Minutes of The
Executive Committee Meeting
Assoc. of Collegiate Schools
of Planning
October 20, 1983
San Francisco, CA

President Michael Teitz opened the meeting at 6:10 p.m.

1. Roll Call and Introduction of Visitors (Feld & Teitz)

Executive Committee Members Present

Michael Teitz, UC Berkeley
Jay Chattejee, Univ. of Cinn.
David Sawicki, GA Tech.
Marcia Marker Feld, URI
Rolf Engler, MIT
Carl Patton, U. Wisc/Mil.
John Forester, U/Cornell
Chuck Connerly, Fla. State

David Loehs - VPI
David Dowall, UC Berkeley
William Siembieda, U. of NM
Peter Sorant, U. of N.O.
David Forkerbruck, U. of Iowa
Dog Krueckeberg, Rutgers
Marie Howland

Absent -- Arthur Grey

Visitors

Jay Stein, GA Tech.
Alan Black, U.K.
Tom Galloway, URI
Carl Goldschmidt, MICH State
David Prosperi, UCinn
Doug Lee, US DOT
Christine Bayer, Columbia

Larry Susskind, MIT
John Mullin, U/Mass.
Dave Perry, Suny/Buffalo Cuny
Peter Sullins, Hunter
Judy deNeufville, UC Berkeley
Fred Collignon, UC Berkeley

2. Minutes of the April 16, 1983 meeting approved. (Feld)

3. Reports

a. Financial (Engler)

Rolf presented the financial report for period of April 12, 1983 to October 15, 1983. It was approved. (See attach. 3a)

b. Membership (Engler)

There are four new member schools, two cancelled members and one changed membership. (See attachment 3b)

c. Graduate Guide (Sawicki)

The Guide will be in the mail February 1, 1984. A large press run was approved. AICP may contribute to the produc-
tion costs. Eighty-one out of total membership of 111, or 73 percent have made commitment to participate in The Guide. Jay thanked David Sawicki for his hard work in creating and developing The Guide. (See attachment 3c)

d. McClure Memorial (Feld)

A progress memorandum reported the guidelines for the Edward E. McClure Prize for a Distinguished Paper by a graduate student. Modifications to the proposed guidelines were made. The first presentation will be in NYC at the Annual Conference, 1984. (See attachment 3d)

e. Future Meetings (Sawicki)

The next Annual Conference will be in NYC October 18-21, 1984, under the general direction of V.P. Sawicki. The four recognized planning schools (Columbia, Hunter, NYU, Pratt) have appointed Michael Fisser, Pratt Institute, to act as liaison. It will be held at the Milford Plaza Hotel.

Several suggestions were offered including inviting the Planning Librarians' Association to join us. A request was made to coordinate our meetings with the meetings of the Association of Public Policy Analysts. The 1985 Conference will be in Atlanta and several sites in the Midwest are under consideration for 1986.

f. (new) Carl Patton discussed the survey of the effectiveness of the poster on recruitment and agreed to continue the follow up study.

4. Budget 1983-4 (Teitz)

The policy issues apparent in the budget were discussed and approved. It was noted that past payment of The Executive Committee airfare to meetings is available on request. The budget was adopted.

5. Journal of Planning Education and Research (Prosperi)

The editor presented a report on the state of The Journal. He made the following four recommendations:

1) That effective with Volume 4, The Journal be published three times a year.
2) That institutions be charged $30/year for three issues.
3) That a decision on the editorship be completed by Spring 1984.
4) That the relationship of The Journal and its editor be established in the Constitution of the ACSP.

After discussion: (a) it was moved and seconded to increase the number of issues to three beginning with Volume 4. Unanimous vote, approved. (b) it was moved and seconded that the institutional price of The Journal be increased to $30, beginning with Volume 4. Unanimous vote, approved. (c) it was moved and seconded that the
President appoint a Committee to decide the editorship and the other issues raised. Unanimous vote, approved.

(Report on file)

6. ACSP Constitutional Revision  (Chattejee)

Changes were suggested in two areas:

(a) Conforming the sections on regions to current practice.

(b) Extending a fourth class of membership, individual member, similar to affiliate or corresponding membership.

The sense of the meeting was to support these revisions.

NEW BUSINESS  (Teitz)

(a) Tom Galloway announced that URI would commemorate its 20th Anniversary next Spring with a symposium.

(b) Mike Teitz reported that election for vice president and secretary will take place immediately after the conference by mail ballot.

(c) David Sawicki suggested that ACSP look into ways of conducting federal research funds to ACSP member schools.

(d) A Motion was made and seconded to propose grateful thanks to Michael Teitz for his hard work as President. Motion passed by acclamation.

(e) A Motion of Thanks to The Berkeley Team who put together this Annual Conference, especially Amy Herman, was made, seconded and unanimously approved.

A Motion to Adjourn at 8:20 p.m. was carried.

Respectfully submitted by:

Marcia Marker Feld
University of Rhode Island
October 13, 1983

TO: ACSP Executive Committee
FROM: Michael Teitz, President
SUBJECT: Executive Committee Meeting

The Executive Committee will meet in open session on Thursday, October 20, at 6:00 p.m. in the California Room of the San Franciscan Hotel in San Francisco. I look forward to seeing you there for this Twenty-fifth Annual Conference.

