



EXECUTIVE COMMITTEE MEETING MINUTES

Friday, June 11, 2010

Bloustein School

In Attendance:

Voting

Michele Alonso	Mirah Becker	Bonnie N. Flynn
Brandy Forbes (T)	Karl Hartkopf (T)	Rebecca Hersh
Garrett Hincken	Louis Joyce (T)	Charles Latini
Courtenay Mercer	Amy Sarrinikolaou	Thomas Schulze
Eric Snyder	Ray Tomczak	Lorissa Whitaker

Ex-Officio

Christopher Brown	Carla Lerman (T)	Stuart Meck
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Also in attendance:

Michael Levine

Absent:

Voting

Andrew Levecchia	Maura McManimon Fennessy
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Ex-Officio

Robert Cotter	Bill Purdie	Jeffrey Wilkerson
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The Administrative Procedural Manual was added to agenda. Rebecca made a motion to approve the agenda for the meeting. Second by Lorissa.

Garrett made a motion to approve the March 12, 2010 minutes. Second by Rebecca. All were in favor.

Courtenay explained that the Chapter Development Plan is still in draft form and needs to be reviewed before it goes before the ExComm for approval.

There was a discussion of the telephone service used for the ExComm meetings since APA's service is temporarily not available. There is no date certain when the system will be back in service so our own is needed. Discussion of using a toll free service. We will look into using skype for those who can't attend in person. There was also a discussion of the meeting attendance requirements. A motion was made by Eric that ExComm members are required to attend 2 meetings in person throughout the year. Second by Lorissa. All were in favor.

There was a discussion that the Nominating Committee needs to form in order to handle the 2010 election process. Bonnie volunteered to chair the committee. 2-3 additional members of the committee are needed.

There was a discussion about the protocol when creating press releases or position statements. The topical committee should draft and send to the Legislative Committee to review and edit if needed. There was a discussion of the deadlines for review. The Legislative Committee needs at least 3 days for a thorough review and if a letter prepared by APA-NJ staff is needed, another 2 days is needed. If a topical committee creates a formal policy statement, future letters/testimony consistent with said policy statement would not have to go through review by the Legislative Committee. This led to a discussion of whether these policy statements will be shaped by the entire membership or just the particular committee. The possibility of creating a policy guide and sharing with the membership was discussed, as well as the logistics of soliciting comments and how to reshape policy proposals if warranted. Another proposal was having a delegate assembly based on County membership at the annual conference in November.

The hiring committee updated the group on the search for a new Chapter Manager. 25 resumes were received which were narrowed to 5 interviews. Telephone inquiries will be made and a decision made in the next week or so.

There was a discussion of the Administrative Procedures Manual. The manual is intended to be a go to document for procedures such as holding an event, obtaining certificate maintenance credit for an event, having committees review proposed legislation etc. It is the document that will spell out office policies and procedures. Mirah will work on putting everything together and needs information from each PDOs and VPs. Information should be provided by July 19th.

Mirah distributed a list of legislative initiatives from the newsletter was distributed. We should continue to have a legislative update in each newsletter. Perhaps we can ask Anthony Soriano to join the Legislative Committee as he prepares legislative updates weekly for Morris County and the County Planners Association. Mirah will reach out to him.

Courtenay stated that the Redevelopment Committee will be hosting a Hudson Bergen Light Rail Tour on August 20th.

There was a deviation from committee reports to discuss the website and its update. Eric made a motion that if the necessary changes are not complete by the end of June that we hire someone not to exceed \$1,000.00 to do the work. Second by Lorissa. All were in favor.

Rebecca advised that the newsletter was almost complete.

Lorissa advised that she has received 47 session proposals for the annual conference. Courtenay will also solicit nominations for awards for the annual conference. With respect to fundraising, the new Chapter Manager will be responsible for this task. The entire Board should be involved with raising funds to offset costs. Stuart advised that Renee Douge is retiring from Rutgers, but will be in her position at least until the annual conference. Lorissa proposed having an award for Outstanding Young Professional and possibly a student project award for a project in NJ.

Karl advised that he has met with the accountant and spoken with her several times. They are working on the previous years' tax returns and should have one done by the end of the month.

Lou asked about a financial report, to which Karl explained that reports will be more regular once all of the accounting info is entered into Quickbooks.

Tom advised that he has received proposed events from Area Representatives. He has obtained approval for CM credit for Lou and Michele's webinar events on June 30th. Eric hosted a design event on March 12th and also a tour of Morristown in early June. Chris has planned a walking tour of Asbury Park on July 24th. Chris is also planning a walking tour of Hoboken in August.. Chris planned on inviting NY Metro Chapter members as well.

APA-NJ is teaming up with Drew University in offering courses in Historic Preservation, which will also provide CM credit. The course will include two Saturday walking tours in Jersey City and Hoboken concentrating on adaptive reuse and sustainability.

Amy advised that her exam preparation session went well. There was a request to start posting PP and AICP recipients in the newsletter again.

Michele received a State Preservation award for her work in Newark. She and Courtenay attended the Historic Preservation Conference, which APA-NJ co-sponsored. Michele is planning a September walking tour, and asked whether we can pay the consultant attending the tour. It was decided that we can charge participants and that money could go to the speaker. We should streamline fees for events and tours after the new Chapter Manager starts and the website is revamped.

Michael provided an up-date on membership numbers. It is difficult to get an accurate up to date roster from APA. Student members are not showing up on the list and APA cannot explain why it is happening. In 2007 there were over 1,100 members and in January 2010 there were approximately 983 members.

Courtenay asked how the book sales were going and Michael advised that we sell a few Complete Guides per month. We should probably have the Redevelopment Handbook updated with case law and advise members of the updated version. We have sold 6 Ripped from the Headlines CDs. The CM credits will expire at the end of June and we do not plan on extending it. Michael will send out an email about the deadline.

We discussed the update of the Complete Guide to Planning in NJ. Jennifer Zorn was paid to copy edit and the formatted draft should be ready by the end of June. Courtenay, Rebecca and Stuart will review before being published. There are one or two sections that still need to be written/revised.

Ray will reach out to his Transportation Committee to create a policy statement. This is crucial due to many transportation issues of late especially the fact that the Transportation Trust Fund will be bankrupt in a year. We discussed again the need to advocate and educate our local and state policymakers in having more integrated planning.

Motion to adjourn by Lorissa, second by Garrett. All were in favor.