

APA-MA BOARD MEETING NOTES

Friday, July 14, 2006

9:30 a.m.

Northboro Town Offices

Approved 9/8/06

PRESENT: Peter Lowitt, Kathy Joubert, Steve Sadwick, Lyn Billmen-Golemme, Sabine Prather, Chris Eaton, Joe Cosgrove, Robert Mitchell.

Guests: Ron Mallis, Dana LeWinter, and Mike Hanlon

9:30 New Business

- a). Board Resolution to add Chris Skelly as an authorized signature for writing checks up to \$500 by Robert Mitchell, seconded by Joe Cosgrove, voted unanimously.
(insert Board Resolution from Chris Eaton)
- b). New newsletter editor and new web master (see attachment). There was discussion about including an announcement in this issue of the newsletter. Ms. Prather needs assistance with the next issue (August 20th time frame, as she will be on a cruise). Mr. Lowitt to request assistance from Ms. Lamey. A Stipend is to be attached to the Co-editor positions as well as the web master position. Mr. Bott called in to make sure the awards application would be inserted in this issue of the newsletter. It will be.

Attention Members: The chapter is seeking a Newsletter Co-Editor and a Webmaster.

The Webmaster's responsibilities include, but are not limited to:

- Posting the monthly Newsletter in PDF file format
- Updating the Events calendar on a monthly basis (often more frequently)
- Posting Jobs that come through the newsletter and those that are emailed directly to the webmaster email box (typically 5-10 per month). Job postings that are not part of the newsletter are sent directly to the MA APA Treasurer for billing purposes.
- Updating the home page content with fresh materials and pictures.
- Posting all information supplied by MA APA Officers with the approval of the President.

A Stipend is involved.

The Newsletter Co-Editor responsibilities include, but are not limited to:

- Soliciting articles with the assistance of the RI and APA board
- Working with the printer to assure the newsletter is published properly
- Assuring ads are included as required and that job postings are printed and referred to the MA APA Treasurer for billing purposes.
- Use of Pagemaker and acrobat distiller and Word required. (APA-MA will assist in acquiring software).
- 8-10 issues per year
- Chapter intends to transition newsletter to digital format in the future

A Stipend is involved

- c). American Council of Engineering Companies of MA and MASS Infrastructure Investment Council. (Mike Hanlon): Mr. Lowitt introduced Mr. Hanlon, stating that he had been approached by Mr. Hanlon, an APA member, who was interested in both our legislative efforts around CPA II and in introducing us to the Mass Infrastructure Investment Council. Mr. Sadwick agreed to invite Mr. Hanlon to the CPA II meeting next week in Boston to pursue legislative collaboration opportunities. The Board agreed that planning was integral to the entire spectrum of infrastructure investment in the Commonwealth. Concerns were raised about some of the members of the coalition. The Board voted to become members subject to review of the Coalition's mission statement and the ability to review our participation in and comment upon future publications of the Coalition. Mr. Hanlon was thanked for his interest and his activity.
- d). National Community Planning Month: Mr. Lowitt shared that this is a new activity of national APA and is slated for October of this year. The overarching theme will be Making Great Communities Through Planning. Some of the weekly sub-themes included: Our Legacy of Great Communities; Today's Great Communities, Tomorrow's Great Communities; and People Making Great Communities. Mr. Lowitt asked the board to consider if it wanted to participate and if so, who would do what. Mr. Lowitt indicated that he would pursue a state resolution for the month, investigate an event at Devens around the theme of Tomorrow's Great Communities and would check with Weymouth about a similar event, and would investigate tying 25 year member pins (a membership retention and recognition strategy) into the theme of People Making Great Communities. He would also contact Ms. Samokar about how and if MAPC would consider tying Metrofutures into the program. The Board voted to authorize Mr. Lowitt to have Mr. Skelly to contract for and purchase 300 25 year chapter member pins (up to \$900) and to design and purchase 1000 chapter pins which will be sold at \$3.00 each.

