



American Planning Association
New Jersey Chapter

Making Great Communities Happen

EXECUTIVE COMMITTEE MEETING MINUTES

Friday, August 15
Room 556, Bloustein School
2:00 PM

In attendance: Angela Clerico, Bob Cotter, Vito Gallo, Rebecca Hersch, Michael Levine, Maura McManimon Fennessy, Courtenay Mercer, Amy Sarrinikolaou

Speakerphone: Louis Joyce, Debbie Lawlor, Tara Paxton, Eric Snyder, John Szabo, Katie White

Absent: Chuck Latini, Ray Tomczak, Linda Wills, Jeff Perlman, John Reiser, Carlos Rodrigues

Approval of August 15, 2008 agenda

Agenda of August 15, 2008; Sarrinikolaou asked that the Memorialization of the speakerphone call should be placed on the agenda. McManimon made the motion to approve the agenda as revised; Hersh seconded; all in favor.

Approval of minutes

Minutes of July 18, 2008; Snyder made a motion to approve the minutes; McManimon seconded; All in favor. John Szabo abstained.

Minutes of June 20, 2008; Snyder made a motion to approve the minutes; McManimon seconded; All in favor. John Szabo abstained.

Issue reports:

- APA Audio/Web Conferences

Mercer shared with the Executive Committee a brochure that she received in the mail that lists the courses offered by APA. There is no ethics course listed. Lawlor indicated that APA has not completed the ethics course yet. Stuart Meck will be teaching the ethics course at the Chapter's conference this year. Meck used to be the Chair of the APA Ethics Committee. Meck plans to review the APA bylaws and hypothetical situations. Based on demand, maybe he could do a web conference for the ethics course.

Mercer continued and stated that APA has seven Advanced series, and an Officials Topic series including two courses. All of the series are CM eligible. Mercer thinks our Chapter would benefit from these or some of the series. Mercer suggests that we purchase the Advanced series, and asked the Executive Committee if we should also purchase the Officials series. The Chapter would buy two rights to view the series, and two CDs. The Chapter keeps the CDs, and possibly start a lending library. We could charge a fee to borrow it, or at least require a deposit to make sure it gets returned. If a person would borrow it, that person could hold a session themselves.

Paxton said that she got a lot of good feedback from her sessions. Everyone signs in with their APA registration number. We should check if the Chapter could do our own encore presentations. Paxton held her session at the Brick building in their IT training room. Snyder had his at the Sussex County College.

Mercer indicated that there is potential to buy 7 or 9 sessions. There are other community-wide sessions that do not count for CMs. Maybe NJPO could do this. Paxton suggests that more than just the NJAPA members would attend these sessions. Paxton and Snyder would run a session again. Ocean County charges \$80 for an hour. The EJ Bloustein School would be free. The auditorium at the Meadowlands could be used as well.

The total cost would be \$1,330 for 7 sessions, and \$1,590 for 9 sessions. The Chapter would purchase two sets of each.

Mercer suggests we establish a partnership with LOM or NJPO with the non-CM courses for potential donations. Joyce recommends that we just stick with the CM-eligible courses. Lawlor suggests maybe start with the first 7, and then change based on the response that we get.

Mercer suggests making a motion to purchase all 9 series, and that we invite NJPO and LOM members to come to let them know about the other series and if they want to purchase then let them.

All in favor for 7 series: Lawlor, Sarrinikolaou, Hersch, Paxton, Snyder, Szabo. Reiser abstained.
All in favor for 9 series: Cotter, Gallo, McManimon, Clerico.
The vote does not carry to buy the additional 2 series.

The Chapter will purchase the 7 series. Now the Executive Committee needs to work on getting commitment from the area reps to lead the 7 sessions.

