



NNECAPA Executive Committee Meeting Minutes

**Friday April 22, 2016 @ UVLSRPC Offices, 10 Water Street, Suite 225, Lebanon, NH
2:00 p.m. – 4:00 p.m.**

Sarah Marchant, Sandrine Thibault (phone), Rita Seto, Carol Eyerman (phone), Sharon Murray (phone), Brandy Saxton, Jim Donovan, Ben Frost, Elizabeth Woods

1. Call to Order (Sarah) 2:05pm

2. Minutes (Sarah)

- a. Retreat Business Meeting – no changes, Brandy motioned to approve. Jim D 2nd. All approved.
- b. March 25, 2016 meeting
With Carl's corrections to paragraph 1 of agenda item 2, Jim motioned to approve, Brandy 2nd. All approved.

3. APA-APHA Grants and NNECAPA State Grants (Carol and Elizabeth)

Carol and Ben should have received grant awards – State grants (NH and ME). Ben asked about grant agreements for NH and ME. Sarah asked Brandy about VT still a possibility of an application. Sharon and Brandy are working on it.

APHA grants – funds need to be spent by April 30. Sarah noted final implementation steps and continue the work (creative crosswalks and rail trail with DPW). Jim reminded Sarah to publicize the crosswalks (e.g. Silver Knights baseball team for June 4). A "creative crosswalk" is two outside lines with a repetitive design on the inside (not necessarily MUTCD typical crosswalk striping but for the baseball team (baseball bats and a ball). One example is Haverhill, MA in the business district.

4. APA Phoenix & New England Reception recap (Sarah)

There was decent attendance at the reception. Sarah will send pics of APA to Ben for newsletter. As discussed, final bill was \$225 for NNECAPA members – 8-10 NNECAPA attendees, roughly 30 NNECAPA conference attendees. Yuseung's recap will be reiterated in the newsletter.

APA voted effective April 1 that AICP members who are on Executive Committee can claim AICP CM self-reporting credits for volunteer time. Website can't accept yet until maybe fall 2016. Brian Shupe couldn't attend APA Phoenix for FAICP presentation but NNECAPA can do presentation at annual meeting. Sharon will get pic of award of Brian Shupe at a VT ceremony.

5. Retiring Planners (Anne)

Will table for next time when Anne is present. Sarah noted that the APA leadership is concerned about the large percentage of retiring professions and how it will affect

membership, revenues, and incentives to keep them involved. There is an existing "retired members" fee but still APA is working on a new strategy. More details to come.

6. NNECAPA 2016 – Planning and the Arts..."Community Drama!" – update (Elizabeth and Ben)

Ben – conference committee meeting next Thursday in Portsmouth – do walkabout for venues. Secured conference space, reception space secured. They are also looking into renting other venue spaces for other events. Call for sessions going out next week. Sponsorship stuff will wait until NHPA stuff is complete so lessen confusion. NNECAPA venue will be at Portsmouth Harbor and Event Center, looking for 250 max attendees.

If, Then show – so far 9 committed of 14 max for a group purchase, deadline extended to May 1. Tickets are not on sale yet.

7. Strategic Plan – final draft review and prioritizing (all)

The committee ran through the changes to the document and made minor updates with the following highlights:

I. Member Communications, 2. Communications – created a Communications Committee with the PIO as the Chair, VP as Vice Chair and I will be putting a call out to the membership asking for volunteers.

V. Chapter Administration, 6. Chapter Bylaws – created a Bylaws review subcommittee with Ben, Sarah, Jim, Carl (Past Pres) and David (historian). President will chair committee.

Sarah will send email out to NNECAPA for Strategic Plan review.

8. Treasurer's Report (all)

a. Taxes

No new info yet to report (couldn't stay on the line long enough to ask how to file for a previous year). Computer says we're up to date but in person they say we are not. Signatures new regulations – need to show certificate of good standing. Jim received an APA document which was approved (need Sarah, Sandrine and Jim to sign).

b. Budget

Jim updated budget with a few more expenses but no revenue. Still below budgeted deficit by \$4,000 (will go down as dues get received). Big changes in expenses (sending out grants \$2000), National Presidents meeting and reimbursement for Phoenix conference for Sarah and Yuseung travel expenses. We are \$25 over expense for the reception (\$225 versus \$200). Last meeting we talked about transferring \$30,000 of \$42,000 from checking to savings. Sarah noted AICP manuals have coming in high. New AICP test due out fall 2017. Need Yuseung to have AICP trainings (2) in the next year in prep for the 2017 tests. Manual is the same but will be updated when new test comes

online. Ben says it's very popular and very good resource for being cheap at \$15. The Chapter Presidents Council AICP manual was initially created to offer affordable resources for members. Sarah noted AICP Commission will be updating the Study manual and keep it affordable.

Rita asked how and when do we send a student from each state to the NNECAPA annual conference? Challenge for picking students if they apply, the process still needs to be figured out but we could do an easy raffle for each State with minimal entry criteria. **Item to be added next meeting's agenda.**

Rita motioned to accept Treasurer's report, Ben 2nd. All approved.

9. NNECAPA Address

Sarah noted, did we resolve it by just putting Jim Donovan's mailing address? Jim noted for VPA, they have a small contract with VLCT so the address is consistent regardless of who is on the committee. Address will be on IRS file. Ben suggested State associations but there's no constant staff, Rita suggested an RPC – TRORC offices could be NNECAPA mailing address site, Rita will check with Peter Gregory.

10. Next Meeting dates - May 27th (call in), June 24th (Concord), August 26th (call in), September 7th (evening before NNECAPA Conference in Portsmouth), November 18th (call-in)

11. Other Business

Budget - \$1000 to cover audit, we need to start implementing. Jim hope to have audit in August for preparation and to hopefully have the audit completed prior to Business Meeting. Rita will check with TRORC auditors and forward firms to Jim Donovan for consideration. Sharon suggested we consider asking for a financial review (audit-lite) versus a full-blown audit. VPA did one for \$3000.

12. Adjourn
3:54pm

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*