AGENDA

1. Roll call and introduction of visitors
2. Minutes of the April 16, 1983 meeting
3. Reports
   a. Financial
   b. Membership
   c. Graduate Guide
   d. McClure Memorial
   e. Future Meetings
4. Budget, 1983-84
5. Journal of Planning Education and Research
6. ACSP Constitutional revision
7. New business

Feld and Teitz
Feld
Engler
Engler
Sawicki
Feld
Sawicki
Teitz
Prosperi
Chatterjee
Teitz
## ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING

**FINANCIAL OPERATION FOR THE PERIOD APRIL 12, 1983 - OCTOBER 15, 1983**

### Bank Balance April 12, 1983
(at last report) $16,307.69

<table>
<thead>
<tr>
<th>Income</th>
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<tbody>
<tr>
<td>Dues</td>
<td>$19,680.00</td>
</tr>
<tr>
<td>Special Billing for Guide-4th Edition</td>
<td>16,500.00</td>
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<tr>
<td>Interest</td>
<td>376.72</td>
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<tr>
<td>Reimbursement for Label Printing</td>
<td>767.75</td>
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<tr>
<td>Reimbursement for Undergrad. Guide</td>
<td>702.67</td>
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<tr>
<td>Reimbursement from APA for Mailing</td>
<td>310.37</td>
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<tr>
<td>Subscriptions</td>
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<td>Guides - 3rd Edition</td>
<td>146.44</td>
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**Total Income**: $39,580.20

<table>
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<tr>
<th>Expenditures</th>
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<tbody>
<tr>
<td>Conference Costs - Seattle (Chicago &amp; (Dallas)</td>
<td>$1,331.70</td>
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<tr>
<td>Journal of Plng. Education &amp; Research</td>
<td>9,479.80</td>
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<tr>
<td>Undergraduate Guide Project</td>
<td>81.07</td>
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<tr>
<td>Preparation for San Francisco Fall Conference 1983</td>
<td>3,219.24</td>
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<tr>
<td>Preparation 4th Edition of the Graduate Guide</td>
<td>2,375.00</td>
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**Total Expenditures**: $21,153.81

**Operating Costs:**
- Univ. of California-Berkeley: 852.22
- Univ. of Wisconsin: 470.00
- MIT: 245.00

**Salaries**
- Adm. Assistants: $1,800.00
- Bursar: 600.00

**Income Balance After Expenses for Period**
April 12, 1983 - October 15, 1983

**Bank Balance**: 19,126.17
ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING

PROJECTED OPERATION FOR THE PERIOD OCTOBER 15, 1983 - JUNE 30, 1984

**Assets**

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<tr>
<th>Description</th>
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<td>Bank Balance October 15, 1983</td>
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<tr>
<td>Outstanding Membership Dues 1983-1984</td>
<td>5,500.00</td>
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<td>Outstanding Payments for Guide (16)</td>
<td>3,750.00</td>
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<td>Total Assets</td>
<td>$44,683.86</td>
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**Liabilities**

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<tr>
<td>Estimated Spring '84 Conference</td>
<td>$900.00</td>
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<tr>
<td>Operating Expenses (est.)</td>
<td>2,000.00</td>
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<tr>
<td>Journal of Plng. Education &amp; Research</td>
<td>10,000.00</td>
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<tr>
<td>Estimated Cost of Production of Graduate Guide</td>
<td>23,000.00</td>
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<td>Contingency</td>
<td>1,000.00</td>
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**Salaries: November 1983 - June 1984**

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<th>Description</th>
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<tr>
<td>Adm. Assistant</td>
<td>$2,400.00</td>
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<tr>
<td>Bursar</td>
<td>800.00</td>
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| Total Liabilities | $40,100.00 |

**Projected Balance by June 30, 1984**

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<td>$4,583.86</td>
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Assuming expenses for the Fall 1983 Conference will equal the income.
INCOME

88 Members @ $200 $17,600
12 Affiliates @ $100 1,200
12 Corresponding @ $50 600

Dues Income $19,400

Journal of Planning Education and Research

506 School Subscriptions $5,060
125 Subscriptions @ $12 1,500

Journal Income $6,560

Conference Registration $11,000
Graduate Guide Payments 80 @ $250 20,000
Undergraduate Guide Sales 1,000
Miscellaneous 1,000

Other Income $33,000

TOTAL INCOME $58,960

EXPENSES

Journal of Planning Education and Research $14,200
Conference Expenses and Planning 9,000
Graduate Guide Production 22,000

Salaries:
Bursar (12 mos.) $2,400
Assistant to the President (12 mos.) 3,600

Total Salaries 6,000

Operations: Reproduction, Mailing, Telephone 2,000
Travel 2,500

TOTAL EXPENSES $55,700

Surplus (Deficit) $3,260
Unexpended Balance from Fiscal Year 1982-83 $12,000
Net Projected Carryover Fiscal Year 1983-84 $15,260