



**NNECAPA Annual Business Meeting Minutes (Portsmouth Events Conference  
Center) Portsmouth, New Hampshire  
Friday September 9, 2016 8:30AM – 9:15AM**

**I. Welcome**

Sarah Marchant called the meeting to order at 8:30AM.

**II. Action on October 2, 2015 Annual Business Meeting Minutes**

Lee Krohn moved to approve the 2015 NNECAPA Annual Business Meeting minutes as submitted. Carol Eyerman second and the motion passed unanimously.

**III. Strategic Plan Update**

Sandrine Thibault reported that the Strategic Plan has been updated significantly at the Executive Committee staff retreat in January. The format has been reorganized and added sections including external outreach, advocacy, member communications, professional development and Chapter administration. Advocacy and outreach is focusing on coordination with APA and federal policies among the 3 states. In addition, bylaw updates were included and several chapter committees were created to add staff capacity like the Emeritus Planner committee. The budget also had been reformatted to reflect the Strategic Plan tasks and goals. Mark Kane asked about the annual chapter grants as there is no mention. Sarah Marchant noted although it's not outright mentioned in the Strategic Plan, it is reflected in the budget line item and is still supported.

**a. By-laws Revision Adoption**

Jim Donovan provided overview of revisions in Bylaws, mostly to clean up inconsistencies. Lee Krohn motioned to approve changes as presented. Stephanie Verdile second. All approved.

**b. Communications Action Team (CAT)**

Ben Frost reported that the team consists of Ben, Sandrine Thibault, Carol Eyerman, Meghan Tuttle and Matt Sullivan. This Team was created during the staff retreat and focused on how does NNECAPA communicate to our members? Ben asked members to like the NNECAPA Facebook page to help get information out and anyone interested in joining CAT to email Ben.

**c. Retiring/Emeritus Planners**

Anna Breinich and Sharon Murray introduced a new NNECAPA program to recognize any Chapter member whose dedicated service to planning and to communities for at least 30 years. Sharon drafted a resolution to recognize tributes that each state submits each year. The resolution will be adopted by Executive Committee, to be accompanied by a certificate and pin and announced at annual conference award ceremony. Send input to Sharon and Anna.

**IV. Treasurer's Report – FY17 Budget**

Jim Donovan reported the revenue is similar to FY16 - \$22,560. Expenses were \$37,650 – deficit about \$19,000. Tara Bamford clarified the New Ruralism expense where at

the time, each state pledged \$1,000 each towards the project in case it did not get awarded grant #2 (they did receive). Peg Elmer noted in 2013 budget for CPC grant, \$1,000 may have been collected from VPA but not the other 2 states. This issue will get resolved by next year. Gerry Mylroie motioned to accept budget as presented. Carol Eyerman second. All approved.

**V. New Ruralism Project Update**

Tara Bamford reported the project was funded \$9600 from APA and \$10,000 from NNECAPA. The sample case studies have been completed and are continuing to collect more case studies. A proposal has been submitted to present at APA NYC. The next steps are to request official status from NNECAPA Executive Committee to create a working group.

**VI. Professional Development Officer + Public Information Officer Reports**

Yuseung Kim, PDO reported that from January 1, 2016 there have been 121 CM training sessions offered. Of the 400 NNECAPA members, 140 are AICP certified. Between 2015 and 2016, 25 members signed up to take the AICP test. This upcoming fall, 3 members will take AICP exam and 1 member will take it next year.

Ben Frost, PIO reminded members that every Friday, OhioPlanning.org offers free webinars for CM credits. The NNECAPA website needs an overhaul, currently we budget \$1,000 each year for general maintenance. We anticipate the overhaul efforts to cost \$7,500. Anyone tech savvy wants to participate, please email Ben.

**VII. Advocacy Update**

Sarah Marchant reported that the APA Policy Conference in DC is in a few weeks – Jamie Francomano will attend representing Maine and Sarah will represent NH. No reps from VT this year.

**VIII. Plan4Health Grant Opportunity**

Sarah Marchant recapped the grant opportunity is to promote planning and health throughout the Chapter. Up to \$40,000 will be awarded to Chapters and will be very competitive nationally. There are two proposals being submitted to NNECAPA: 1. Imagine People Here Toolkit from Maine and 2. City of Claremont Plan4Health Initiative. NNECAPA will request a 1-pager proposal and NNECAPA members will vote on SurveyMonkey.

**IX. Other Business**

Sarah Marchant announced that next year's NNECAPA conference will be at Manchester, VT (Taconic Hotel, September 6-7, 2017).

**X. Adjourn**

Ben Frost moved to adjourn the Annual Business Meeting at 9:23AM. Jim Donovan seconded and the motion passed unanimously.

*Respectfully Submitted by  
Rita Seto, NNECAPA Secretary*