



American Planning Association
New Jersey Chapter

Making Great Communities Happen

EXECUTIVE COMMITTEE MEETING MINUTES

Friday, January 8, 2010

Teleconference Only

On Conference Call: Courtenay Mercer, Charles Latini, Mirah Becker, Brandy Forbes, Lorissa Whitaker, Karl Hartkopf, Bonnie N. Flynn, Amy Sarrinikolaou, Michele Alonso, Eric K. Snyder, Maura McManimon Fennessy, Louis C. Joyce, Garrett Hincken, Bill Purdie, Raymond S. Tomczak, Jeffrey Wilkerson, Stuart Meck and Michael E. Levine

Addition to Agenda – Item added to issue reports section by Karl Hartkopf concerning hiring an accountant

Approval of minutes

Minutes of July 10, 2009, Motion by Maura McManimon Fennessy, second by Lou Joyce, all eligible to vote in favor and minutes approved

Minutes of August 21, 2009, Motion by Lou, second by Maura, all eligible to vote in favor and minutes approved

Minutes of October 9, 2009, Motion by Maura, second by Lou, all eligible to vote in favor and minutes approved

Issue reports:

2009 Conference Wrap-Up

Michael Levine spoke about the November chapter conference. No final bill was calculated for the Hyatt yet. We are expected to break even or make a small profit. Michael is still waiting for the final attendee number from APA national. Sponsors totaled about \$12,100 but should have final tally next month. Michael reviewed the summary of the evaluations which was previously emailed to us. 45 responses (we received more last year, survey able to be completed via the internet after the conference). Very favorable responses. Some recommendations for next year included having notes or powerpoint presentations in advance, discussion of asking speakers to provide handouts or access to powerpoint presentations after the conference. More microphones are needed especially in the bigger rooms, attendees requested more sessions on sustainability and green design, urban design, brownfields, smart growth, diversity.

General recommendations for professional development were more webinars, walking tours, computer training and legislative updates. Also more certificate maintenance opportunities, job fairs and advocacy.

Discussion of when to hold next year's conference due to various conflicts such as teachers' conference and school closure issues. Hotel advised there is nothing available in October 2010 so this will continue to be a conflict for our November 2010 conference. Courtenay Mercer will reach out to Plan Smart and NJ Future to make sure there are no conflicts if we move to October in 2011.

Chuck Latini and John Reiser taped the *Ripped from the Headlines* session as well as the keynote. *Ripped from the Headlines* can be rebroadcast and may qualify for the ethics CM credit. Discussion of whether we should require members to pay and how much. Only the purchaser of a disc we burn is eligible to receive CM credit. A disclaimer will be put on the disc. Motion to charge \$15.00 for such a disc which will be mailed upon request. All in favor (didn't catch who made/seconded the motion). Discs will be burned and sent to Michael. Chuck is working on whether APA will accept the credits and how members will log the credits. Stuart Meck noted that the session was mostly about corruption in NJ and not really a discussion of AICP code.

Appointment of Committee Chairs

Professional Development Officer for Continuing Education – Chuck spoke about Tom Schulze (a statement by Tom was emailed to us prior to the meeting). Tom has good ideas for CM credits. Tom has been a transportation planner for over 30 years and recently received an award from NJ Metro for the ARC project.

Courtenay recommended Tom as the PDO for Continuing Education
Motion made by Eric Snyder, second by Karl. All in favor and motion passed

Young Planners Group Chair - Zunilda Rodriguez, the former Chair, submitted Christopher Brown for our consideration. (a statement by Christopher was emailed to us prior to the meeting)

Courtenay recommended Christopher as the Young Planners Group Chair
Motion made by Lou, second by Eric. All in favor and motion passed

All other Committee Chairs are still interested in continuing except for Vito Gallo (Housing). Vito had no recommendations of a new Chair but will email the committee for a volunteer.

Motion by Lorissa Whitaker, second by Eric to reappoint Bob Cotter to the Redevelopment Committee, Bill Purdie to the Sustainable Design Committee, Raymond Tomczak to the Transportation Committee and Jeff Wilkerson to the Ethnic and Cultural Diversity Committee. All in favor and motion passed

Professional Development Officer for Exam Prep
Motion by Maura, second by Chuck to reappoint Amy Sarrinikolaou. All in favor and motion passed

Faculty Liaison
Motion by Chuck, second by Lou to reappoint Stuart Meck. All in favor and motion passed

Office Lease

Michael is now at the Bloustein School at Rutgers, Room 387.