10:15 Updates

- a). University liaison research proposal (Ron Mallis and Dana Le Winter): Mr. Mallis came forward with his ideas around a university practicing planner collaborative. Each accredited planning school could join in a consortium around the theme of sustainable development and deepening the connections between Universities and practicing planners. The board indicated that this is a broad theme and needs to be

tightened up into a more practical program to move forward. The alignment or deviation between university planning schools' missions and the planning community (which is not of one mind itself) was noted. A potential tie in to the UN Decade of Education around Sustainable Development was discussed. Practical actions were listed including:

Newsletter articles for the chapter newsletter written by students from student field projects to provide an opportunity to illustrate the need to communicate planning messages to different audiences.

Planners to establish more formal lines of communication through our university liaisons to generate projects for student/faculty involvement. (Generate field projects)

Practicing planners act as potential advisors to field projects, or guest speakers. Mr. Mallis is to refine his ideas and get back to the board. The board wishes to thank Mr. Mallis (MIT) and Ms. LeWinter (Tufts) for their participation in the meeting, their commitment to their respective universities, and their willingness to serve as our chapter university liaison.

- b). Planning Commissioner Reprints and Ads was discussed and authorized by the board. After much hard work Ms. Prather was able to work with the INKSPOT, our printer, and format the adds as a pdf. The board thanked her for her hard work and effort on our members behalf.

10:30 Reports

- a). Legislative – Mr. Sadwick report that CPAII did not advance out of committee as had been hoped and that there would be a wrap up meeting next week. Ms. Billmen-Golemme reported that the Data Collection bill is out of Ways and Means and should be able to assist in locating where affordable housing is in the state. Its time to renew our membership with ELM, as it is in the budget no vote was needed to do so. Mr. Lowitt, Mr. Mitchell and Ms. Billmen-Golemme had attended the gubernatorial debate on housing issues at Fanuiel Hall which the chapter sponsored.
- b). Treasurer – (Ms. Eaton to provide as attachment) The board thanked Ms. Eaton for her time and efforts to provide the numbers.
- c). PDO - absent
- d). CPTC - absent
- e). MAPD -absent

- f). Student Representatives –university liaisons present for discussions, no students attended
- g). Committees – Mr. Mitchell approached the board about participation in the State Smart Growth Conference on Friday December 1, 2006. The state is looking for partners on a number of levels 1) handle registration for the conference for some financial reimbursement (board to check with Mr. Skelly and have Mr. Mitchell contact him directly to explain the particulars), 2) Fund a coffee break, 3) Provide PR to our members about the program, and 4) purchase a booth or add in the conference program. The Board agreed to provide the announcements to membership at a minimum. Mr. Mitchell was to provide a clearer definition of the work involved for Mr. Skelly (i.e. would the state handle the list and just batch us the checks to deposit).
- h). Regional Conference (see report below)
- i). Regional Representatives – Mr. Cosgrove had to leave early, as did Ms. Joubert, both reporting no new events over the summer.
- j). Newsletter – Ms. Prather indicated that she needs assistance in generating newsletter articles and soliciting them. A reminder to our legal authors would help. The Board authorized the purchase and reimbursement of Acrobat Distiller and an updated version of page maker up to \$500 on a motion by Ms. Eaton, seconded by Mr. Mitchell. Voted Unanimously.

11:00 Other Announcements – **Board members are asked to please provide a short (1-2 paragraph report on your activities on behalf of the chapter from October 2005 – the present for inclusion in the Chapter Annual Report which will be presented to the membership at the regional conference in New Haven in late September).**

11:10 Approval of June 8, 2006 Meeting Notes. On a motion by Chris Eaton, seconded by LBG and voted unanimously, the June 8 meeting notes were approved.

