

APA-MA BOARD MEETING Minutes
Friday, December 15 , 2006
MAPC, 60 Temple Place, Boston
9:30 a.m.
Approved 1/26/07

Board Members Present: Sean Bender, Joseph Cosgrove, Steve Costello, Lynn Duncan, Chris Eaton, Glenn Garber, Peter Lowitt, Sabine Prather, Robert Mitchell, Steve Sadwick, Felipe Schwarz and Heidi Samokar

Board Staff: Chris Skelley

New Business

Mandatory Continuing Education

Mr. Lowitt briefed the board on the proposed requirements of “certification of maintenance” for AICP. It is expected that APA will adopt the requirements in 2007 allowing AICP planners to start accruing credits.

(Mr. Mitchell and Mr. Cosgrove arrived).

He suggested that the Board form a committee lead by the PDO to review the proposal and offer feedback to APA. It was moved (Samokar / Bender) to establish such a subcommittee and the subcommittee will meet at least twice before February. The motion passed.

This topic was discussed further later, under the PDO report.

Fund Raising Exchange

Mr. Lowitt provided a handout on conference fundraising used by the North Carolina chapter. The Board briefly discussed on-line registration options for the 2007 Southern New England Conference.

Producing copies of the Form Based Code resource binders to sell at cost

Planners have requested a copy of the materials handed out at the recent Form Based Code workshop. Attendees’ fees covered the costs of the materials. The request is from those that need extra copies or were unable to attend. The Board decided to produce copies and sell at cost.

Mass. Federation

Mr. Lowitt reviewed the Chapters bylaws regarding affiliate membership. Mass. Federation has invited him to the January Board meet to discuss possible options for working together.

(Ms. Duncan arrived).

The Board felt that options in addition to affiliation should be discussed with the Federation, including a full merger. Mr. Sadwick offered to work with Mr. Lowitt on discussion points for that meeting. Mr. Costello also inquired about formal MAPD affiliation. This can be addressed in the near future.

Discussion of possible locations for January Board retreat

Options include Wentworth Institute of Technology or at the conference hotel in Hyannis. Mr. Schwarz and Mr. Bender will look into options at these locations. Mr. Lowitt will send an email to the Board about possible retreat dates.

Updates

2007 Conference Planning

Mr. Schwarz reported that the contract with the hotel has been signed. He is reviewing attendee surveys from the 2006 conference. He expects the conference committee to begin meeting in January. He is looking for ideas for a key note speaker.

The Board discussed the possible timing of next year's Smart Growth Conference and options if the state does not continue to hold the event.

(Ms. Prather arrived).

Reports

Legislative

Mr. Sadwick reported that the Zoning Reform Working Group met last week and they are looking at four amendments. The filing deadline is January 11 and they are looking to file one bill. They are seeking co-sponsors.

The Board discussed options for soliciting urban co-sponsors. Ms. Samokar also mentioned how a recent report "The Hourglass Challenge: Creating a More Equitable Economy for Greater Boston" – prepared by Community Labor United – calls for zoning reform.

Mr. Lowitt noted that he attended a November Smart Growth Alliance – CHAPA meeting. The group will continue to meet to work through important planning issues.

CPTC

Mr. Bender submitted a report. CPTC is wrapping up its fall training workshops and will begin planning for the March 17 conference. Mr. Bender will email the Board the list of sessions. CPTC is also hoping to provide on-line or CD training materials. Mr. Lowitt reminded the Board that the Chapter Presidents Council awarded CTPC \$1,000 to perform an evaluation.

PDO

Ms. Duncan commented that she is seeing a trend of more experienced planners now seeking AICP. She noted that an AICP study group has formed in the Boston area. She will check into the results from the November test.

The Board further discussed the proposed mandatory certification program.

MAPD

Mr. Costello handed out a letter that MAPD sent to NAIOP asking for support for zoning reform. He is hoping to schedule a meeting with them. He also reported progress on organizing a golf tournament fundraiser. They will also begin planning for the June MAPD conference.

Committees

Mr. Mitchell reported that he is working with Mr. Cosgrove to plan a Sustainable Development event in the next few months in the Boston area.