Basically the same \$1,200 a year rent
We need our own liability insurance
Tech support \$45/hour 20 min minimum charge. Computer set up last week.
\$16 per gigabyte per year for storage on their server as backup
Printing to our local printer with our paper. Copying was taken out of contract since too little.
Telephone was taken out of contract. Fax by email \$10 a month (to create a pdf).
Post office box will be opened by Michael today and he will send a blast email.
Rutgers phone account should be set up next week and Michael will advise Courtenay of the status of the Newark office phone line and new Rutgers phone when everything is squared away.
Courtenay needs consent to sign contract. Other spaces have been looked at but were much more money. Makes sense to be at Bloustein.
Motion by Eric, second Mirah Becker to have Courtenay sign contract. All in favor and motion passed

February Retreat

Friday, February 12, 2010, Eagleton Institute on Douglass Campus
First floor of facility is ours all day. Breakfast (coffee/juice/possibly more) and lunch
\$175 for facility
\$75 projector and screen
\$11 for food per person
Just under \$600 for the whole day
Motion to approve expenditure by Lorissa, second by Maura/Lou. All in favor and motion passed.
Courtenay asked that everyone RSVP so she can get a final head count

Complete Guide Budget

Complete Guide to Planning in New Jersey proposal for Scanlon was emailed prior to meeting. Since it was sent, there has been a change.
Discussion of prior proposal from July 2009, to withdraw the Scanlon proposal and revise the July proposal for editing and layout only. Jennifer Zorn and Alyssa Gregory to work on the Guide at \$50/hr. with a \$2500 max. Formal proposal will be available at our 2/12 meeting.
Motion by Eric, second by Karl to revise July approval for editing and layout only, not printing. All in favor and motion passed.

Expected to be complete in May/June. A full edit of chapters to be done and then sent back to authors.
Discussion of whether it should be available on CD or just printed books. We will decide at the 2/12 meeting the price and number of copies to be printed. Printing cost to be determined.

Accountant

Karl spoke about all his efforts to find and interview an accountant. Contacted many firms, some weren't taking new clients, some said we were too small, some didn't call back. He had a free initial consultation with Linda Pressler from Matawan, NJ. She has non-profit and for profit clients. Her staff consists of a bookkeeper and a front office person and some part time staff. Karl felt it was a good size staff and Linda gave good answers to his questions. She sent a letter of engagement for Courtenay to sign and Karl is recommending that we hire her. He is open to contact anyone else that we may know of. Karl has a lot of work to do to get the finances and taxes in order. The accountant's staff knows Quick Books and will help with how to get things in order. Karl will resend the letter of engagement.

Particulars are in the ballpark of a \$1000 retainer and hourly rates for the accountant and bookkeeper around \$100-\$150.

Motion to hire Linda Pressler as accountant and Courtenay to sign letter of engagement. Motion by Eric, second by Lou. All in favor and motion passed.

Committee reports – suspended

Bonnie asked everyone to fill out membership form if they haven't already and to advise of any website corrections needed.

New/Misc. Business

Stuart Meck brought up the idea of whether the Chapter should send something to the new Governor in support of the State Plan and COAH.

Discussion that the Chapter has not sent anything directly but has joined on NJ Future mailings in the past. The Chapter should do something and we hopefully can discuss it more at the February meeting if time permits. The difficulty is obtaining consensus within the Chapter. Discussion about the fact that legislative policy support doesn't have to come from the full executive committee. The Legislative Committee can act from its consensus.

Lorissa has been working with The Affordable Housing Professionals of NJ. Amendments to the Fair Housing Act are expected and panel discussions will be scheduled and she will keep us informed as to when. Perhaps we may be able to co-sponsor something to advance the discussion and for CM credit.

Raymond had a Transportation Planning Committee meeting about a month ago. Transportation Trust fund is being depleted. By the summer of 2011 there is serious concern of losing federal funding. We need to reach out to advocacy groups for better solutions than have been proposed in the past. In late March/early April there may be a workshop in connection with the Smart Transportation Guidebook. What it is and how to put into practice. Possible CM credits. Committee members helping...may be hosted by DVRPC or NJDOT. McCormick Taylor (has workshops that are similar in nature, another route if DVRPC can't do it)

Lou has answered the call to participate in the exam question writing workshop and was selected by the Board of Professional Planners to be a participant. Michael will send copies of the Complete Guide to Cora. But test takers shouldn't rely on it since it is outdated.

Discussion of the new advanced AICP certifications available in Transportation and Environmental Planning. Courtenay asked that an email blast go out advertizing this opportunity.

Motion to adjourn by Lou, second by Eric, All in favor.

Submitted by:

Bonnie N. Flynn, Secretary