



American Planning Association  
**California Chapter**

*Making Great Communities Happen*

**DATE:** January 24, 2017

**TO:** APA California Board of Directors

**FROM:** Steven A. Preston, FAICP, Chapter Historian – South  
Larry Mintier, FAICP, Chapter Historian - North

**SUBJECT:** FUNDING FOR THE APA CALIFORNIA ARCHIVES AT CSU NORTHRIDGE

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When the APA California Board of Directors met in October, it held over two matters for future action:

- Funding of the Chapter Historian program; and
- Future discussion of a funding proposal to expedite the processing of documents in the Chapter Archives.

In a December conference call, the Board voted to restore the Chapter Historian line item to its previous level of \$750; this leaves only the matter of the archives funding to discuss at this meeting. **We want to thank the Board for its consideration of these requests.**

#### **APA CALIFORNIA ARCHIVES FUNDING**

Currently, the only funding directed to the Chapter's archives is an annual contribution of \$1,000, an amount that has not changed since the Chapter created the archives in 1998. That amount no longer provides adequate resources to process the records handled by the archives, which have continued to grow while the support level has remained constant.

The Board has sought to have the collection processed more rapidly so that it may become available as a resource, and so that in the future the archives can display its contents, both digitally and in exhibition services.

In October, 2015 the Board received a report from a task force convened by former Chapter President Brooke Peterson recommending further development of the Chapter Historian program and archives. That report recommended that the Chapter NOT increase the annual allocation, but instead provide focused funding to get the current backlog of archival items processed. **CSUN recommended \$10,000 for this purpose.**

Of six proposed action items in that report, five have been approved by the Board and are being implemented.

**The one remaining item, the allocation of \$10,000 over a period of time (such as two \$5,000 allocations) to advance the digitizing of the records, has been held for action until such time as the Chapter's financial status has improved sufficiently to allow the Board to deal with this recommendation.** At the time of that discussion, the Historians also offered to reach out to try and raise additional funding as a match that would reduce the direct impact of this request on the Chapter's finances. We have since then carried articles in Cal Planner about the archives, conducted a tour for the Board, conducted several meetings with the archives staff, and updated the website content.

Since then, the Archives have received (or are in the process of receiving) approximately 20 additional boxes of material, including the 14 boxes of material donated by the Margarita McCoy family. No additional funding has been made available to process these materials, although we have reached out to the McCoy family to determine their interest in providing additional funds.

In the first year since the Board adopted the strategy, we have secured the following additional revenue:

Action	Collected to Date
Implement an online contribution by which members may contribute funds directly to the archives in connection with their registration for the annual conference. (*Estimated amount generated is pending final conference accounting.)	\$300.00*
Offer an opportunity at the annual CPF auction for members to "tip" the auctioneers, with the proceeds going toward the archive.	\$323.00
Donation pledged by the California Planning Roundtable	\$500.00**
<b>TOTAL PLEDGED AND RECEIVED TO DATE</b>	<b>\$1123.00</b>

\*\*The \$500 contribution above was a contribution pledged by the California Planning Roundtable in November as part of its FY 2017 budget discussions, and may be accompanied by a line item allowing members of CPR to make an additional contribution on next year's membership renewal billing.

We are now bringing the matter of archives funding back to the board for consideration. The proposed allocation for this item at \$10,000 represents less than 1.95% of the annual budget, and more than \$1,000 in seed funding has now been raised by members.