- Annual Report

Mercer indicated that Perlman can not do the annual report. Mercer reminded the committee that we wanted to do an Annual Report to have for the Chapter conference and the LOM conference. Mercer has about 3 different samples of reports that we could model ours on. Levine told the committee that the NY Chapter does one every year. Each member completes a summary of his/her tasks of the year. Hersch indicated that she has experience putting these types of reports together, but does not want to be responsible for the writing. Hersch decided that the deadline for write-ups for the annual report should be SEPT 19.

- Elections and Bylaws

Mercer indicated that we have three candidates that want to run for the second vice president position including Corey Piasecki, Eric Powers, and Jess Ransom. And we have one for each of the committees. Mercer asked the committee if want to put forward all 3 or just 2. The Committee decided to put all 3 running mates on the ballot.

Mercer continued and said that the bylaws have to be finalized and voted on. TWe have to approve the summary of changes to post on the ballot. Snyder made a motion to approve the summary of bylaw changes and McManimon seconded; All in favor. Mercer said that we would like to put the full text of the bylaws with Will's annotations on the website with a link to the ballot. The ballot is going out electronically only. Members will have to log in to vote. This should be advertised on the website. Levine will put a blurb on the website. APA recommends to vote like this. National will count the votes for us.

We are not allowed as officers to campaign for anyone, but as regular persons we can.

- Annual Planning Conference

Levine reported on the following: There have been several changes since the most recent version of the conference program went out. We got Rutgers approval of the Program. Levine has more formatting changes to complete for the program format. Levine already sent the program to the

printer. Hopefully it will all go out next week. The program can also go on the website. Levine will follow up with a broadcast email.

Levine discussed the Conference's Fee Schedule. The Thursday events do not cost \$4,000. \$4,000 is for the room and the food is \$9,000. Levine indicated an approximate cost of \$38,000 to \$48,000 for the hotel for Friday. We are guessing 30 people will register for the walking tour and 60 people for the course to guarantee the \$4,000 room rate. We are ready to enter into the contract with Rutgers for the conference at the hotel.

The cost for Friday events are increasing by \$5. The walking tour on Thursday is \$35 and \$65 for the sessions. These all include food. The entire package is \$85.

For both days it will be \$255 per person. This is a break even cost.

(Bob Cotter entered into the meeting)

The food cost for Thursday is \$5,000. The walking tour will be held, then the law course, dinner and the ethics course. There are already 7 different pricing arrangements. Gallo had asked what the expectation is that people will stay overnight? Levine indicated that the conference is paying for 2 nights for himself. Levine will be busy with registration. A room discount will be available for the conference rate. The hotel will not be holding a block of rooms.

- New Jersey League of Municipalities Conference

Levine indicated that the price to repair the booth is \$18.49. Levine and Cotter designed a tablecloth that will match the panels. The existing banner does not work so well. The price for the table cloth with the logo is \$657. Levine would like to expend \$657 for the tablecloth, and the business cards. Total cost would be \$1,209. Cotter made the motion, McManimon seconded; All in favor.

We need a business card too for display. National has a format that they would like the Chapter to use. The printer would charge \$533 for the setup, and then \$250 to order more. The business card should not have a name on it. The email address should be changed to office@njapa.org and the website.

- Memorialization of the speaker call

Mercer explained that last Friday the Executive Committee held a phone conference, with 48 hours notice where we discussed the keynote for the Conference. We needed to determine the cost for the speaker. There was a motion made to spend not more than \$3,000. Gallo made that motion and Snyder seconded; All in favor.

Hersch reported that the keynote speaker for the conference will be Ken Reardon, who recently did a bunch of community planning and recovery work in New Orleans. This topic is relative to NJ and flooding and global warming in general. He is getting \$3,000 to cover his travel and accommodations. Mercer indicated that he can come to all of the conference for free.

- League of Municipalities Schedule

Briefly Levine indicated that himself and Cotter will attend on behalf of the Chapter on Monday, but we will need cover for Tuesday, Wednesday, and Thursday. Levine will send out an email of the schedule and call for volunteers.

