



Western Section New York Upstate Chapter American Planning Association

Executive Committee Meeting Minutes

Date / Time: Friday, July 12, 2019 at 6:00 pm
Location: Clarence, NY
Presiding Officer: Rocky Navarro, Section Director
Attending: Rocky Navarro, Section Director
Kim Amplement, Deputy Director
Jonathan Bleuer, Past Director
Samantha Herberger, AICP, Secretary
Sarah Gatti, Events Coordinator
Shawn Rooney, Regional Affairs Officer
George McKibbon, Newsletter Editor

- Call to Order

The regular monthly meeting of the WNY APA Executive Committee was called to order by Rocky at 6:46 PM.

- Approval of June 6, 2019 Meeting Minutes

Kim motioned to approve – Shawn seconded – Approved

- Committee Reports

a) APA Chapter News – Rocky

- APA Chapter monthly meeting was cancelled for this month
- The APA Finance Committee will open a credit card to minimize financial risks to the Chapter. The credit card will have a \$2,500 limit on each card to the Treasurer and President. The bills will be paid in full monthly to avoid financial charges.
- **Rocky is to confirm with the Chapter whether WNY's next conference will be held in 2021 or 2022**

b) Professional Development Opportunities (PDO) – Kelly

- WNY Walks! Walkability Summit was submitted for credits
- There are no upcoming local events
- Committee to discuss potential website posts regarding APA Webcast Series for AICP members to earn CM credits

c) Student Report - Tyler

- No student report from GPSA. GPSA will be holding their first meeting in late-July
- **Shawn to contact Tyler about GPSA rules regarding first year students running for WNY APA student representative**

d) UB News - Hiro

- No updates

e) Newsletter – George

- Mail Chimp could be used as an option for distribution of the Newsletter
- **Kim to put together an InDesign template that can be used to distribute Newsletter as an attachment to an email blast**
- **Rocky to set up call with Wendy and George about editorial board details**

f) Krasner Scholarship & Fundraising - Jen

- Krasner scholarship packet is ready for next year
- **Rocky will be sending out a draft email blast to the Board to review before official release**

g) Programs – Sarah

- WNY Section will be receiving a \$250 refund from Resurgence since the space was not private during the APA Awards Event
- Admiral Room Tour was successful – 7 attendees out of approximately 20 registered
- **Board is to plan a potential service-oriented event for the end of Summer 2019**
 - **Rocky will put Shawn and Sarah in touch with a contact to get it rolling**
- Western Lake Ontario District is interested in hosting a joint event with WNY APA
 - Potential topic: Rising water levels on Lake Ontario

h) Section Finances – Mike

- Key Bank Checking Account balance - \$6,088.08
- No June transactions
- 2nd Quarter Report was sent to Eve Holberg
- Rocky Navarro and Mike Godfrey replaced Fred Frank and Angela Keppel on the Key Bank account

i) Communications – Kim

- Old email account
 - Kim removed the existing contacts and downloaded all data off the drive. As of now, the account is deactivated but not deleted.
- LinkedIn
 - Kim investigated options for a WNY APA LinkedIn page. The options are:
 - o Premium Career - \$30 per month
 - o Business Career - \$40 per month
 - Upstate APA Chapter has their own LinkedIn page. WNY APA can either create a separate group or link to the Chapter's group.
 - **Kim to explore non-profit page options for Board review.**

- Other Business

- **Next Meeting: Thursday, August 1st @ 12:30 pm, Bergmann's Office
40 La Riviere Drive, Suite 150, Buffalo, NY 14202**

j) Meeting closed by Rocky at 7:37 pm.

Adjourn: Rocky

Samantha Herberger