### Options

We request the Board's assistance in providing increased funding for this purpose, in one of the following ways designed to reduce the impact on the annual budget:

- **Option 1:** The originally requested allocation of \$10,000, which may be divided into two years at \$5,000 each year;
- **Option 2:** An allocation of \$3,000 over the next three years, the first year of which would include the \$1,123 raised to date, thereby reducing the first year contribution from the Chapter to \$1,877;
- **Option 3:** Hold action on new funding for another year, but provide additional means, backed by a clear commitment by the Chapter and Conference Committee to raise a match directly from members, which may include any or all of the following:
  - (a) **Establish a specific fundraising event** in connection with the annual conference to provide an opportunity for the archives to raise additional funds. It might be a fundraiser attached to one of the receptions at the conference (as in 1998), or tied to a plenary luncheon (like the 60<sup>th</sup> anniversary event) or another special event. This would require the Board to provide some general guidance to the conference committee for 2017 and 2018. We might invite the CSUN archivist to the conference to speak about the value of the archives.
  - (b) **Provide a direct-donation mechanism** (PayPal or other) on the Chapter website that would allow direct donations to be made to the archive.
  - (c) **Put an optional donation line item on the membership dues renewal** to help build the fund for the archive.

Option 3 will require that the Chapter make arrangements with CPF, CSUN, or some other 501(c)3 entity that would allow tax letters to be issued to donors. The Board authorized us to begin those discussions with CPF in October.

#### REQUESTED ACTIONS

1. **Discuss and select an option, either from the list above or by other Board motion, to provide additional funding to the archives for the processing of the archival backlog.**
2. **Establish separate revenue and expenditure line items into which received funds are held and expenditures are issued, to facilitate accounting of both, and to ensure that donors/donating entities may be assured that funds deposited are spent on the archives exclusively. The expenditure line item shall be separate from the existing \$1,000 annual Chapter contribution, and separate from the Chapter Historian annual line item.**
3. **Approve a journal entry to place revenues received from donations and “tip-an-auctioneer” at the conference to this fund, along with a pending \$500 donation by the California Planning Roundtable.**

**ATTACHMENT**



American Planning Association  
**California Chapter**

*Making Great Communities Happen*

**DATE:**           **October, 2015**

**TO:**             **APA California Board of Directors**

**FROM:**       **Steven A. Preston, FAICP, Chapter Historian – South**  
                     **Larry Mintier, FAICP, Chapter Historian - North**

**SUBJECT:**     **CHAPTER HISTORIAN REPORT – ARCHIVES, HISTORIAN PROGRAM**  
                     **RECOMMENDATIONS**

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**ACTION ITEMS**

1. Include in the draft FY 16/17 budgets an allocation of \$10,000 (either a single contribution or \$5,000 spent over two budget years) for the purposes of producing a specific project from the Archives at CSU Northridge. This would be subject to action during the budget process, and may be accompanied by additional fundraising to offset the contribution.
2. Authorize plans for promoting and developing donor support for the archives program as outlined in the staff report, including an optional donation with online conference registration.
3. Authorize the Chapter Historians to enter into negotiations with CSU Northridge to update the existing archives agreement, and to bring that proposed agreement to the Board for action when ready.
4. Establish consistent guidance for constituent organizations (Sections, CPF, CPR, PEN, YPG) to submit minutes, agendas, and key organizational documents to the Archives in digital or paper form as prescribed by the archives.
5. Authorize the Chapter Historians and PEN leadership to proceed with the other non-financial initiatives to strengthen the Chapter history program and ensure collaboration on matters of historical interest.

**6. Direct that the next amendment of the Bylaws include an update of the Chapter Historian role to be consistent with current practice.**

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## **BACKGROUND**

Last fall, the Board approved a series of recommendations to advance the Chapter Historian program. In addition, the Board formed a committee to study and make additional recommendations regarding the Chapter history program and archives. The members of that committee, chaired by the Chapter Historians, were:

Hing Wong	<i>Chapter President</i>	Stan Hoffman	<i>PEN President</i>
Brooke Peterson	<i>Immediate Past President</i>	Marissa Aho	<i>Los Angeles Section Dir.</i>
Steve Preston	<i>Chapter Historian South</i>	Bob Paternoster	<i>PEN Board Member</i>
Larry Mintier	<i>Chapter Historian North</i>		

We also invited the current Section Historians to join the calls, including Gus Gonzales (Inland Empire) and Juan Borrelli (Northern), and former APA California President Janet Ruggiero. In order to properly prepare for that discussion, we determined that:

- (1) We needed to obtain up-to-date information concerning the status of the archives;
- (2) We should contact the Archives staff to learn what their recommendations might be to improve and expand the archives program and better disseminate content;
- (3) We should provide an opportunity for those who were interested to receive a tour of the archives;
- (4) We should inquire of the archives staff whether they would be available to participate in a discussion with the Board at a future meeting.

