

MEETING NOTES • URBAN DESIGN COMMITTEE • APA NY METRO CHAPTER

- MEETING DATE:** December 2, 2014
- ATTENDEES:** Katie Theis (Co-Chair), Chris Riale (Co-Chair), Victoria Hallas, Michele McInnes, Chris Rhie, Frank Ruchala, Jr., Renee Schoonbeek
- AGENDA:**
1. Committee Introduction
 2. Urban Design Committee Goals & Objectives
 3. Anticipated Committee Activities & Responsibilities
 4. Future Meeting Structure (Frequency, Format, Discussion Topics)

1. Committee Introduction

Committee members introduced themselves and will share information on their education, professional experience etc. through LinkedIn.

2. Urban Design Committee Goals & Objectives

Committee was formed to promote that good urban design requires the involvement of planners (and not just architects). Overarching goal is to raise the planner's profile as an urban design expert and to ensure that planners are included in the urban design process.

Each committee member will draft a concise mission statement (one paragraph) and identify 3-6 goals & objectives (bullet points) that they would like to committee to accomplish in 2015. Co-Chairs will use this input as they draft a mission statement and goals & objectives for a group discussion at the next meeting.

3. Anticipated Committee Activities & Responsibilities

The committee has yet to determine its tasks and responsibilities, but in principle the committee is free to take on a broad range of activities. In the past the committee has commented on development proposals such as the NYU Expansion Plan, organized events for credit (CM) for instance about Green Infrastructure, and contributed to development of design guidelines like the Waterfront Alliance's initiative to develop Waterfront Edge Design Guidelines (WEDG). Most of its activities in the past have been in response to requests for comments or by invitation, but there is no reason why the committee couldn't give unsolicited advice or initiate contact with stakeholders.

Any position that the committee takes and plans on making public, will have to be run by the NY Metropolitan Chapter's Board. In practice the committee prepares a draft, send the draft to the Board Chair for preview and the Chair will forward it to Executive Board for review and approval.

The committee will further discuss possible activities and committee responsibilities at the next meeting.

4. Future Meeting Structure (Frequency, Format, Discussion Topics)

The committee will meet once a month, every second Tuesday of the month. Meetings will start at 6:00 PM. The aim is for the meeting to end no later than 7:30 PM. The meetings will be held at the offices of Parsons Brinkerhoff at One Penn Plaza. Committee members are encouraged to bring refreshments (wine, cheese, etc.).

Renee Schoonbeek will take on the position of secretary and prepare meeting notes and action items. Michelle McInnes and Vicoria Hallas will jointly be responsible for communications/social media. APA NYM is currently redeveloping its website and there might be opportunities for the committee to post its agenda, meeting notes and position papers on-line. The committee might also want to create its own face book page, LinkedIn account etc. as ways to grow its presence online and promote the committees activities and events.

The committee will further discuss its communications strategy at the next meeting.

ACTION ITEMS:

#	Action:	Who:	When:
1	Connect via LinkedIn	All	12/5/14
2	Send out calendar invite meeting schedule	RS	12/5/14
3	Send out draft meeting minutes	RS	12/5/14
4	Merge individual MS + G&O contributions into one memo for discussion	CR/KT	1/13/15
5	Establish committee activities + responsibilities	All	1/13/15
6	Establish committee communications/social media strategy	All	1/13/15
7	Bring refreshments to the next meeting ☺	All	1/13/15

NEXT MEETING: January 13, 2015, 6 PM at Parsons Brinkerhoff, One Penn Plaza