



Western New York Section of the New York Upstate Chapter of the American Planning Association

Executive Committee Meeting Minutes

Date / Time: Thursday, February 4, 2021 at 12:00 pm
Location: Conference Call
Presiding Officer: Rocky Navarro, Section Director
Attending: Rocky Navarro, Section Director
Kim Amplement, Deputy Director
George McKibbon, AICP, RPP, Newsletter Editor
Jennifer Gregory, Partnerships and Scholarships
Jonathan Bleuer, Past Section Director
Libertad Figuereo, UB Student Representative
Michael Godfrey, AICP, Treasurer
Samantha Aldrich, AICP, Secretary
Hiro Hata, UB Faculty Representative
Sarah Gatti, Events Coordinator

- Call to Order

The regular monthly meeting of the WNY APA Executive Committee was called to order by Rocky at 12:06 PM.

- Approval of January 7, 2021 Meeting Minutes

Jon Bleuer motioned to approve– Jen Gregory seconded. Approved unanimously.

- Committee Reports

a) Chapter News - Rocky

- Virtual conference for 2021 is moving forward. The Chapter is seeking a chairperson for the conference.
- Sam has volunteered to assist on the conference committee.
- **If anyone else is interested assisting with the conference committee, let Rocky know as soon as possible.**

b) Finances - Mike

- Since December 3, 2020 – One deposit for membership dues includes Q2 and Q3 for a total of \$448.
- Current balance is \$6,330.18
- **Mike to send Fred Q4 statement balance.**
- FAICP Committee – proactively reaching out to eligible candidates. Webinar will take place for those individuals this month.
- **Mike to prepare a description of FAICP committee purpose and overview for Kim to include in the next newsletter.**
- **All members to use Mike's Outlook email for future correspondence.**

- Status of consolidation of bank accounts?
 - o No updates. Mike to connect with Fred to discuss.

c) Newsletter and Editorial Board - George

- Executive committee members to provide feedback for George related to topics for his next editorial article.
- Article topic ideas:
 - o Difference in practice between planners in NYS and Ontario. Thinking about how decisions are made, and the roles planners take in those geographic locations.
 - o Topics of interest for Planning/Town Boards.
- The WNY Section and Upstate NY Chapter need to create an avenue for finding critical information in a timely manner (APA Engage?)
 - o George to look at potential use as part of helpline services.

d) Student Representative - Libertad

- Classes started on Monday, February 8th.
- GPSA held their first meeting in January.
- UB Lecture series starts on February 10th and has CM credit opportunities for AICP members.
- Libertad to send information on the series to the group.
- Libertad to have students interested in being a rep next semester reach out to Rocky ASAP.

e) UB - Hiro

- Hiro offered to help with the GPSA Student Series.
- Five of Hiro's students passed the AICP exam recently.
- Department of Planning and Architecture is conducting internal discussions related to new hires, assistant professors, school, and program promotion.
- UB will go back to in person learning in Fall 2021.
- UB Accreditation is pending, with an anticipated date of May 2021.

f) Awards Program - Jon

- Upstate NY Chapter is preparing to send out awards early this year – potentially February - June/July 2021.
- Executive Committee discussed potential options for Section Awards in 2021:
 - o Forego 2021 awards and heavily promote Chapter award this round. Recognize WNY section winners later in the year, in lieu of award ceremony.
 - o Be forthcoming with section membership about why we are making a decision to forego the section awards this year.

g) Elections - Jon

- Rocky motioned to request Executive Committee approval to form an Election Committee for 2021. The Election Committee will be chaired by Jonathan and assisted by Libertad and Shawn.
 - o Sam seconded – Approved unanimously.
- Jon to send information and schedule a meeting offline with Shawn and Libertad regarding election schedule and process for the 2021 election.
- Director, Deputy Director, Secretary and Treasurer positions up for election.
- Anticipated election schedule:
 - o Late February - Call for nominations.
 - o Early March – Call for nominations reminder.
 - o Late March - Elections open.
 - o Mid-April – Close election.

h) Partnerships and Scholarships - Jen

- Jen to send information to the Executive Committee regarding the Empire State Society of Association of Executives. (<https://www.essae.org/annual-awards-banquet>).
- Rocky and Jen to schedule call to discuss partnership associations and survey results.
- Rocky spoke with some members and will compile results of discussion to share with the Executive Committee. Rocky to schedule a separate meeting with the Executive Committee to discuss.

i) PDO - Kelly

- Kelly has additional AICP credit opportunities to be circulated to Section members.
- 2/10/2021 - The Life and Afterlife of Gay Neighborhoods: Renaissance and Resurgence
- 2/17/2021 - Edward Goetz Lecture on Legacies of Whiteness in Urban Planning
- 3/30/2021 - Ben Davy 2021 Jammal International Fellow Lecture – Random Planning Values

j) Communications - Kim

- Kim to post job opportunity on website and send email to members.
- Newsletter was sent out in January 2021.
- Kim to update website and letterhead, including Libertad's information.
- The WNY APA Facebook page does not have its own login. Jon has moderator settings. Jon to reach out to Jen to test moderator privileges.

k) Events - Sarah

- GPSA-WNY APA Panel Discussion Series— Shawn
 - In touch with Bart Roberts from UBRI to discuss series parallels between UB and UBRI.
 - Six sessions set up to discuss a variety of topics virtually. Based off six concentrations split up between spring and fall.
 - March 9th is the first session.
 - The sessions will be open to other planning students at local colleges and APA professionals. There will also be some opportunities for networking.
- Executive Committee to start planning the next happy hour event.

Other Business

• **Section Membership Survey**

- To be discussed at the March meeting.
- Jen – UB put out a 52 Weeks of Leadership Series. Jen to send a link to the group so they can register if interested. (<http://mgt.buffalo.edu/faculty/academic-departments/organization-human-resources/center-for-leadership-organizational-effectiveness-cloe/programs/52-weeks.html>)
-

Next Meeting: Thursday, March 4 @ 12:00 PM via Conference Call

Meeting adjourned by Rocky at 1:09 PM