**This report documents the progress made, and recommends that the Board adopt a series of recommendations to guide the Chapter Historian program over the next five years.**

## **ACTIONS TAKEN**

### **Research**

Last spring, Co-Historian Steve Preston arranged a tour of the APA California Archives for interested parties. Attendees included Chapter Historians Larry Mintier and Steve Preston; PEN Chair Stan Hoffman and PEN Vice President Robert Paternoster. The team met with Holly Lovich of the CSUN Oviatt Library's urban archives staff, and then met with the Dr. Robert Kent and Dr. Craig Olwert of the CSUN Urban Studies faculty.

We are very encouraged by the Archives' progress in assembling and curating the collection, with the majority of the collection now catalogued, sorted and archived. Four new boxes of material were

transferred to the archive at the meeting, with one box being held by the historians temporarily for further review.

Since that meeting, Ms. Lovich has prepared an assessment of the collection; provided us with an updated Finding Guide; and provided us with a series of recommendations that the Committee reviewed during its discussion. CSUN has expressed interest in either hosting a meeting on campus in connection with the Board's fall retreat, or sending an archives representative to the Board meeting when the final recommendations are presented to the Board at the retreat.

### **Committee Deliberations**

The study committee convened on June 26 and July 29, 2015, with an aggressive agenda covering seven categories of actions to be discussed. We made outstanding progress on most of the items in the first call, and reserved the second call for a larger discussion of the developing role of our Planner Emeritus Network. The conversations were collaborative and collegial.

### **Issues and Actions Taken**

- A. Chapter Archives: Funding and Management.** The Chapter's appropriation for supporting the archives was set at \$1,000 annually in 1998 and has not increased since. Is this amount sufficient to provide the level of support desired? (Attachment A). The discussion included whether the base level of support was sufficient and whether the Chapter should consider a specific donation large enough to handle a project recommended by the CSUN archivist.

Options discussed included (1) proposing a \$5 surcharge on Chapter dues; (2) request a \$10,000 direct board allocation; (3) request an allocation, but divided over two years; (4) allocate funding out of conference proceeds; add a spot on future online conference registration to allow for a direct donation to the archives. These were discussed with respect to Board concerns about declines in membership, subventions, concerns over surcharges when dues have already been raised.

#### **COMMITTEE RECOMMENDATION:**

- (1) Ask CSUN what could be accomplished within a \$10,000 allocation spread over two years.**
- (2) Request that the Board allocate \$5,000 each year over the next two years for an archives project consistent with CSUN recommendations.**
- (3) Pursue an update of the existing agreement with CSUN, and deal with any request for an increase in base level annual support at that time.**
- (4) Request that going forward and starting with the 2016 Chapter Conference, online registration to include an option for a direct donation to the Chapter archives, with several giving options provided as well as an open field option for those wishing to give more.**
- (5) Must include an ongoing marketing effort designed to increase awareness of the archives, to include Cal Planner article; highlighted info on the website; an**

**explanation of program to accompany online registration; an announcement and information at the CPF auction (but no fundraising at that event, so as to prevent any sense of competition); pursue a brief video that can be placed on website, YouTube, etc. and shown at Chapter Conference.**

- (6) Request that the 2016 Conference (Pasadena) provide an opportunity at a plenary sessions to present a brief presentation, .ppt, or video concerning the archives.**

- B. Consistent Delivery of Chapter Records to Archives.** The Chapter does not have a systematic means to ensure that records are delivered to the Historian for the archive. What sort of system or policy should be put in place to ensure that records are properly delivered? Are we archiving all documents or simply selected (key) documents?

