. Dupre, G. D’Agrosa, and D. Gilmore on the phone]

## II. REPORTS

### A. **President**

- J. Rausse welcomed new and returning executive committee members.
- Chapter Administrator Contract: the committee discussed A. Witkowski’s contract renewal proposal. In terms of fiscal capacity, R. Harris noted that we could accommodate the increase. There was a discussion regarding upcoming needs and how to structure the contract renewal. It was agreed to consider changes to the structure of the contract in tandem with any wage increase. It was agreed that we would put together a new contract to vote on prior to February 26.
- Region 1 Conference or “the APA Northeast Conference”: June 25/26, 2015 in Saratoga Springs. There is a call for sessions by the end of the month. The goal is for 700 attendees. The Chapter is tasked with recruiting volunteers, coming up with networking events, and involving the planning schools in Region 1 for the conference. The Upstate Chapter has done some of this work already.

### B. **Chapter Administrator**

- A. Witkowski reported that she has compiled a database of planning contacts and has been electronically distributing the Chapter’s Annual Report.
- 200 physical copies of the Annual Report have been mailed to elected officials in New York before Thanksgiving.
- We have not been charging sponsors for being listed on the online consultant directory; we will be contacting those that are listed.
- A. Witkowski and R. Harris will be working on the website update over the next couple months.

### C. **Secretary**

- Meeting schedule for the year moved by R. Harris, second by M. Sokol, approved by all present.
- Motion to adopt the prior month’s meeting minutes as amended (to add that the final deficit was \$3600) by P. Lozito, second by M. Levine, approved by all.

### D. **VP Programs**

- K. Saxena was absent.

### E. **VP Committees**

- M. Sokol discussed the idea of giving some of the Holiday Party proceeds to a charitable cause.
- M. Sokol is holding the first of what is intended to be quarterly meetings with all the committee chairs on Thursday, January 8.
- M. Sokol is meeting with the American Society of Landscape Architects (ASLA) to discuss holding a joint conference in June.

- M. Sokol will be compiling a monthly report on the committees, and also wants executive committee members to share their views on how the committee structure should evolve.

#### **F. VP Professional Development**

- F. Akins reported that she is transitioning into the role and welcomes everyone's suggestions and feedback.
- AICP Reduced Fee Grant: the Chapter is allocated two per year. This grant reduces the cost of taking the AICP exam. F. Akins has emailed those who have applied to take the exam in May to solicit their applications for the grant, which will be decided based on financial need.
- F. Akins has not yet gone through the CM process but has been shown how to do it, and would like to get the CM application form on the website.
- AICP What to Expect Event: F. Akins will write a document for this event for the Executive Committee to review.
- F. Akins suggested the Chapter sponsor 1 or 2 AICP registrants per year, perhaps for under-represented groups.

#### **G. VP Intergovernmental Affairs**

- M. Levine noted that the national conference is coming up in 3 and a half months, and delegates need to be selected. A national paper on sustainability will be drafted by the end of this month. A preview will be available a month afterwards for delegates.
- Vanderbilt Corridor: J. Rausse noted that the Chapter is open to the proposal although there is some concern that it is a precursor to what was previously proposed for East Midtown. A community committee voted it down, which also needs to be taken into account in our position. M. Levine will follow up with Ahmed Tigani, the Chapter's Zoning Committee Chair.
- Heartland Town Square: M. Levine reported on a request for us to weight in on this proposal. There is a tension between extracting private concessions and the amount of density that entails. M. Levine wants to see what the benefits are and see if this is generally in line with precedents. D. Gilmore brought up the idea of incorporating or suggesting public health impact assessments.
- The Board of Standards and Appeals (BSA) reached out to the Chapter regarding 332 West 44<sup>th</sup> Street where an applicant wants to spell out the word "Bravo" on a garage, and whether we want to comment.

#### **H. Treasurer**

- R. Harris reported that a budget has been proposed, which he will re-circulate for an email vote, so we all have a chance to review and comment. This will be sent over the next week.
- Website and Communication strategy: F. Akins, A. Lieber, P. Lozito, and J. Dupre have volunteered to help craft the website and communications strategy. The first step will be to scope out what our goals are, and then figure out what the website should look like, and then engage someone in upgrading our website.
- R. Harris reported on the idea for a monthly planning salon to discuss planning issues and socialize. Ideas could include inviting speakers, and having members suggest issues.
  - i. J. Rausse noted that there is a city planner book club, we could find out venues that they have used.

#### **I. School Relations**

- J. Dupre has prepared a plan for Spring events, including a Welcome Back Happy Hour, a networking event partnering with committees, a tour of Newtown Creek, and the student presentations in May. Approximately \$1,000 will be spent on these events, leaving approximately \$1,000 to be spent in the Fall. The policy regarding May Studio Presentation judges/moderators will be discussed moving forward.
- J. Dupre will invite other schools to attend SRC meeting as non-voting members but not participate in the studio presentations.

**J. Young Planners Group**

- A. Lieber noted that R. Harris's planners roundtable idea is appealing to YPG members and suggested the Strand Smokehouse in Astoria as a good venue.
- A. Lieber reported that the Youth in Planning program is getting started for the year and has been in touch with new partners. It will be a week-long session in the summer.
- The Mentorship Program deadline for applicants is today. The program will launch in approximately one month.

**K. Long Island Section**

- S. Sallie reported that the L.I. Section steering committee has its first meeting this Thursday afternoon. The steering committee wants to get more planners involved in the Chapter and the Section.
- Form-Based Code Institute training occurred on December 9, with about 25 planners attending. The Section is now looking into holding more advanced sessions.
- Arthur Kuntz scholarship applications are now being accepted and the deadline is this Thursday.
- The Section would like to launch more initiatives to raise interest and form a more solid group, going forward.

**L. New York City Section**

- P. Lozito noted that he is looking forward to organizing events and would like to get a representative from each borough to help organize events that are responsive to local issues.

**M. Hudson Valley East Section**

- G. D'Agrosa is working on the Section's first event, a book discussion, in Sleepy Hollow in February or March. A. Witkowski has been assisting.
- Pace University is sponsoring a free GIS desktop course that we may want to help publicize.
- The Section Holiday Party was on December 9 and despite the rain/bad weather, about 15 people attended.

**N. Hudson Valley West Section**

- D. Gilmore reported on the APA/APHA Grant Application, which was submitted on December 22. The grant application was for approximately \$150,000. A discussion document was sent around to the board. The proposal supports the LiveWell program in the City of Kingston and collaborates with other local and State programs. J. Rausse provided background on the CDC grant to the board and noted that the Chapter should be prepared to move quickly to help implement the proposal, pending the decision to award the grant. J. Rausse thanked D. Gilmore for his significant work on the submission in a short amount of time.

III. ADJOURNMENT [8:36 pm, motion: M. Sokol; seconded: R. Harris]

