

NNECAPA Executive Committee Conference Call Minutes

Friday, June 16, 2023 - 11:30 am

EC Attendance: Meagan Tuttle, Eric Vorwald, Sarah Wraight, Jeff Levine, Sam Durfee, Nancy Kilbride, Matt Sullivan, Amanda Bunker

Guests: Natasha Kypfer, 2023 Conference Chair

1. Call to order

The June 16, 2023 meeting of the NNECAPA Executive Committee was called to order by M. Tuttle at 11:34am.

2. Approval of Minutes

Minutes from the April meeting were not included for review and will be considered at the July meeting.

3. Treasurer's Report

S. Durfee presented the report and highlighted several minor changes including how we were reporting printing and copying for the conference. He indicated revenues related to the conference were on track and that the final distribution to the sections would most likely happen in July. He also noted that the CD was continuing to generate revenue. He highlighted FY 2023 budget included a deficit of approximately \$1,200 but this was projected to be closer to \$1,700 due to unbudgeted expenses. It was stated that these additional deficits could be offset with other revenue, such as the CD.

Motion was made by J. Levine and seconded by S. Wraight to approve the budget as amended. All were in favor.

4. Conference Planning Updates

N. Kypfer provided an update on activities for the 2023 conference including the selection of a logo, the schedule at-a-glance, registration had opened, and that Jenny Raitt was slated to be the keynote speaker to talk about work on the equity in zoning policy guide from APA. She also discussed the committee is working on sponsorship for the trolley to provide transportation to and from Portsmouth on Tuesday evening, and that additional activities were being planned for Monday afternoon to offer more options to attendees. N. Kilbride stated that there were approximately 70 registrants including sponsors and speakers. She also provided an update on sponsorship indicating that we had secured \$16,000 including five new sponsors with a goal of having \$20,000 in total. E. Vorwald added information on possible CM credits for the conference. He indicated there could be as many as 12 CMs on offer with the potential for one of each of the four required credits.

5. Financial Outlook

Following on the Treasurer's Report, S. Durfee provided an update on the financial outlook for budgeting purposes and indicated that there may have been an overestimate in the forecasting for membership dues. He indicated that with one quarter of payments left, we were currently approximately \$9,000 below estimates. The Executive Committee discussed membership revenues and options for increasing this as well as increasing the number of members. There was as discussion of possible increases of up to 8.5% (as listed in the budget forecast) and how this may be received by members.

M. Tuttle requested feedback on if an increase in member dues is something that should be pursued. J. Levine asked if we had information on the history of our membership dues. M. Tuttle indicated that, in conjunction with the reorganization, the Executive Committee committed to keeping the dues level for several years, but was unsure if there was an accurate way to compare past dues with current since they were collected differently in the past. The members were generally supportive of some level of incremental increase but wanted more input from each section on possible impacts. E. Vorwald noted that this may impact chapter only members more since the chapter portion for APA members is small compared to the APA portion of their dues.

M. Tuttle also indicated that NNECAPA is one of two chapters that does not set their dues on a percentage basis. She noted that APA may push NNECAPA to switch to a percentage if we are changing our dues structure. It was decided that additional discussions would happen at a future meeting.

6. APA Consolidated Elections for 2024 – 2025 Officers

E. Vorwald gave an update on the slate of officers indicating that at least one person had volunteered for each of the six officer positions including incumbents and new candidates. He provided the Executive Committee with the candidates for each position and provided information on the timeline for providing this information to APA. He stated the deadline was June 25th and that APA would be handling the elections. M. Tuttle stated that there was a goal to provide training over the summer for newly elected members including assistance with transitions into positions for newly elected officers.

7. 2023 Membership Update

E. Vorwald asked about updating information for chapter only members and if there was a way to do this through the NNECAPA website or other avenue. He indicated that through outreach efforts to VPA members about renewals and welcome letters, there was confusion about how to update personal information such as email or mailing address. It was stated that each chapter only member should have an APA ID and can update their information the APA website. E. Vorwald agreed to find out more information and report back on any issues for future consideration.

8. Sustaining and Other Sponsors

N. Kilbride provided an update on sponsors and noted that we received one new sponsor, but also lost one sponsor. The sponsor that was not renewing indicated an interest in supporting the

Southern New England Chapter, and had limited funds to use for sponsorship and that it wasn't an indication of displeasure with NNECAPA.

9. FAICP Nomination Sponsorship

M. Tuttle noted that NNECAPA was supporting the nomination of Ben Frost to the Fellows of the American Planning Association.

10. APA Updates

M. Tuttle provided a brief update on information related to the housing supply accelerator and indicated that there would be more conversation at the next Executive Committee meeting.

11. Officer and Committee Roundtable

J. Levine indicated that there was a new editing tool for the website so some items are not formatting correctly, but they were being fixed as necessary. He asked anyone that noticed issues with the website to let him know.

All three sections conducted spring conferences on June 2nd with varying degrees of success with attendance.

11. Other Business

M. Tuttle highlighted several items in the agenda for future meetings and discussions.

12. Adjourn

With no further business, the meeting was adjourned at 12:36pm