There was significant discussion of the issues attached from staff, volunteer and resource perspectives. Janet Ruggiero contributed information concerning digital transmittal of files in archives associated with her employer. Suggestions included (1) having staff send key documents; (2) electronic transmittal; (3) having board documents assembled in a single .pdf to facilitate transmittal.

#### **COMMITTEE RECOMMENDATIONS:**

- (1) Contact CSUN to determine whether they have the capability and interest to receive transmittals electronically. At a minimum that might include the agendas, the minutes and the financial and membership reports, and annual reports, with other reports retained electronically by the Chapter.**
- (2) If so, make arrangements for Board agenda materials and key reports to be digitally transmitted.**
- (3) If that is not possible, then pursue a secondary strategy to ensure that records get sent to the Historian for transmittal or having them sent directly by staff or consultants.**
- (4) Establish a policy that all affiliated organizations of the chapter (CPF, CPR, PEN, YPG) transmit a copy of agendas, minutes, and key organizational documents (by laws, budgets) to the archives.**

- C. Promotion of Archives; Dissemination of Archives Material.** How can we better access and disseminate the materials in the archives?

**This issue was discussed and addressed under item B, recommendations 5 and 6, above.**

- D. Role of Chapter Historian.** The By-Laws may be out of date with respect to the role of the Historian, and recent budget-driven changes to meeting management have meant that the historian is not present for discussions or report items that should be collected and archived. Is there a means to address this issue?

**Hing Wong reported that the Chapter hopes to be able to address this issue in the next year or so, but it has been a matter of finances.**

- E. PEN.** The Planners Emeritus Network would like be of assistance in helping collect and curate Chapter history, but there are questions of overlapping authority, budget, unclear reporting and problematic scheduling. In addition, PEN is not the only organization with an interest in supporting the history program (Examples: Section Historians, LARPHG, Northern Section Archives). How do these issues and interests get reconciled and provide adequate opportunities for PEN to participate?

PEN supports, and wants to continue to assist where it can, in the following endeavors previously discussed:

- Making the archives more accessible and visible
- Fundraising
- APA California Planning History video.

#### **COMMITTEE RECOMMENDATIONS:**

- **Inventory:** Establishing an inventory of recent retirees, so that PEN could better target those individuals who may be able to share their experiences and history with APA members generally. This would only require modest assistance from Chapter contract personnel (Laura and Francine Farrell) to obtain APA life member and retired member lists.
- **Conference Sessions:** Using its guaranteed panel slot at the APA California conference (starting in 2016) to prepare discussions sessions based on the history of planning in California. Stan suggested panels that might have representatives of different generations in the planning process talk about an issue, using the example of three generations of San Diego planning directors who appeared on a panel at the UCLA Land Use Law conference.
- **Coordination:** Assist in identifying assets, building bridges and coordinating efforts with the archives.

Others added these suggestions, which also received some support:

- **Oral History:** Establish an oral history program, with PEN members both being trained to conduct oral histories, and also being the subjects of oral histories. There would be some training required, and we would need to figure out how to handle transcriptions, but even having the taped interview would be a step forward.
- **Cal Planner and Other Communications:** Use information generated from these interviews and research to prepare feature articles for Cal Planner so that some of the key things we learn can be better disseminated.
- **LARPHG:** Steve suggested that we inquire whether the Los Angeles Region Planning History Group might consider having a PEN representative.



**EXHIBIT A**  
**Recommendations from**  
**September, 2014 Board of Directors Report**

**ISSUE 1: CHAPTER ARCHIVES FUNDING AND MANAGEMENT**

When the Chapter archives were established in 1998, it took several years of searching and negotiation to find an institution that would offer to manage our materials and collections. Bolstered by the efforts of the late Frank Wein, FAICP, who was then teaching there, California State University Northridge offered to fulfill that role.

For each of the past 14 years we have provided only \$1,000 annually under our contractual relationship with CSUN. During the period of the late (Former Chapter Historian) Betty Croly's illness, the Chapter fell behind on its obligations, but quickly corrected that issue upon being advised and has been paying on schedule for the past five years.