Committee/Office reports:

President	Courtenay Mercer
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Mercer rec'd a letter from Barbara Allen Wooley Dillan. She did her own survey of PPs, and wrote a supporting letter to the Chapter's letter to the Attorney General. The supporting letter indicated support to eliminate the PP position all together, require all licensed planners to pass AICP, or require all NJPPs to have the same CM-program that the AICP has now. Szabo is drafting legislation for the idea to implement a similar CM Program for PPs.

Mercer reached out to the League of Municipalities to ask if they could work to obtain CMs for their conference. The LOM thinks that it would be too difficult and will not do it. Szabo will follow up with the LOM. Mercer indicated that the NJAPA would help log the courses with AICP. Mercer asked the committee if they would partner with LOM to help pay for the CM courses. Snyder made the motion to offer financial assistance to the LOM for half of the amount. McManimon seconded; All in favor.

First Vice President	Deborah Lawlor
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The New Jersey Meadowlands Commission is having a Sustainable Communities Planning Seminar on October 1st and is willing to make it CM eligible. Latini recommended that the Meadowlands partner with APA-NJ. The conference may be eligible for 3 credits. However if the Meadowlands partners, the definitions get stricter for CM courses. The Meadowlands Commission is willing to pay the fee. A blast e-mail needs to go out within the next 2 weeks to advertise the conference. The event is being held consistent with the spirit of APA's National Community Planning Month and its 2008 green theme.

The Meadowlands Commission passed a resolution that is consistent with the format provided by APA. Mercer asked if the Second VP or Lawlor could get the template for proclamations distributed to municipalities and advertise National Community Planning Month to the League of Municipalities. Szabo offered to assist with this effort. Lawlor said that she would also get the proclamation template to everyone on the executive committee and APA's National Community Planning Month logo so that board members could distribute the information to their municipalities. Everyone was asked to tell people to report what they were doing back to office@njapa.org so that we could post their participation.

Secretary	Amy Sarrinikolaou
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Sarrinikolaou is coordinating the PP Exam Review Course. It will be held October 11.

Treasurer	John Reiser
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Online registration will be available for the conference.
Reiser needs to schedule a meeting with the web developer.

Sustainable Design Committee	Angela Clerico
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Clerico hopes to get the framework for the sustainable master plan element out by the end of the month.

Legislative Committee	John Szabo
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The Legislative Committee is meeting in September to coordinate some comprehensive changes, and pick up projects that have been started like the continuing education for PPs.

(Rebecca Hersch left the meeting.)

Housing Committee	Vito Gallo
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(John Szabo left the meeting.)

The Housing Committee has not met, but he has been active with Hersch to organize housing sessions for the conference. There are 3 so far.

Based on the new legislation, COAH will have to make further revisions to the proposed regulations. The LOM has a major suit going on with 150 towns. The motion to stay the deadline failed.

Redevelopment Committee

Robert Cotter

The Committee met Aug 1 to begin dividing labor on the handbook. They are meeting again Sept 12. Stan Schrek is going to break out the text without the figures. Rodrigues will do a chapter in the handbook. Cotter will do relocation and acquisition. It will not be done for the conference.

Chapter Administrator

Michael Levine

Nothing to report.

Bulletin Editor's

Rebecca Hersh

The newsletter is out. The committee chairs should at least submit a paragraph every time for the newsletter.

Student Representatives

Katie White

Nothing to report.

Area Representatives

Eric Snyder

Nothing to report.

Maura McManimon-Fennessy

The theme for the Conference Walking tour will be led by Nancy Finn who is with Sacred Heart Church. She is leading a neighborhood revitalization project. McManimon will invite RPA, the city and DEVCO. The walking tour will tour the big projects and last about 2 hours. Levine will monitor registration. Gallo recommended that someone from the University come as well. Mercer will follow up. DEVCO is going to talk about the development around the train station.

Adjourn; all in favor

Respectfully submitted: Amy Sarrinikolaou