



**NEECAPA Pre-Annual Business Meeting Minutes**  
**Wednesday, September 7, 2016 – 6-7PM**  
**Lobby Hilton Garden Inn, Portsmouth NH**

Sarah Marchant, Sandrine Thibault, Rita Seto, Elizabeth Wood, Anna Breinich, Mary Friedman, Jim Donovan, Carol Eyerman, Yuseung Kim, Sharon Murray, David White, Ben Frost, and James Francomano

1. **Call to order** – 6:13PM Sarah
2. **Minutes from August 26, 2016 Meeting** – Sandrine motioned to approve. Yuseung 2<sup>nd</sup>. All approved.
3. **APA-APHA Grants and NNECAPA State Grants**  
Sarah reported that ME and NH State grant checks have been received – need to ask Jim when he gets here about VT status.
4. **Planning4Health Grants**  
With APHA grant, Sarah had disseminated email to chapter but clarified on the one application only. There are 3 interested project ideas (Strafford RPC, PACTS and City of Claremont, NH). There was a suggestion of a possible joint venture between Strafford and PACTS. At the business meeting, we'll solicit members on how to pick grantee. With limited time, Exec Committee didn't have ability to select criteria to pick grantees.
5. **NEECAPA 2016 – Planning and the Arts... "Community Drama!"**
  - a. Overview  
Ben reported that there are 234 registrants with a sponsorship record of \$18,650! Conference program is finalized. Elizabeth noted that there was an overflow of very good sessions and have discussed with presenters that did not make the conference program to be used for brown bag sessions, free webinars, etc.
  - b. Business Meeting agenda roll through – mailer went out with Agenda, Strategic Plan link and two parts to Bylaws docs  
Sarah went through the Business Meeting agenda and confirmed with each Exec staff sections they will report on. Bylaws (full re-write and the special section) will need a motion to accept.
6. **Treasurer's Report** (Jim came later, Sarah and Sandrine went through budget) –
  - a. Taxes – tabled to next meeting.
  - b. Budget – final draft for presentation  
We went through the budget and need to incorporate budget line item for Emeritus Planners awards (\$500), AICP CM support from \$5,000 to \$4,000, audit for \$1000, CPC from \$3000 to \$5000 and had discussion on

the Fall Chapter Conference/Annual Fall Chapter Planning Conference with seed money versus expenses/revenues. We also needed Jim's clarification on the New Ruralism cost with MAP and NHPA.

**7. NNECAPA Awards** – are set for tomorrow night.

**8. APA Policy & Advocacy Conference**

Jamie (ME) and Sarah (NH) will be attending, no rep from VT this year.

**9. Roundtable/Officer Updates** - none

**10. Other Business** - none

**11. Next Meeting dates** –

- a. Nov. 18<sup>th</sup> (call-in)
- b. Retreat? Include state Exec Committees for discussion on Sections vs. Chapters?

**12. Future Discussion Items:**

- a. Audit

**13. Adjourn** – 7PM

*Respectfully Submitted by  
Rita Seto, NNECAPA Secretary*