While valuable, that donation does not begin to provide a sufficient resource to allow the archive to be properly catalogued and managed. With recent changes in the management at CSUN, and an increasing number of resources being donated, we may wish to open a dialogue with the University to determine if an increase in our annual fee is warranted.

**Recommendation:** Open discussions with CSUN to update the donor-advised or gift agreement with CSUN, including consideration of an increase in the annual contribution that the Chapter makes toward its maintenance.

**ISSUE 2: CONSISTENT DELIVERY OF CHAPTER RECORDS TO THE ARCHIVES**

At present there is no consistent means for providing records to the Historian, meaning that the collections we receive are often haphazard or missing critical components.

Some records are available only online, but the archives are in fact a paper record of the Chapter's dealings. Often the Historians receive these documents only on a piecemeal basis, or only in a draft form (rather than a signed, finished product).

There is, to my knowledge, no consistent collection of the Chapter's minutes and other critical documents.

None of the Chapter's affiliated organizations provide regular documentation to the Chapter Historians.

**Recommendations:** Develop a plan to ensure that appropriate records of the Chapter are consistently provided to the Historians for the archive and for our records.

Develop clear standards as to which documents the Chapter intends to archive.

Ensure that a complete set of the legacy documents are provided to the archive, and historical versions when those are available.

**ISSUE 3: PROMOTION OF THE ARCHIVES; DISSEMINATION**

The Archives play a critical role in documenting the history of California planning, but most members – even Board members – are not familiar with either the Chapter Historian or the archives.

**Recommendations:** Organize a board meeting at a location that would allow the Board to tour, or receive a presentation concerning, the archive.

Establish a plan to better utilize the resources of the archive in developing material for research, presentations and conference sessions drawing upon its materials.

#### **ISSUE 4: ROLE OF HISTORIAN IN CHAPTER BOARD ACTIVITIES**

Several years ago the Chapter Historian was one of several positions that were asked to step aside during difficult budget times from regular attendance in Board meetings. As a result, the Historians do not receive materials that are being used to make organizational decisions that should be archived, and often learn about issues that would affect the program well after the window has closed to participate in discussion.

At the same time, PEN has expressed an interest in further developing its connections with the Chapter Historian programs. PEN has assumed the role that used to be played by the California Planning History Society, and the Chapter Historians remain active in providing information for PEN (and PEN remains interested in assisting the history program as well).

It might be a good time to reassess these relationships and determine whether there is a model moving forward that would put more firepower into the Chapter's historical efforts.

**EXHIBIT B**  
**SUMMARY LETTER FROM CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**CONCERNING STATUS OF ARCHIVES**



Oviatt Library

Special Collections & Archives

Special Collections • International Guitar Research Archives • Old China Hands Archives • Urban Archives

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**Memorandum**

**To:** Steven A. Preston  
City Manager, City of San Gabriel  
City Hall, 425 South Mission Drive  
San Gabriel, California 91776

**From:** Holli Lovich  
Special Collections and Archives Coordinator  
Delmar T. Oviatt Library  
California State University, Northridge

**Date:** March 24, 2015

**Subject:** California Chapter of the American Planning Association – Regarding current status, future processing, and dissemination of archival material held in Special Collections and Archives, Delmar T. Oviatt Library, California State University, Northridge.

**Current Status of Collection**

The first two installments of the CCAPA Collection were donated in 1998 through the efforts of John Bridges, then President of the AICP and Tim Dagodag, Coordinator of the Urban Studies and Planning Program at CSUN. Frank Wein also played an instrumental role in bringing the collection to the University. The CCAPA Director of Administration, Tom Stefan, and CCAPA Chapter Historian, Betty Croly, aided in the initial transfer, re-boxing, and compilation of a rough inventory. Subsequent donations were made in 2001 by Norman Lind, Melville C. Branch Jr., William Fraley, Simon Eisner, Betty Croly, and Duncan & Jones Associates.

