



NNECAPA Executive Committee Meeting Minutes
Friday March 23, 2016 (Conference Call)
2:00 p.m. – 4:00 p.m.

Sarah Marchant, Sandrine Thibault, Rita Seto, Carl Eppich, Carol Eyerman, Anna Breinich, Rachel Mack, Sharon Murray, James Francomano, Brandy Saxton, Jim Donovan

1. Call to Order (Sarah)

Introductions

2. APA-APHA Grants and NNECAPA State Grants

Carl noted that a 3rd round of CDC is open approved and proposals will most likely be sought in the fall. Carl also mentioned that however many people who submitted proposals didn't get weren't notified if they did not get awarded last round.

Sarah updated the Nashua project is in final stages of grant - Plan for Health Nashua looking at level of stress for bicycles model. Completed several presentations of the project and have received good reception.

NNECAPA state grants – Carol / Elizabeth

Carol – MAP funded a part time person to work on improving website, improving newsletter and doing more things to promote MAP. It's working out really well.

Sarah – Southwest Regional Planning Commission submitted project for marketing and education campaign for air quality. They are partnering with local hospital and local radio network for outreach.

Sharon – VT missed application deadline can we still qualify or should we resubmit next year? Carl suggested to submit application to NNECAPA committee and we'll decide.

3. APA Phoenix – NE Reception with CT, RI, MA and NNECAPA sponsored by Robinson and Cole

We budgeted \$200/person, Sarah updated group that Robinson and Cole asked if we can have it bumped to \$225/person. Sharon moved to approve \$225/person, Carol 2nd motion. All approved. 60 people have signed up to go to reception (total registrations from all states), it's estimated that 30 people from NNE area going to Phoenix

4. Retiring Planners

Table for next meeting.

5. NNECAPA 2016 – Planning and the Arts "Community Drama!" – update

Ben and Elizabeth not present to update. Members should have received postcard Save the Date for NNECAPA 2016 and also the Broadway show "If, then" by Brian Yorkie. Reception afterwards.

Carl asked Sarah any updates to Portsmouth Music Hall – NH Public Radio host is working with the musical in Boston in July 16.

6. Strategic Plan – final edits needed - update

Plan has been simplified with our tasks as discussed at the retreat, good reflection of our priorities. Sarah asked for final comments and feedback ASAP. Bob should have final draft back before next meeting. Discussion of sharing draft or final Strategic plan with NNECAPA members – yes, we can share at Business meeting.

7. Budget

Jim – one of 990 tax forms has been filed. 313 form remains unfiled – trouble logging back in to submit to IRS. Jim looking to update signers on account (President, Vice President and Treasurer), also looking to find certificate to say we're in good standing as nonprofit. Jim also wants to update a standard address that would not change for NNECAPA – maybe on next agenda. VPA contracts with VLCT to be a central mailing location.

Budget – another rebate was received so income is up. \$1.25 interest on account, made \$30 on study manuals, halfway through raising projected operating expenses (little higher primarily due to staff retreat this year), projected \$16K deficit, we're only at \$6K.

Jim looking to transfer over some \$25-\$30K funds from checking (balance of \$40K) into money market – he was left off as a signer but now it is fixed. Jim clarified no fees or penalties in moving funds from money market back into checking but will double check. Jim will send Sarah and Sandrine info for signing accounts. "Super-user" Tara was still on account even though she's not on it. Jim is now a "Super-user" and will have Sarah and Sandrine added as well.

8. Next meeting dates

April 22 (Lebanon -) call in option too, Rita will work with Sarah and David Brooks
May 27 – conference call
June 24 (Concord)
August 26 – conference call
September 7 (evening before NNECAPA Conference in Portsmouth)
November 18 – conference call

9. Other Business

Jim – APA Phoenix – Patricia took a bad fall, she was going to be attending policy rep for NNECAPA but she may skip APA. Sarah mentioned there is a backup attendee that expressed interest for policy.

10. Adjourn
2:40PM

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*

DRAFT