



American Planning Association
New Jersey Chapter

Making Great Communities Happen

EXECUTIVE COMMITTEE MEETING MINUTES

Friday, July 18, 2008
Room 556, Bloustein School
2:00 PM

In attendance: Bob Cotter, Vito Gallo, Rebecca Hersch, Mike Levine, Courtenay Mercer, John Reiser, Amy Sarrinikolaou, Eric Snyder

Speakerphone: Angela Clerico, Louis Joyce, Katie White, Linda Wills

Approval of July 18, 2008 agenda; All in favor.

Approval of June 20, 2008 minutes; All in favor.

Issue Reports:

- Budget Amendment-NJ Complete Guide of Planning

Courtenay reported that Jennifer Zorn has agreed to work on the revisions to the NJ Complete Guide to Planning again. Zorn will be working with Debbie Lawlor and Mercer. Zorn would like to hire a secretary to help with the book revisions. The cost would be approximately \$35 / hr. Zorn requested that the Chapter budget \$1,000 to hire a secretary. Zorn is hoping by mid-August that the secretary would have re-formatted the book so that the group could start working on each section. Mercer indicated that a vote is needed to add this line item to the budget. Right now it would be for \$1,000 for the editing and secretary work.

Eric Snyder made the motion and Cotter seconded; All were in favor.

- Financial Burdens for CM Crediting for not for profit and public entities

Mercer continued – COAH's training sessions would have cost \$2,000 for their seminars to offer CM's. The Chapter, nor COAH can not afford that. Mercer asked if anyone had any ideas how the Chapter can help public agencies obtain CM's at a more affordable rate. Mercer thought maybe corporate sponsorship. Keith Henderson of COAH thought that this may cause a conflict for the State. Corporate sponsorship would work for non-profits however not government-run sessions. It is the Chapter's mission to provide CM credits, not the public entities.

(Rebecca Hersh entered the meeting)

Snyder thinks that the Chapter should review each session before we assist with CM crediting, specifically related to COAH, just due to the uncertainty that exists now around the regulations. Mercer wants to give all of our members ample opportunity to get credits as easy as possible. The Chapter should do everything they can possible to help our members. This is our Chapter's mission.

- Bylaw amendments

Wills summarized the bylaw amendments, including:

- Adding the fifth region;
- Changing all references in the bylaws from NJAPA to APA-NJ;

Adding the second PDO;
Language in the bylaws was revised to reference the Roberts Rules appropriately; and
Redundant language was deleted.

Then Wills asked if changing the name and description of the SDC was necessary. Wills thought at least the title should be changed to something like the Sustainability Committee. Before the new committee title was agreed upon Mercer read the mission out loud. Clerico and Snyder both agreed that the mission sounds accurate. Possibly in place of "Design," maybe use Development, or maybe the mission should be revised to state "Advocate and Educate, etc." Wills will discuss these potential revisions with Clerico.

Other Bylaws amendments include changing the quorum from 5 to 10. The second PDO will be named a co-chair of the PDC. The amendments will also add "No one person can have more than one vote, but they can hold two positions." Members with more than one position would count as only one vote towards the quorum.

Joyce thinks that the quorum should be based on members that were elected by the full membership.

It was asked if committee members should be subject to term limits – like a specified period of time. Right now it is an annual appointment. This is probably not an issue. It is very difficult to remove members. They are appointed annually. Every year at our first business meeting, the Executive Committee should have a vote to affirm the appointments, by the president and approved the committee.

Wills brought up the issue of an e-mail / phone vote. Sometimes we have to take actions between meetings. If we take action via email, it should be memorialized at the next meeting by vote to provide a proper forum to discuss an action. Joyce thinks that teleconferencing provides a proper forum. Gallo does not agree with an email vote. There is never a proper convening of ideas. Boards normally call a special meeting.

Most of these emergency meetings would be legislation-related. If a meeting were to be called via telephone, a quorum would have to present, and special notice would have to be given to the Executive Committee membership.

Wills also explains that regarding our new election procedures, the bylaws must allow for electronic balloting. We should administratively change that because it is consistent with the previous bylaws amendment. The whole membership will receive their ballots electronically and voting will be conducted electronically. This will be cheaper and conducted more efficiently.

Wills asked if the Chapter should consider reimbursing members for attending the meeting for travel (i.e. gas and mileage). The Chapter reasoned that since we have teleconferencing opportunity, driving is not necessary.

The Bylaws amendments and position statements need to go out by Sept 2. Mercer will contact the election committee to find out if they are running again. Levine will call National next week to determine the electronic balloting system.

Committee/Office reports:

President	Courtenay Mercer
Planning Assistance Program – The Chapter got two complete applications out of seven for the Planning Assistance Program. It came down to West Milford and Newton. Tara Paxton and John Szabo are doing follow-up interviews today-reason why they are not here today. Clerico indicated that West Milford is one of her clients and she would have to recuse herself from any work done if West Milford is chosen for the program. Next Friday the final decision will be made. Would like to	

time it for October to go along with Community Planning month. Mercer will be going to a training session to get out PSAs for Community Planning month (October). Maybe Jeff Perlman could take responsibility for this.