This material consisted of approximately 89 feet of papers and publications, and seventeen oversized boxes containing maps, drawings and other oversized material. The collection was physically and intellectually processed with a gift of \$10,000 from CCAPA. As was the standard practice at that time, a Word document finding aid was produced and made available to researchers in the Special Collections and Archives Reading Room in May 2001. A record of the collection as a whole was added to the Oviatt Library's online public access catalog and the material was opened to the research community by request.

Subsequent donations were made in May 2004, June 2012, and most recently in February 2015, totaling approximately 47 feet of unprocessed material. Each of these donations were accessioned, evaluated for preservation issues, rehoused in archival quality containers, and inventoried at the time of acceptance. Due to time and budgetary constraints, these additions are not fully processed and are not yet available for research.

### **Innovations and Modern Practices**

While the CCAPA finding aid document is a finely detailed descriptive resource, much has changed in the fourteen years since its completion, in both the way that collections are archivally processed and the modes through which the information is disseminated.

For example, we no longer unbind publications, folder and box them along with papers, but rather attend to their preservation needs then send them to be cataloged as discreet items attached to specific collections. This way, we increase visibility and improve access, not only through our [University Library Catalog](#) but throughout the information community via the Internet and [WorldCat](#), the world's largest network of library content and services.

For papers, maps, photographs, and other unbound archival material, we no longer create a finding aid in Word, but rather enter the information into our [Finding Aids Database](#). The FAD, as we call it, is visible to anyone with an Internet connection. Unlike a Word document, a finding aid in the FAD can be searched from anywhere in the world. If researchers are local, they can search finding aids and locate specific boxes they are interested in looking at. Box requests can be made from our [FAD contact page](#), and the materials are ready and waiting when the patron arrives. If researchers are not local to the area, they can make selections from the FAD and request [duplication services](#). Scans of the material can be sent by email or placed in cloud storage, where the patron can easily retrieve it.

In addition to the FAD, our finding aids are published in the [Online Archive of California](#) which provides free public access to detailed descriptions of primary resource collections maintained by more than 200 contributing institutions throughout California, as well as collections maintained by the 10 University of California campuses.

We are also able to make collection materials available through our [digital library](#), which houses selected documents, photographs, and illustrations related to our holdings. These items are generally displayed according to a particular focus or area of study, and exhibited as part of a grant funded project.

### **Bringing the CCAPA Collection Into the 21<sup>st</sup> Century**

In simple terms, our goals are twofold: first, to apply the best possible preservation practices to ensure the physical well-being of the CCAPA Collection, and second, to provide consistent, reliable, and straightforward methods of access to the material. With appropriate preservation and worldwide access, we are able to meet our mission and objectives, namely to serve the curriculum needs of students, faculty, and staff, and the research needs of the larger scholarly community.

With these goals in mind, we would like to reprocess a portion of the CCAPA Collection that was completed in 2001, in order to improve visibility and access. This would involve removing bound publications from the manuscript collection, rehousing them, and having them cataloged as discreet items. We would also follow this cataloging procedure for donated materials from accessions in 2004, 2012, and 2015. All of the published material would be searchable in the Oviatt Library catalog and in WorldCat, as well.

The remaining archival materials, consisting of papers, any audio-visual material, oversized maps or illustrations, and any three dimensional objects would be consolidated from both the completed portion (2001) and accessioned portions (2004, 2012, 2015) of the collection. Following physical preservation, this material would be arranged and described in a finding aid to be published in the FAD, in the Online Archive of California, and cataloged as a collection level item in both the Library's catalog and in WorldCat.

### **Concluding Remarks**

I hope that we can continue our dialogue over the coming months, and work together toward our mutual goals, to preserve and provide access to the history of your organization for the benefit of students, researchers, and scholars. In order to meet these goals, we will need to be realistic about the resources that are currently available for processing the collection, including staff, space, and financial support. There are many options to explore, and I think that by putting our heads together, we can certainly work to overcome these obstacles.