



American Planning Association
New Jersey Chapter

Making Great Communities Happen

**EXECUTIVE COMMITTEE
SPECIAL BUDGET MEETING MINUTES**

Friday, August 21, 2009
Conference Call

In Attendance by Phone: Michele Alonso, Jay Corbalis, Maura McManimon Fennessy, Chuck Latini, Debbie Lawlor, Andrew Levecchia, Courtenay Mercer, Bill Purdie, John Reiser, Zunilda Rodriguez

Absent: Bob Cotter, Vito Gallo, Rebecca Hersh, Louis Joyce, Katherine Otto, Eric Powers, Carlos Rodrigues, Amy Sarrinikolaou, Eric Snyder, Ray Thomczak, Jeff Wilkerson,

It was noted that a quorum of the ExComm was present on the line.

This meeting was held for the sole purpose of discussing the draft budget that was distributed via e-mail earlier in the week. Motion to adopt the agenda: All in favor.

The ExComm first discussed concerns submitted via e-mail by Lou Joyce. We kept the legislative committee DC budget intact, as the new Legislative Chair intends to attend the APA legislative program. The ExComm did agree that the conference phone and projector should be purchased in this fiscal year, and thus removed from the FY10 budget. Also, the Treasurer and the Fiscal Committee will work to set up the critical reserve and have that money strategically invested in higher interest bearing accounts.

The ExComm also discussed Conference income and expenses, as well as accounting for fundraising. It was decided that the Chavooshian fund will receive \$3000 or 25% of fundraising income, whichever is higher. The ExComm reorganized the Committee funds under the appropriate Vice-Presidents per the recently adopted bylaws, and reduced/redistributed the funds accordingly.

It was decided that the APA-NJ will only do 5 webinars a year, and budgeted funds accordingly.

Additional funds were budgeted under ExComm travel, as we will be sending both the President and President-Elect to the APA Conference and Fall Leadership meetings.

An Executive Director line item was added for the few month overlap in which the current Administrator will be training the potential new hire (pending ExComm approval of Executive Director Committee proposal).

Income from the Complete Guide was removed, as we have decided to no longer charge for the out-dated book.

There was a lengthy discussion about an appropriate negative budget flow, and several line items were adjusted to reduce the negative flow to an acceptable \$1,505.

There was further discussion/concern about attaining a quorum for the scheduled September ExComm meeting. The ExComm members present felt comfortable with the budget as revised. Courtenay Mercer read the final budget proposal line by line, and accepted a motion to approve. Charles Latini motioned to approve as read, and Deborah Lawlor seconded.

A roll call vote was taken. All were in favor. While contributed to the discussion, Zunilda Rodriguez did not vote, as she is not a voting member of the ExComm.

Adjourn; all in favor.

Next Meeting: September 11 may be cancelled since the main purpose was to adopt the budget.

*Respectfully Submitted,
Courtenay D. Mercer, PP, AICP
President*