



American Planning Association
New York Metro Chapter

Making Great Communities Happen

Executive Committee Meeting 05/04/15

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

I. Procedural Duties

Call to order at 6:05 PM [M. Sokol, G. D'Agrosa, D. Gilmore, J. Dupre, S. Sallie, and A. Witkowski on the phone]

II. REPORTS

A. **President**

- National Conference:
 - i. J. Rausse congratulated the Chapter's YPG on winning the Karen B. Smith Award at the APA National Conference in Seattle.
 - ii. J. Rausse reported that the Chapter feels more engaged by APA and that the tone is more open/collaborative and the conversation more chapter-driven.
- 2017 Conference:
 - iii. J. Rausse noted that conversations are underway with a core group for initial strategizing.
 - iv. The Chapter will need to start planning in earnest in January, with initial conversations with APA National beginning now. The Chapter will be forming advisory committees and action plans (e.g. for mobile workshops and networking activities).
 - v. The Chapter should expect 10-12 sessions for a local committee track and need to think of some big-picture sessions.
 - vi. The Javits Center has been selected as the venue. The Marriott Marquis has been selected as the conference hotel. The Chapter will need to think about transportation to Javits, and affordable hotel options.
 - vii. The Chapter will also need to prepare a Conference Handbook.
 - viii. The Chapter will need to solicit sponsorships for the conference.
- Northeast Conference:
 - ix. Will be held June 25/26 in Saratoga Springs. Lots of CM credits will be available.
 - x. Currently have over 100 registrants; target is 400-700 registrants.
 - xi. There is need for help in terms of sponsorships. The Upstate NY Chapter is foregoing their own conference for this event.
- Communications:
 - xii. R. Harris, J. Rausse, and J. Dupre discussed the progress on the chapter website and the idea of creating a new VP of Communications for the Chapter. J. Dupre has drafted a description for this role, including developing and executing a communications strategy. The description will be circulated for comments.
 - xiii. R. Harris that we need to codify any changes in the by-laws and communicate to the membership for comment and then voted on by the board.

xiv. J. Rausse noted that we are no longer using Constant Contact and are likely to transition to Mail Chimp.

- Retreat:

xv. First week of June has been identified for the Executive Committee retreat.

B. Chapter Administrator

- A. Witkowski has been sending out introductory letters to schools and potential sponsors for the Northeast Conference and will be sending more out.
- We have a Mail Chimp account set up. A Witkowski will follow up with P. Lozito on the transition from Constant Contact.
- Business cards: there was a discussion about business cards for Executive Committee members.
- R. Harris also asked anyone who wants a position-dedicated email address to let him know. M. Sokol noted that some committee chairs have also asked for these email accounts.
- A. Witkowski to follow up with F. Akins to coordinate webinars.

C. Secretary

- G. Holisko noted that last month's meeting minutes will be sent out for email approval.

D. VP Programs

- K. Saxena was absent. J. Rausse reported that the Biennial is set for October 30 at Lerner Hall, Columbia University.
- J. Rausse reported that Jim Drinan has been invited to the keynote speaker. Carole Rhea is also under consideration.
- Innovation will be the theme of the conference. The call for sessions will go out this week.
- National Community Planning Month is in October; J. Rausse noted that we should have a mobile workshop every weekend that month.

E. VP Committees

- M. Sokol sent a detailed report by email prior to the meeting. He is continuing to try and push and inspire the committees to produce more programming and partner with other groups.
- F. Akins suggested she could attend the next committees meeting to offer input on the CM process and the types of events that are CM-appropriate, and motivate them with a report on CM credits offered per committee to date (next meeting: tentatively end of July; could be re-scheduled).
- J. Rausse noted that he and M. Sokol have been working to improve the Food Systems Committee and that there will be a new co-chair for the Transportation Committee.

F. VP Professional Development

- F. Akins reported on attending the National Conference in Seattle.
- She noted that some Chapters still have CM training courses, although some (e.g., Illinois) pay vendors to conduct them.
- F. Akins noted that AICP is revising their CM provider portal. They will no longer approve CM events but rather providers. The PDO will then be empowered, as an approved provider, to approve individual events. This change is anticipated to take effect in early 2016. They will also have a speaker's database with pre-filled information and profile pages.
- The AICP exam window is open now.
- J. Rausse noted that nominations for FAICP are out now.

G. VP Intergovernmental Affairs

- M. Levine was absent.
- J. Rausse noted that M. Levine was named Regional Representative to the National Conference.
- J. Rausse also noted that we contributed to the delegate's assembly position statement and M. Levine attended the legislative session.
- R. Harris noted that there are discussions on commenting on the Move NY proposal.

H. Treasurer

- R. Harris noted that the charges for the Seattle conference happy hour were significantly over-budget (approx. \$5,000). J. Rausse noted that the only other chapter to contribute was the NJ Chapter. SRC/YPG/and the NYC Section also contributed to the cost.

I. School Relations

- J. Dupre reported that studio event is happening on May 8 at NYU.

J. Young Planners Group

- A. Lieber was absent. M. Sokol noted that anyone who would like to attend the upcoming mentorship event is welcome.
- J. Rausse spoke with the outgoing Massachusetts APA chapter president about the "rogue" Youth in Planning program in Springfield, MA. J. Rausse noted that hopefully expansion can happen but in a more coordinated fashion.

K. Long Island Section

- S. Sallie noted that the Arthur Kunz breakfast is coming up next Friday. The event will be used as an opportunity to promote chapter-only membership.
- S. Sallie noted that the Section may also move to Mail Chimp for their communications.
- A walking tour is set up for downtown Valley Stream on Friday, May 29.

L. New York City Section

- P. Lozito reported on the successful event in Seattle. He looks forward to holding more events, including the Rim Walk on May 30 (with YPG) and will reach out to the Waterfront Committee about further coordination and event finalization.

M. Hudson Valley East Section

- G. D'Agrosa reported that Westchester County also received an award at the Seattle conference from the County Planning Division.
- Will do outreach for upcoming Section events and send out feelers to other organizations to co-sponsor planned events.

N. Hudson Valley West Section

- D. Gilmore reported on the CDC-APA grant implementation. He noted that APA staff has been stellar in providing support. He has been coordinating with J. Rausse, R. Harris, and A. Witkowski.
- The project is exploring the idea of taking on an intern.
- J. Rausse noted that honorariums might be allowed for Executive Committee members to be reimbursed for expenses, and may be appropriate at a later time.
- J. Rausse also noted that funds will be available soon for disbursement and that we need to come to an agreement to do so.
- D. Gilmore is looking to set up a steering committee for the Section.
- D. Gilmore is trying to organize regular meet-ups and events for planners in the Section.

III. ADJOURNMENT [8:03 pm, motion: P. Lozito, second by R. Harris, approved by all]