11:15 Next Meeting Planning

- a). Date, time and location September 8 at 10AM in Northboro

Regional Conference Update

On Wednesday, Sept. 27, we will have a half day special program on hazard mitigation planning from 1 to 6 p.m. It is limited to 50 participants. There will be a separate fee for attendees of \$50.

On Thursday, Sept 28, the conference begins. Morning sessions are from 10 to noon. We will jump right into sessions rather than have an opening speaker. The keynote speaker during lunch is Cesar Pelli, FAIA. More sessions will run from 1:45 to 5. The reception is 6 p.m. to 9 p.m.

On Friday, Sept 29, the day will begin with Chapter Breakfast Meetings from 8 a.m. to 9 a.m. Sessions will run all day until 4:45. The New Haven Mayor will address the audience during lunch along with APA President, David Siegel.

There will be 2 mobile workshops.

The preliminary program will be in the mail shortly.

Massachusetts Chapter of the American Planning Association

Board Resolution

Date: July 14, 2006

Purpose: to give the Executive Assistant, Christopher Skelly, check writing authority up to \$500.00

Background: The Executive Assistant (EA) will take over bookkeeping responsibilities from the Chapter Treasurer in July 2006, and to reduce the amount of redundant communication and back and forth, the EA will have authority to pay bills for the chapter up to \$500.00. The Chapter Treasurer is responsible for reviewing monthly statements and records. The Chapter Treasurer will write checks for amounts over \$500.00. The EA will also receive and deposit checks for the chapter, and maintain the Chapter's mailing address.

THEREFORE, on July 14, 2006, the Board of MAPA directs the Chapter Treasurer and President to work with Citizens Bank to establish signature authority for Christopher Skelly up to \$500.00.

Signed: _____
Peter Lowitt, President

Date

Signed: _____
Caroline Eaton, Treasurer

Date

MAPA Balance Sheet - As of June 30, 2006 - As of 6/30/2006:3

(Includes unrealized gains)

As of 6/30/2006 (Cash Basis)

7/17/2006

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Account	6/30/2006 Balance
ASSETS	
Cash and Bank Accounts	
Checking at Citizens Bank	17,465.93
TOTAL Cash and Bank Accounts	17,465.93
Other Assets	
Customer Invoices	0.00
NE Planning Invoices	-50.00
TOTAL Other Assets	-50.00
Investments	
American Funds	17,891.89
Ameriprise Brokerage	6,842.67
TOTAL Investments	24,734.56
TOTAL ASSETS	42,150.49
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Accounts Payable	0.00
TOTAL Other Liabilities	0.00
TOTAL LIABILITIES	0.00
EQUITY	42,150.49
TOTAL LIABILITIES & EQUITY	42,150.49

Profit and Loss Fiscal Year July 1, 2005 to June 30, 2006

7/1/2005 through 6/30/2006 (Cash Basis)

7/17/2006

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Category Description	7/1/2005- 6/30/2006
INCOME	
Uncategorized	10.00
AICP CD ROM	40.00
AICP PDO Conference refund	120.00
APA Dues	21,010.30
Event registration	13,250.00
Katrina Charity collected	545.00
NE Planning Ads	3,775.00
Other Inc	600.00
Other Inc, Bus	1,100.00
Reimbursement	13.55
Services	2,200.00
TOTAL INCOME	42,663.85
EXPENSES	
Bank Charge	18.56
Charity	1,045.00
Computer	
Software	249.44
Web design and hosting	1,144.00
TOTAL Computer	1,393.44
Dues and Subscriptions	360.00
Education	3,526.06
Gifts Given	70.22
Legal-Prof Fees	1,343.57
MA non-profit annual report fee	15.00
Meals & Entertn	3,961.01
Misc	248.85
Postage and Delivery	103.85
Printing and Reproduction	23,802.52
Refund	685.00
Regional Planner Events	27.21
special projects funded MLURA work	18,000.00
Travel, Bus	3,080.22
TOTAL EXPENSES	57,680.51
OVERALL TOTAL	-15,016.66