(Ms. Eaton arrived).

Treasurer Report

See hand-outs. The chapter is in the black for November. She noted that they will be selling chapter pins for \$5 each. Each Board member received a free pin. She also reported on the finances from the Smart Growth Conference; the books are expected to be closed in January. There is a small surplus, which, if the chapter is willing to handle the finances again next year, can be rolled over.

Regional Representatives

See "Committees" for Boston area activities.

Mr. Scwarz noted that the Northeast Association of Realtors recently won a smart growth award. He would like to collaborate with that group on an event. Ms. Prather indicated that she would approach the Western Mass Association of Realtors and work with them on a similar smart growth event or program.

Approval of 11/03/06 Meeting Notes

The Board moved to approve the minutes from the November 3, 2006 meeting (Bender/Sadwick). So voted with one abstention (Samokar).

MAPA Balance Sheet 1130061 - As of 11/30/2006

(Includes unrealized gains)

As of 11/30/2006 (Cash Basis)

12/15/2006

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Account	11/30/2006 Balance
ASSETS	
Cash and Bank Accounts	
Checking at Citizens Bank	22,419.92
MAPA Conf Acct	6,227.67
TOTAL Cash and Bank Accounts	28,647.59
Investments	
American Funds	17,891.89
Ameriprise Brokerage	6,842.67
TOTAL Investments	24,734.56
TOTAL ASSETS	53,382.15
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
2007 NE Conference AP	0.00
Smart Growth 2006 Expenses	0.00
TOTAL Other Liabilities	0.00
TOTAL LIABILITIES	0.00
EQUITY	53,382.15
TOTAL LIABILITIES & EQUITY	53,382.15

Profit and Loss MAPA - Nov 2006
11/1/2006 through 11/30/2006 (Cash Basis)

Category Description	11/1/2006- 11/30/2006
INCOME	
NE Planning Ads	1,100.00
Reimbursement	-123.11
SG Conf Income Other	5,000.00
SG Conference Registration Income	12,475.00
TOTAL INCOME	18,451.89
EXPENSES	
Computer	
Web design and hosting	202.66
TOTAL Computer	202.66
Event Expenses	430.00
Legal-Prof Fees	1,530.00
MA 25 Years	810.00
MA Chapter Pins	2,578.55
Postage and Delivery	58.72
President Budget Item	1,262.24
Printing and Reproduction	
Other Printing and Reproduction	2,974.05
TOTAL Printing and Reproduction	2,974.05
SG Conf	2,172.33
TOTAL EXPENSES	12,018.55
OVERALL TOTAL	6,433.34

DRAFT
2006 Smart Growth Conference
Income and Expense Report

last updated

12/15/2006

<u>Income</u>	Notes
Sponsorships	
EOEA - Conference sponsorship	\$1,400.00
MassDevelopment - cash contribution	\$5,000.00
ULI-Boston - cash contribution	\$1,000.00
Registration Fees	
General Attendees	\$29,595.00
EOEA - Agency Attendees	\$3,720.00
EOT - Agency Attendees	\$1,500.00
DHCD - Agency Attendees	\$1,740.00
OCD - Agency Attendees	\$360.00
DOER - Agency Attendees	\$240.00
ULI-Boston - Attendees	\$1,500.00
	Does not include 19 unpaid registrants (\$1330)
<u>Total Revenues</u>	<u>\$46,055.00</u>
<u>Expenses</u>	
Administration	
MA-APA Services and reimbursables	\$1,200.00
Supplies (Staples)	\$372.52
Printing	
Central Reprographics - Save the Date Postcard	\$660.70
Copy Cop - Invite	\$7,254.45
Postage	
Boston Mailing - Save the Date Postcard	\$800.00
Boston Mailing - Invite	\$2,004.63
Facility and Catering	
DCU Deposit	\$1,400.00
DCU Center	\$30,026.43
Speaker Fees/Honorariums	
Julie Campoli	\$1,345.01
<u>Total Expenses</u>	<u>\$45,063.74</u>
Surplus/Deficit	\$991.26

Notes: Books will be closed on 1/31/07.