



**NNECAPA Executive Committee Meeting Minutes**  
**Friday August 26, 2016 (Conference Call)**  
**2:00 p.m. – 3:00 p.m.**

Sarah Marchant, Sandrine Thibault, Rita Seto, Brandy Saxton, Jim Donovan, Carol Eyerman, Yuseung Kim, Carl Eppich, Ben Frost, and James Francomano.

**1. Call to Order (Sarah)**

Introductions

**2. Minutes**

June 24, 2016 meeting – no revisions. Carol motioned to approve, Carl 2<sup>nd</sup>. All approved.

**3. APA-APHA Grants and NNECAPA State Grants**

NNECAPA grants were awarded to all 3 states, VPA waiting to do paperwork to get check executed (Brandy will follow up with VPA).

New APHA grant – after clarification only 1 grant per chapter allowed to be submitted (Plan4Health) which is around building chapter infrastructure capacity. This is challenging for chapters with multiple states. \$40,000 is typical grant average amount – application due end of October. We can try to pull a grant proposal together covering all 3 states. Next June we could hold another conference on this topic for all 3 states to participate. Executive board recommends Sarah to retract email on listserv and encourage members to come up with idea suggestions at the NNECAPA business meeting.

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

a. Overview

Ben updated that sessions are all set, tweaking final version of conference program, reception venue ready to go, fun door prizes lined up, drink tickets will be available and a record breaking \$18,650 sponsorship to date! One difficult spot is registration numbers are low (154, expecting to clear 200). Registration deadline Aug 31. Board discussing how to help boost registration driving to website with program. On site registration Thurs 8am, conference starts 9am. Reception 5:45pm.

b. Business Meeting prep

Wed night – plan to meet at hotel for 6pm (1hr business meeting), then dinner afterwards – Sarah will confirm hotel venue and email agenda packet to Exec Committee next week.

Fri morning – 8:30am agenda includes Strategic Plan, Bylaw adoption, budget, Emeritus committee and New Ruralism project update (Sarah wants to send NNECAPA members agenda next week to give attendees heads up).

## 5. Strategic Plan

- a. Communications Committee – status update  
Ben updated that committee met and developed action plan for short term. Items include website which needs adjustment and establish LinkedIn account to Facebook.
- b. Bylaw Review Committee – status update  
All set.
- c. Retiring/Emeritus Planners – status update  
Anna, Sharon, Ben and Sarah have been working through how other planning Chapters been recognizing long standing planners (30+ years) in addition to how other organizations recognize their long standing members (i.e. architects, real estate). Jim noted there is an APA Life membership category (2 Life members in NNECAPA – Gerald I Coogan, AICP and James Varner, AICP). NNECAPA could use their vast knowledge to keep them engaged in the Chapter like review Strategic Plan, etc.

## 6. Treasurer's Report (Jim)

- a. Taxes (defer/table until next meeting)
- b. Budget  
Changes – revenue for annual meeting to be added back in. Revenue amounts stayed roughly the same. Expenditures down slightly – New Ruralism was an expense. Jim suggested future piggy backing sponsorships. Jim finalizing Year to Date budget column.

Ben – under Professional Development – budgeted \$3000, yet YTD is \$3700 – in years past PDO has not gone to conferences in past. Suggest increasing to \$4000. Under National/President Policy meeting – suggests increasing \$5000 instead of \$4000 (this year APA in NYC, it won't be cheap). Jim clarified on Awards plaques cost. Website needs overhaul! NNECAPA currently pays Mainstream Media \$1000/yr for maintenance, if we want to do more, budget \$7500 for overhaul. Brandy asked if we have annual contract for scope of work for monthly expectations for updates. What services are we paying \$1000 for each year? Hosting is included in contract. Who has contract? Sandrine can look for original file. Exec Committee approved recommended increases in budget line items.

Sarah – Revenue \$5000 under New Ruralism – NNECAPA agreed to pay up to \$4000 for them to travel to present at conference. Jim getting update on final budget for New Ruralism.

Sarah - State organizations and combining forces – NHPA / MAP ready to start conversation. State directors and Exec Committee could meet this winter for a small group staff retreat to discuss issues. We should find a facilitator to lead this.

Executive Committee Meetings – bump up from \$2000 to \$5000 to coordinate communications.

Brandy – 2017 NNECAPA Conference – Sept 6 and 7, 2017 in Manchester, VT at Taconic Hotel. Community planning charrette in conjunction with NNECAPA conference – looking for funding to help town fund community charrette for matching funds. VPA has some funds and also looking to NNECAPA for funding assistance. Jim (typically NNECAPA offers a loan, either split profits or loss at the end). What about Special Projects line item? Up to Exec Committee how to spend. Carl suggested maybe instead of State Grant funds \$1000 for each state, we can allocate \$3000 for each state when annual conference like Technical Assistance? This year Jim will leave budget as is, but for following year Exec Committee can decide to move forward, either add a new line item or change the State grants into a sponsorship local tech assistance grant.

Sandrine and Sarah reworking budget format to reflect Strategic Plan and will send to Jim for final version.

**7. NNECAPA Awards**

All set. Jim confirmed plaques completed. Carol will announce awards and honorable mentions on top of awards, working on slide show.

**8. APA Policy & Advocacy Conference**

No one from VT (just Sarah and Jamie attending) this year.

**9. Roundtable/Officer Updates**

Rachel Mack stepped down, accepted position at Strafford Planning Commission. Need new student rep. Yuseung will look into new options.

**10. Other Business**

None

**11. Next Meeting dates - September 7th** (Wednesday evening before NNECAPA Conference in Portsmouth – place TBD), November 18th (call-in)

**12. Future Discussion Items:**

Audit

13. **Adjourn**  
3:20PM

*Respectfully Submitted by  
Rita Seto, NNECAPA Secretary*

DRAFT