



## **Western Section New York Upstate Chapter American Planning Association**

### **Executive Committee Meeting Minutes**

**Date / Time:** Thursday, May 2, 2019 at 05:30 pm  
**Location:** Amherst Municipal Building, 5583 Main St. Williamsville, NY 14221  
**Presiding Officer:** Jonathan Bleuer, Section Director  
**Attending:**  
Kim Amplement, Deputy Director, Communications  
Rocky Navarro, Events Coordinator  
Fred Frank, Treasurer  
Jen Gregory, Fundraising & Sponsorships  
Shawn Rooney, Secretary  
Nina Zesky, UB Student Representative  
Sarah Gatti  
Mike Godfrey

#### **1) Call to Order**

The regular monthly meeting of the WNY APA Executive Committee was called to order by Jonathan at 05:36pm.

#### **2) Approval of February Minutes**

**Rocky motioned –Kim seconded – Approved**

#### **3) Old Business**

#### **4) New Business**

#### **5) Committee Reports**

#### **6) APA Chapter News – Jonathan**

- APA National looking to add additional mandatory CM Credits beyond ethics and law. This could be a time to gather comments through email from membership on the initiative.

#### **7) Section Finances – Rocky & Fred**

- \$6,573 in account
- Mike is going to collaborate with Fred on Transitioning role

## 8) Communications – Kim

- Reminder emails sent regarding election and Annual Awards
- Kim found success in reaching out to full bulk membership in one email through Google platform
- Membership email list are updated as of February 2019
- Kim plans to update website after Annual Awards

## 9) Programs – Rocky / Sarah

### Awards Event

- Sarah disbursed several Annual Awards program items and they will be emailed to board members
- Executive Board discusses program and provides feedback to Sarah
- Sarah presents food menu options for Executive Board to look over and decide on what to include for event
- Executive Board agrees to submit a budget to resurgence to help determine what would be the most “bang for the buck” regarding food spread options.
- Mike stated that he would assist Shawn at the Registration table and would bring a projector & extension power chord for the Annual Awards Power Point Presentation.
- Shawn will bring petty cash, and two easels
- Sarah opted to bring a container for the 50/50 raffle and look into getting name tags
- Membership and others who wish to obtain a receipt can provide a business card and a receipt can be emailed to them.
- Resurgence has requested a Tuesday deadline to give an approximate number of attendees for dink count. Section is estimating that 70 people will attend
- Executive Board members have reached out to other local municipalities and planning organization interest to gear interest in attending Annual Awards event
- Rocky proposes distributing a post event survey to gather data on attendee perception and to use it for future section events
- Jon asks Nina about UB student interest in attending Annual Awards Event and notes the discounted rate of \$10.
- Executive Board members should plan to arrive at Resurgence around 4:30pm to set up for event
- Jon thanks committee members and Executive Board for their efforts.

## 10) Krasner Scholarship & Fundraising - Jen

- Krasner scholarship packet is ready for next year

## 11) Newsletter – George

- Executive Board discussed adding a more formal approach to newsletter, and discussed the formation of an editorial board

## 12) UB News

- Hiro is having undergraduate junior students present their studio project at the Buffalo Grand Hotel. Kim to blast info on Social Media

## 13) Student Report

- Champion for Change Event being held on the fourth floor of Hays Hall May 11 10a -12pm. Kim to blast info on Social Media
- Nina discusses that final planning studio reviews are happening and to contact her for more info if interested in attending.

#### **14) Professional Development Opportunities (PDO) – Kelly**

#### **15) Other Business**

- Transition of powers will take place at first meeting following the election of the Executive Board Spring 2019
- UB Commencement is May 17<sup>th</sup> at 5 pm. Jon to give AICP Award
- **Next Meeting: Thursday, June 6 @ 12:30pm, Fisher Assoc. 325 Delaware Ave, Buffalo 14207**

**j) Meeting closed by Jonathan at 6:49 pm.**

**Adjourn: Jonathan**

Respectfully Submitted,  
Shawn Rooney