



**NNECAPA Executive Committee Meeting Minutes**  
**Staff Retreat**  
**Friday January 29, 2016 1:30PM – 1:45PM**

Carl Eppich, Sarah Marchant, Sandrine Thibault, Yuseung Kim, Bob Mitchell, Mary Adamo Friedman, James Francomano, Jim Donovan, Anna Breinich, Rachel Mack, Brandy Saxton and Rita Seto

**1. Call to order** (Sarah) – 1:26pm

**2. APA-APHA Grants and NNECAPA State Grants** (Carl, Sarah, all)

MAP and NHPA submitted grants, VPA did not submit. VPA asks grant to be once every 3 years @ \$3,000 instead. Ben clarified grant process – Exec Committee approves and issues a simple grant agreement document requiring deliverable to be reporting back to Committee and share with associations. Carl motioned to approve both grants. Ben seconded. All approve.

**3. APA Phoenix – New England Reception with CT, RI, MA and NNECAPA sponsored by Robinson and Cole** (Sarah)

Robinson and Cole want to sponsor a New England reception for APA Phoenix. \$200 is budgeted and it depends on how many NNECAPA members are attending. Committee is supportive of \$200 if less than 20 attendees, if more we'll vote via email to approve a greater amount.

**4. Retiring Planners** (all)

Discuss within the Strategic Plan

**5. Social Media tool/idea** (Elizabeth)

Discuss within the Strategic Plan

**6. Next Meeting dates** – April (call-in), June (in-person), September (NNECAPA)

Sarah will send out doodle poll for all to schedule upcoming meetings.

**7. Other Business** – nothing to report

**8. Adjourn** – 1:43pm. Jim Donovan motioned to adjourn, Brandy Saxton seconded. All approve.

*Prepared by*  
*Rita Seto, NNECAPA Secretary*