(Louis Joyce left the meeting)

Secretary	Amy Sarrinikolaou
The 2008 AICP exam review will be held August 9. Sarrinikolaou will contact Brent Barnes to help with the NJPP Review Session.	

Treasurer	John Reiser
Reiser will add the \$1,000 budget line item for the secretary (to revise the Guide). He is still working on taxes. He contacted a web developer who is local, and one of our advertisers. He runs a GIS Planning firm in New Brunswick. He is willing to work with the Chapter to redesign the website. An adhoc committee should be created to discuss redesign issues. We could give him free advertising and free sponsorship, and free ticket to the conference.	

The members asked about cost. Reiser explained that it all depends how much the website will be changed - just basic template or more interactive. The Chapter should figure out how much we need. Currently we pay our webmaster \$200 / month. The potential web developer is estimating more of an upfront cost, and then Levine would make updates. One option would be to eliminate the webmaster position and hire the new web developer. Having someone in NJ would be better than our webmaster that is out of state. Reiser will discuss more with the web developer.

The Chapter will have electronic registration for the Conference.

Reiser is expecting to reissue a new charge card. He is looking to change banks. If we use the same bank as National, they can file our 990s for us.

Sustainable Design Committee	Angela Clerico
The SDC expects to draft a framework for a Sustainability Master Plan Element by the end of the summer, and get to the Executive Committee for their review.	

(Clerico left the meeting)

Housing Committee	Vito Gallo
The Housing Committee has not met within the last 30 days. Bill A500 got signed. The COAH regulations have not been adopted yet. With the passing of A500, the COAH regulations will require more revisions. The League of Municipalities, and Hunterdon and Somerset Counties all filed suit. Gallo expects a major re-write of the regulations.	

Redevelopment Committee	Robert Cotter
The DCA will fund the revisions to the Redevelopment Handbook. Right now it is still premature to start any update to the handbook. Cotter is having a meeting with Dave Roberts and Stan Slachetka on August 1 to assign section writing. Cotter will have a better idea about the handbook after the Aug 1 meeting. The Chapter will have to discuss further how to market the updated handbook.	

(Katie White left the meeting)

Chapter Administrator	Michael Levine
For the Chapter Conference, it will cost approximately \$4,000 for the hotel on Thursday night. There will be a reception held from 4 to 5PM with two sessions held after. Mercer has been in contact with AICP about the curriculum for the Ethics Course. The Ethics course could be held at	

the conference and/or the Chapter could purchase the webinar and the region reps could hold those. Maura McManimon is expected to hold a tour on Thursday covering New Brunswick and Community Development. Levine expects to have at least 100 members on the first day of the conference.

Mercer stated that Tom Dalessio offered to have a debate as our opening at the Conference with Chris Christie and the Governor. Mercer will discuss this more with Tom.

Levine needs to get the preliminary program of the Conference to the printer before Aug 14. The price will not get raised much over the \$175. We will add \$60 for the first day and an additional \$30 for the walking tour. We will talk about this at the conference committee.

Levine will send out renewal notices for the sponsor membership in September for \$500. This includes a mailing to over 200 people for advertising. It costs \$300 / year for 6 issues.

Levine sent out Call for Awards last week. The deadline is Sept 12. Levine posted a list of prior awards for people to refer to for more information.

Levine needs to pick the booth up from Mercer's house sometime after 2 on August 25.

Levine needs the Executive Committee's approval to order 500 pins, 500 pads 2,000 pens to give out for free at the conference and League's conference. The cost is \$1,250 for additional supplies.

Snyder made the motion to approve and Reiser seconded it. All in favor, Gallo abstained.

Levine is ordering business cards to use for the Chapter's booth. APA did not design a business card for our use. Mike asked his printing company to design our business card. The Chapter does not currently have a brochure to use at our booth. He is trying to design a brochure. He brought some examples. Hersch will help with the brochure. The deadline is mid-September to get the brochure printed.

Bulletin Editor's

Rebecca Hersh

The Newsletter should be out in a week. Based on people's promises she doesn't get articles. People should be more responsible about giving articles to her. Hersch hasn't gotten new software. She still has yet to research it. She is waiting for a new computer.

The Conference Committee is going to be held on Wednesday. Last year we had 21 sessions. We should keep it at 18 sessions. The extra room didn't work last year. It was too small.

Area Representatives

Linda Wills

Wills put together a checklist / timetable from the Harrison walking tour event for others to use as a reference guide. Wills will send it to the Executive Committee members for now, and Levine will keep it for reference.

Eric Snyder

Nothing to report.

Louis Joyce

Nothing to report.

Adjourn all in favor.

Respectfully submitted: Amy Sarrinikolaou, Secretary