



EXECUTIVE COMMITTEE MEETING MINUTES

Friday, December 12, 2008
Room 556, Bloustein School
2:00 PM

In attendance: Michele Alonso, Louis Joyce, Andrew Levecchia, Michael Levine, Courtenay Mercer, Katharine Otto, Eric Powers, John Reiser, Amy Sarrinikolaou

Speakerphone: Vito Gallo, Chuck Latini, Debbie Lawlor, Maura McManimon Fennessy, Carlos Rodrigues, Eric Snyder, Katie White

Absent: Angela Clerico, Bob Cotter, Rebecca Hersh, John Szabo, Ray Tomczak

Approval of agenda

The Agenda of December 12, 2008 was approved by the committee.

Approval of minutes

The Minutes of October 24, 2008 were approved as amended.
Rodrigues, Joyce, Levecchia, and Reiser abstained.

Issue reports:

- 2008 Annual Planning Conference Wrap-up

Mercer recommended the formation of a Conference Sub-Committee to review all suggestions for the Conference, rather than during the Executive Committee session to save time.

Levine reported that 523 people registered for the conference. This was the highest ever. The grand total cost of the conference was approximately \$73,000. Overall, the conference ran a deficit of \$8,000. The expenses for the hotel increased.

Levine provided some projections of conference goers for next year including,
Thursday - 180 people for lunch, and 284 people for dinner
Friday – 300 people for breakfast, 478 for lunch, 100 people for cocktail

For next year's conference we could keep it to two days and for Thursday we could just reserve 2, 100 person rooms. For Friday, he wants to add the downstairs Brunswick Room.

For Thursday, Mercer suggested that we solicit people, not necessarily APANJ Executive Committee members, for walking tours to be held around NJ and not just in New Brunswick. Evening Sessions could be held every other year. The Ethics session would have to be held every year.

Levine mentioned that from the surveys that everyone liked the Thursday addition to the conference. He couldn't have done these surveys without the help of the Rutgers students. Reiser suggested that maybe we can send a follow up electronic survey to our members.

Levine indicated that for next year's conference, an increase in cost is anticipated. Levine needs a motion from the Executive Committee to deposit \$8,000 for the hotel, and that there may be an increase in the registration fee. Joyce indicated that the Conference Sub-Committee should prepare a summary of recommendations before the Executive Committee makes a motion.

The subject of the awards came up. An awards dinner was suggested or separate fundraiser instead of cramming the awards in during the conference. This is another item that may be better discussed among the Conference sub-committee.

- **Approval of FY 2009 Budget**

The items on the budget was discussed. Overall, the Chapter may be at a \$15,000 deficit for FY 2009. This may not be a loss because our expenses are reported somewhat conservatively. The Chapter has a surplus of \$80,000 in a bank account. Levecchia suggested that the Chapter set up a Prudent Reserve Account. Reiser has been waiting on APA to place the Chapter's surplus in a CD.

Joyce wants to see a comparison between last year and this year's budget before the Executive Committee approves the budget.

- **Upcoming Webinar dates**

McManimon reported that there will be a webinar on January 21 on transportation. The area representatives have to coordinate among themselves when and where the future webinars will be held. Once they figure the logistics out, the Chapter will purchase the CDs. She will reach out to the area reps.

A request from Ohio Chapter was received asking that APANJ partner with them to run webinars. Levine will follow up. A motion was made for the Chapter to co-sponsor these webinars if for free, Rodrigues made the motion, Joyce seconded.

Committee/Office reports:

President	Courtenay Mercer
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Mercer discussed the creation of an adhoc young planners group. Zunilda Rodriguez drafted a mission statement. The YPG would create programs at the conference that are directed towards "young planners", work with students outside of the EJB School, and reach out to students to keep the link with APA. Mercer made the motion to form this adhoc young planners committee with Zunilda as the chair. Rodriguez so moved, Snyder seconded, all in favor.

Mercer sent a letter to Senator Smith requesting that the Chapter be involved with the proposed changes to the MLUL. She will send a follow up email. Senator Smith put together a committee to review revisions to the MLUL. We do not know who is on the committee. This is part of the legislative committee initiative.

Mercer and Szabo met with NJPO to discuss coordination with CM program. NJPO is going back to coordinating advanced training for board members. NJAPA wants to try and make those classes CM eligible. Also, working to get the League sessions CM eligible.

Past President	Carlos Rodrigues
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Nothing to report.

First Vice President	Deborah Lawlor
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Lawlor was not present to report, however provided an update via email. It is as follows:

1. Authors are working on their Guide sections at this time. Due date for section drafts in January.
2. The National APA Regional and Intergovernmental Planning Division is proposing a best practices guide on regional planning - since NJ has 3 regional state entities we are being sought out as a major player particularly since in most states regional planning is done by Metropolitan

Planning Organizations (MPOs) or Councils of Governments (COGs). I'll keep APA-NJ posted as discussions on this progress since I am Vice Chair of State Planning of the national division. Several planners around the state will be asked to participate in assisting to write sections of the document.

Second Vice President	Eric Powers
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Powers recommended that with the release of the State's green house plan, that there should be a webinar on this topic. Could we co sponsor a webinar on this topic?

Secretary	Amy Sarrinikolaou
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Nothing to report.

Treasurer	John Reiser
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Nothing to report.

Sustainable Design Committee	Angela Clerico
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Reiser reported that the committee is working on the final report for Newton – should be out by the end of next week.

Legislative Committee	John Szabo
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Mercer reported that the legislative committee had two meetings. It is proposed that an adhoc committee be created of each committee chair. That they will review bills related to their topical area, and then forward to the legislative committee. The legislative committee will make a proposal whether to endorse. The bills move pretty fast, and sometimes cannot wait until the Executive Committee meets. We should trust the legislative committee to comment. The Chapter is trying to make a voice for themselves in the legislative arena.

A Motion was made for the creation of an adhoc committee and that the legislative committee will decide whether to endorse or not on behalf of the Executive Committee. Snyder made the motion, McManimon seconded, all in favor

Housing Committee	Vito Gallo
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Gallo sent an action alert to the housing committee regarding a bill that will enact mortgage protection using two funding sources for income qualified homeowners with limited protection. He send out an action alert to the membership.

Professional Development Officer	Chuck Latini
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Mercer reported that the CM Provider site still is down.

Chapter Administrator	Michael Levine
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The League conference was a success. Not much supplies left. Levine wants to make sure that the budget includes the supplies as an expense.

Bulletin Editor's	Rebecca Hersh
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Mercer explained that Hersh would like every member to be responsible to write one article per year.

The next due date for the newsletter is January 1, 2009.

Student Representatives	Katie White (2nd year) Katharine Otto (1st year)
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The snowball is coming up and finals!

Area Representative: Central

Maura McManimon Fennessy

The next upcoming webinar is transportation related.

Area Representative: Northwest

Eric Snyder

Nothing to report

Area Representative: Southern Shore

Louis Joyce

Nothing to report

Area Representative: Northeast

Michele Alonso

Nothing to report

Area Representative: Southern

Andrew Levecchia

Liked the annual report. Mercer said that the second VP, Eric Powers should be responsible for the annual report next year.

Adjourn; all in favor

Respectfully submitted: Amy Sarrinikolaou