

NNECAPA Executive Committee Conference Call Minutes

Friday, August 25, 2023 - 11:00 am

EC Attendance: Meagan Tuttle, Eric Vorwald, Sarah Wraight, Jeff Levine, Sam Durfee, Nancy Kilbride, Matt Sullivan (joined at 11:16am),

Guests: Natasha Kypfer, 2023 Conference Chair

1. Call to order

The August 25, 2023 meeting of the NNECAPA Executive Committee was called to order by M. Tuttle at 11:06am.

2. Approval of Minutes

Minutes from the April and June meetings were presented for consideration. E. Vorwald made a motion that was seconded by J. Levine to approve the minutes as presented. All were in favor therefore the minutes passed 5 – 0.

3. Treasurer's Report

S. Durfee presented the July Treasurer's Report, including information for June. He highlighted the revenue that has been received from the conference registrations, and also the fourth payment from APA being received. He also highlighted that this payment was less than budgeted, therefore overall revenue was down from the budgeted numbers at this point in the year. It was noted that strong conference attendance and sponsorship revenue may off-set this discrepancy, but is something that should be tracked.

N. Kilbride highlighted several revenue items related to sustaining sponsors. She stated that Judi Barrett had renewed as a sustaining sponsor and that we gained one new one, but lost one at the same level so this was a net neutral position. She indicated there were several other sponsors she was speaking with about the sustaining sponsor program and would report back at a future meeting on progress. With no other discussion, S. Wraight made a motion to accept the Treasurer's Report. This was seconded by E. Vorwald. All were in favor therefore the motion passed 5 – 0.

4. Conference Planning Updates

N. Kypfer provided an update on activities for the 2023 conference including finalizing the conference program (including CM credits), securing the keynote, and refining the offerings for Monday afternoon. She indicated that a subcommittee was working on additional details for the Monday afternoon session and that there were specific challenges with identifying space for any programs. Several factors that were creating challenges were the time of year as many businesses are not open on Monday's, possible weather concerns with early November, and no space directly at the venue.

An update was provided on the Wednesday lunch session. This included a discussion from three communities that are celebrating 400th anniversaries. The communities of Dover, Portsmouth, and Rye would be discussing the activities that they are undertaking to commemorate this milestone.

N. Kilbride provided an update on registration numbers. She indicated that numbers were a bit low at this point, but there was still time to sign up. She stated that once the final program goes out, she expected there to be an increase in registrations. Also, once the final program is set more targeted outreach would be conducted.

5. 2023 Sustaining & Other Sponsors

No additional information was provided as this was generally covered under the Treasurer's Report.

6. 2023-2027 Strategic Plan

M. Tuttle introduced this item and indicated that it had been discussed at great lengths during past meetings therefore additional discussion was not necessary. E. Vorwald made a motion that was seconded by J. Levine to approve the Strategic Plan as presented. All were in favor therefore the motion passed 6 – 0.

7. Chapter Event Harassment & Discrimination Policy

M. Tuttle provided an overview of the document. She indicated that this was a proactive measure to establish a policy and not in reaction to something that had happened. The Executive Committee discussed the need to have clear guidance and procedures on investigating claims, including follow-up. The Executive Committee generally supported having a subcommittee of several members review any claims that may be brought forward. Additionally, the Executive Committee agreed that a location should be designated at the 2023 Conference where attendees could come forward with concerns or issues. They also discussed if written complaints could be submitted.

M. Tuttle asked N. Kilbride if any of her other clients were including similar procedures with their events as possible examples for procedures. She stated that none currently were but several were considering it based on NNECAPA's decision. Finally, M. Tuttle indicated that a legal review should also be done before the policy was finalized.

8. APA Consolidated Elections for 2024 – 2025 Officers

E. Vorwald gave an update on the elections and indicated that the voting had begun. M. Tuttle stated that she invited several of the new candidates to a future Executive Committee meeting for introductions. She also indicated that the Executive Committee would be asked to appoint J. Levine to the role of Vice President, and Angie Cleveland to the role of Public Information Officer for the remainder of the year in anticipation of their being elected to these positions, and to fill vacancies on the Executive Committee.

9. FAICP Nomination Sponsorship

M. Tuttle provided an update on the applications for Ben Frost and Jeff Levine. She stated that NNECAPA was sponsoring the nomination of Ben Frost and providing a letter of support for Jeff Levine's application; which was being sponsored by the Massachusetts Chapter.

10. Officer and Committee Roundtable

a. President (& States) Updates -
None

b. Vice President (& States) Updates -
None

c. Professional Development Officer Updates -
M. Tuttle and J. Levine indicated that the website has been updated to reflect AICP exam information and requirements

d. Public Information Officer Updates -
J. Levine introduced a draft social media policy consistent with past discussions. He asked if there was interest in approving the policy. E. Vorwald made a motion that was seconded by S. Durfee to approve the social media policy with minor editorial corrections. All were in favor and the motion passed 6 – 0.

e. Section Representatives -
M. Tuttle asked for feedback from the sections on possible increase in dues.

f. Conference Representatives – 2024/2025 -
The Executive Committee discussed having more consistency with timelines for getting information out to members and having more consistency with the policy and procedures guide related to conference activities.

g. Legislative Updates – Chapter or States -
M. Tuttle provided a brief overview of legislative studies in Vermont that are intended to support housing.

11. Events Your Way Contract

M. Sullivan made a motion that was seconded by S. Wraight to enter an executive session to discuss the contract between NNECAPA and Events Your Way. All were in favor. The Executive Committee entered an executive session at 12:02pm. S. Wraight made a motion that was seconded by S. Durfee to exit the executive session. All were in favor and the executive session was concluded at 12:35pm. M. Tuttle returned to regular business.

12. Other Business

M. Tuttle noted that future meetings would include information on Executive Committee membership and budget items. She directed members to the agenda for more information on these topics. There was no other business.

13. Adjourn

With no further business, the meeting was adjourned at 12:37pm