

## **NNECAPA Executive Committee**

### **Conference Call Minutes**

Friday February 17, 2023 – 11:00 am

*EC Attendance:* Eric Vorwald, Meagan Tuttle, Catherine (Cat) Ingraham, Sarah Wraight, Matt Sullivan, Amanda Bunker, Jeff Levine, Nancy Kilbride, Sarah Marchant, Sam Durfee

*Not Present:* Cat Bryars, Kyle Pimental

*Guest:* Natasha Kypfer, 2023 Conference Chair

1. **Call to Order.**
2. **Minutes.** Motion to approve January 2023 minutes by Jeff Levine, second by Sarah Marchant. Approved unanimously.
3. **Treasurer's Report** – Sam Durfee
  - Second quarterly distribution received from APA (tracking higher than expected), a sustaining partner sponsorship came in, a bonus was paid to Nancy for her great work on the conference, transferred \$20,000 to a new CD (Live Oak Bank offered best rate, 12 month term, already making more money than previous money market account). Motion to approve Treasurer's Report by Jeff Levine, second by Matt Sullivan.
4. **Reserves & Investment Policy** – Sam Durfee
  - Proposed changes presented for the policy on investment (attached to agenda); request was made to better define what “*stable* instruments” include, maybe defined through risk tolerance, or may be easier to define what *not* to invest in than what to invest in; Sam and Sarah M. will work on this. It was noted that anything over the reserve target amount is considered surplus, and if the EC can invest that money, the EC and Treasurer should be able to.
5. **Conference Planning Updates** – Natasha Kypfer, Nancy Kilbride
  - Call for sessions deadline is March 3, have 12 submissions as of this meeting, with up to 24 session slots to fill. Monday evening will be a reception and state cocktail contest, maybe a Wentworth tour; Tuesday will have the keynote speaker in the morning, awards at lunch, and dinner on-your-own, looking at providing transportation options for attendees to and from Portsmouth; Wednesday will be business meeting breakfast and a plenary at lunch with some sessions after lunch. Looking into someone from APA for keynote or plenary. Nancy sent out sponsor mailer, noted sponsor tables will be limited this year. Wentworth changed ownership from Marriot, now “Opal Collection” which is higher end, and our contract prices remain the same but food and beverage prices (separate) will go up significantly. Jimmy's Jazz and Blues Club mentioned as a possible off-site event locations, affordable and fun place.
6. **Strategic Plan Update** – Meagan Tuttle
  - Opened draft update for comments from the EC last month, Meagan will look to do outreach with Sections soon.

## 7. Ongoing Projects

- a. Sponsors – Nancy Kilbride
  - Conference sponsors and sustaining sponsors outreach in the works; reaching out to sustaining sponsors whose year is coming up to ask about renewal; sustaining sponsors are supposed to be offered a conference session, Nancy and Eric coordinating on that.
- b. 2023 Membership Outreach – Nancy Kilbride
  - Nancy and Meagan working with Sections to do renewal notices and follow up with people who have moved jobs or locations/states; keeping Section Reps in the loop
  - Reviewing what kind of communication we provide to new members, sharing materials that Sections may use, NH still taking the lead on new member outreach methods/materials.
- c. VP & Secretary Recruitment – Meagan Tuttle
  - No update on a VP or Secretary recruit.
  - APA consolidated elections process for 2-year officer elections means APA will be doing outreach for officer nominations for elections shortly; Meagan asked if everyone would consider if/what position or EC role they might be interested in; Meagan looking for someone willing to head up nominations (or a committee).
- d. Annual Coordination Meeting with Sections
  - Meagan will start this soon.

## 8. Officer & Committee Roundtable

- a. President – Meagan Tuttle
  - New Change Ambassador Group, Sarah W. volunteered to participate. Meets quarterly; rep's from chapters share best practices and have discussion on: equity and inclusion, on diversity both in planning profession and in communities; building bridges to other professions; education for APA members. Will be good to tap into these resources especially for future conferences.
  - We need an APA legislative delegate for energy policy guide (doing updates), Meagan included in Pres letter in Yankee Planner to see if there was member interest; not a large time commitment just a webinar. Happening sometime this year, need delegates by early March; Eric \*MAY\* be interested.
- b. Vice President (None)
- c. Professional Development Officer – Sarah Marchant
  - A lot of AICP test inquiry coming to Sarah M., she wonders if there will be any kind of meeting with all Sections? Sarah working with Section PDOs; considering if there'll be an opportunity to do something at fall conference; new AICP process means passing the test is only first part of process and we don't yet know how to know when someone officially is AICP, Meagan will ask the CPC group.
  - APA national conference in Philly 2023 this spring, some EC members going, Meagan will try to organize a meet up in Philly.
  - FAICP notices went out (Sarah M.), a few folks interested; there's a new APA toolkit to help with applications! Overall NNE has not had a lot of success in getting people

through the process, a lot of work and not guaranteed to get it; at APA level many other chapters and divisions say the process is hard and frustrating, many don't bother, some dialogue around equity within FAICP process.

d. Public Information Officer – Jeff Levine

- Yankee planner about to go out; Jeff has more of a template to work with now; includes a President's letter;
- Jeff not getting sense of interest from people to have a Constant Contact training, not responsive on meeting date, may try once more to organize.

e. Section Reps

- NH Section Rep: spring conference planning happening, density and housing legislation of note, invested in a new legislative tracking software, moving NHPA files to the new Drive, annual goal setting just happened (included more engagement with new planners, AICP certification process).
- VT Section Rep: also following density and housing legislation, spring workshop and awards planning starting, transitioning to the new Drive (files all there but questions on accessing files and using Drive), also trouble getting to the new Drive (does depend on email access level, right now states only access their own state folders, not access to NNECAPA or other states), updates to P&P doc.
- ME Section Rep: also conference planning underway, busy legislative session (housing, subdivision, and growth management policy issues), first year with a part-time LPC admin, and the LPC actually developed material submitted to a State Rep for proposed legislation in first time since forever, newly trying out an LPC updates newsletter to members.

f. Conference Reps (no other updates)

g. Legislative Updates

- Possible to connect LPCs across sections? It was requested that we not try this during the session as LPCs get pretty busy, but seems like it would be interesting and useful. Is there a way to share best practices or ideas? MAP might be able to share its LPC newsletter with NH and VT LPCs as a way to keep informed on each other's legislative happenings.

9. **Other Business**

- a. EDI Committee & Audit – future agenda item

10. **Adjourn**