



NNECAPA Executive Committee Meeting Minutes

Friday June 24, 2016 @ NHMA, 25 Triangle Park Drive, Concord, NH 1:00 p.m. – 3:00 p.m.

Sarah Marchant, Rita Seto, Ben Frost, Carl Eppich, Sandrine Thibault (phone), Carol Eyerman (phone), Sharon Murray (phone), Brandy Saxton (phone), Anna Breinich (phone), Jamie Francomano (phone)

1. Call to Order (Sarah) 1:06 pm

2. Minutes (Sarah)

April 22, 2016 meeting

Carol motioned to approve, Sandrine 2nd. All approved.

3. APA-APHA Grants and NNECAPA State Grants (Sarah)

Sarah reported the APA APHA grant is closing in June, and all accounting for NNECAPA is complete.

Sarah reported that NNECAPA has issued grant checks to NH + ME. NNECAPA has received application from VT to implement the Strategic Plan and to improve communications on the VPA website. There were no questions about the application. Jamie motioned to approve application. Sandrine 2nd. All approved. Sarah will send Sharon contract for signing, then to Jim. Once executed, Jim will send check to VPA.

4. NNECAPA 2016 – Planning and the Arts...“Community Drama!” update (Ben)

Ben updated that 32 session proposals were submitted, been reviewed and selected by committee (meeting on Wed. June 29), and will notify people on accepted sessions. The most challenging part is securing a keynote speaker. Brian Yorkie was original selection but his contract with Disney has him filming in CA same time as NNECAPA. Ben is working on a couple of good leads, possibly Jamie Bennett of ArtPlace America. Thursday reception will be at 3S ArtSpace and Friday business meeting will start 8:45am-9:15am. Sponsorship letters have gone out – if you know of sponsors, please send recommendations to Ben. Goal for sponsorship is \$15k. Early bird registration is up, accommodation info will be sent out next week.

5. Strategic Plan

a. Communications Committee (Sandrine/Ben)

No updates at this time, committee will convene in 2 weeks.

b. Bylaw Review Committee – status update – see draft:

Text proposed to be added is **bold underlined** and text proposed to be deleted is struck through. Bylaws should include all Exec Com member position descriptions as well.

Notes:

Exec Committee will appoint assistant PDO positions (not elected positions), on p.3 will add below Student Program Subcommittee paragraph.

Added: The President may appoint assistant PDOs from each state together with PDO shall form a PDO committee and be non-voting members of Executive Committee.

Ben motioned Executive Committee to approve proposed Bylaw with changes above for Annual Business Meeting approval. Sandrine 2nd. All approved.

6. Treasurer's Report (Sarah on behalf of Jim)

a. Taxes

IRS is not good with NNECAPA, either a 2013 or 2015 issue, still working through finding the right person (apparently not in a regional IRS office) to get the right answer of how we need to navigate through system to make it right.

b. Budget

Tabled to next meeting, Ben noted NHPA has not requested advance for conference funds at this time (sufficient funds).

7. APA Policy & Advocacy Chapter Survey – see attached (Sarah)

Ben noted some changes to NHPA answers, Carol suggested in addition to the individual state breakouts to add a NNECAPA chapter summary for each question or upfront. Sarah will send final version out next week.

8. NNECAPA Awards simplification process

The application form still needs to be simplified (Elizabeth, Carol, Brandy and Ben will work on revamping it). VT/NH have finished project award reviews, MAP is finishing up this week. PIO will coordinate with State Directors to get awards together ASAP to Executive Committee by late July with decision to be made by mid-August (19).

9. Roundtable/Officer Updates

- Sandrine is off to CIP conference at Quebec City in 2 weeks and will return with updates.
- Jamie heading to APA Policy Conference in DC – need help with prep with the offer of assistance from members (Sarah, Carl and Ben who have done the trip before. The group is also advising Jamie to look out for a certain Vermonter when he gets down there and to beware.
- Ben battling with APA on NNECAPA logo because we have no postal code – thinks he's got a solution and is working on it.

10. Other Business - none

11. Next Meeting dates - August 26th (call in), September 7th (Wednesday evening before NNECAPA Conference in Portsmouth), November 18th (call-in)

12. Future Discussion Items:

a. Retiring Planners

Anna noted the 1 pager from the Wisconsin Retiree Nomination Form, will use to convert to NNECAPA template. Ben and Sharon will help Anna. Can we change name of Retiring Planners to Emeritus Planners (as some continue working part time)? Everyone thinks so.

b. Audit – no update (table for next meeting)

13. Adjourn 2:40pm

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*