

## **NNECAPA Executive Committee**

### **Conference Call Minutes**

Friday, April 21, 2023 - 11:00 am

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

**Guest:** Natasha Kypfer, 2023 Conference Chair

#### **1. Call to order**

#### **2. Approval of Minutes**

March 2023 Motion to approve: Sam: 2nd Eric - approved unanimously

#### **3. Treasurer's Report:** - Sam Durfee

Sam presented the report with a slight increase to the conference sponsor number. There were no expenses in March. April looks good – looking at \$5000 or so in April in conference sponsorship, close to \$9,000 in total.

Sam thought there was a fraudulent charge on the NNECAPA debit card, but it was actually CM fee (\$1,250)

Motion: Catherine. 2nd Matt - approved

#### **4. Conference Planning Updates** - Natasha Kypfer, Eric Vorwald, Nancy Kilbride

##### *a. 2023 Conference Committee Updates, Registration Fees*

Conference session submissions are being reviewed. Overall it's a strong set of submissions. Members toured the property recently- viewed breakout spaces, desk, registration, meals, etc. May add an event for people arriving early. A total of 25 rooms allocated, 22 already taken for Sunday night. Other nights room reservations are strong as well. Overflows hotels being considered. Posting program will help with room reservations.

\$11,425 in sponsorship at this time, \$20 to 23K is a goal, more than last year. We will likely run out of booths.

Registration rates were discussed. Member rate set at \$315, nonmember \$365

There will be a final logo soon. Program should be available beginning of May.

We mailed 85 Sponsorship letters that were focused on NH businesses. Nancy will follow up in April and May, so far people are excited about the location and venue. Nancy is working on a draft budget for the conference to help come up with the registration fee.

Nancy visited the Wentworth last week. The layout will depend on the number of concurrent sessions that we will have and how many sponsor booths can fit in the space. The menu will be narrowed down as we get more information about dietary needs. The hotel is allowing us to use the board room for conferences or meetings during the conference. We have 100 rooms for Monday and 130 rooms for Tuesday night in the room block.

*b. 2025 Venue Contract*

We are booked with Portland's Holiday Inn by the Bay.

**5. 2023 Membership Update** – Tuttle/Vorwald/Kilbride

*a. APA Invoice Changes*

APA is no longer sending paper invoices as of this year. There are 90-100 chapter-only members that rely on paper invoices. We are developing a plan to do chapter-level communications to people whose renewals are upcoming.

*b. Quarterly Dues*

Have been received in the past week

*c. Member Letter/Outreach*

Draft letter been developed, should go out soon.

**6. 2023 Sustaining & Other Sponsors-** Kilbride

We sent out a mailer. There are some new sponsors for the conference that we may be able to be upgraded to sustaining sponsors. We are working to increase the number through outreach.

**7. FAICP Nomination Sponsorship-** Tuttle/Marchant

We received a list this year from APA of eligible people. One person seriously interested in applying, a few others potentially interested. Asked for chapter sponsorship which would include covering \$100 fee.

Matt moved support, Sam seconded support – approved.

**8. APA Updates-** Tuttle/Marchant

*a. Chapter Presidents Council Meeting Updates (Ethics Case, Code of Conduct, Admin Pilot, Chapter Performance Criteria, It Takes a Planner)*

APA has revamped chapter performance criteria. They may become more of a guide than requirements. In the short term this shouldn't affect us, and we generally meet the criteria anyway.

APA is also hoping to launch a Chapter admin services contract pilot- CPC will accept proposals for needs related to services.

Last year at CPC meeting there was some pushback on policies on DEI initiatives at chapter level. Now there is a code of conduct on APA leaders in leadership roles.

There was also a case that came before ethics officer this year that resulted in the revocation of an AICP/FAICP membership (not a NNECAPA member.)

The APA "it takes a planner" campaign aims to show benefits of good planning and provide a positive message.

*b. Housing Supply Accelerator*

Sarah gave an update on the initiative. It has a short timeframe. The Accelerator is involving Mayors as there are more and more issues occurring at the local level where cities are asked to do more on housing. The initiative is still getting somewhat organized. Sarah has offered data support on financial and other items.

*c. Chapter Connections re: EDI Committee/Strategy*

We have some resources from APA conference Florida EDI to get advice.

**9. APA Consolidated Elections for 2024-2025 Officers-** Vorwald

By mid-May APA needs our list of candidates. This is a long lead time, as elections aren't until September. Our goal is to maintain balanced EC membership from the three states. There are some internal candidates considering new positions on the Executive Committee as well as some interested members.

Lead time is a challenge for some other chapters and they use alternative models

**10. Yankee Planner Newsletter Models-** Levine

The model presented by JM Mills was discussed. The EC decided not to move forward at this point. Meagan will talk to the planner if her office about putting something together

**11. Social Media Policy-** Levine

The board discussed adding a Social Media policy regarding posting events. After discussion, the EC decided that we would only promote events that we directly sponsor, offer CM credits for, APA events, and Section events. Jeff will write up a policy to bring to the next meeting. We could also promote news about members receiving awards and sections testifying on issues.

**12. Annual Coordination Meeting with Sections-** Tuttle

Afternoon of June 16<sup>th</sup> after the EC meeting is set.

**13. Officer & Committee Roundtable**

- a. President (& States) Updates
- b. Vice President (& States) Updates
- c. Professional Development Officer Updates
- d. Public Information Officer Updates
- e. Section Representatives
- f. Conference Representatives- 2024/2025
- g. Legislative Updates- Chapter or States

**14. Other Business**

- a. Future agenda items: Strategic Plan Approval, EC Membership Bylaw Amendment, EDI Committee & Audit

**15. Adjourn**

12:37 pm.

***Next Meeting Reminder: No meeting in May, next meeting scheduled for June 16<sup>th</sup> at 11 am.***