



NNECAPA Executive Committee Meeting Minutes
Friday June 23, 2017 (Conference Call)
2:00pm – 3:30pm

Sarah Marchant, Rita Seto, Brandy Saxton, Carol Eyerman, Elizabeth Wood, Anna Breinich, Mary Friedman, Sandrine Thibault, Alex Weinhausen, Ben Frost and Yuseung Kim

1. Call to Order (Sarah) – 2:00 pm

Introductions

2. Minutes

- Jan. 13, 2017 minutes – Carol motioned to approve, Ben 2nd, all approved
- Feb. 22, 2017 minutes – Carol motioned to approve, Ben 2nd, all approved
- April 7 and 8 retreat minutes – Carol motioned to approve, Ben 2nd, all approved except Rita abstained

3. Chapter Elections

Sandrine submitted the Elections to Lynn at APA. The only position needing to fill is VT State Director – any updates/interest? Brandy reported no interest at this time. Sandrine pointed it is too late to participate in the APA ballot system (goes out early August). There's only 1 position for nomination so voting is straightforward. Deadline for all voting is early September (around conference). We won't be able to formally announce in Manchester. Ben asked about the VT State Director position if there is space on ballot for write-in? That could yield, with 1 vote could pass the person. Sandrine will have to check. We will also review the Bylaw for a vacant position. Sarah says Exec Committee can elect internally. Ben has stepped up to be Treasurer which will vacate PIO – we will need to recruit. Carol reported Jamie Francomono will not return to NNECAPA as Maine liaison but will be Maine's Legislative Rep. Sarah reminded that the DC Advocacy Conference is coming up and we want to send a rep from each State (need ME and VT). Send interested people to Sarah.

- 4. New Ruralism Update** – Sarah reported the group did a great job at APA conference and had a well-attended session. Super excited to launch New Ruralism nationally. Sarah suggested time to give update at Business Agenda at conference. Sandrine reported meeting with Director of L'Ordre des urbanistes du Québec (OUQ) – planner association for Quebec. Conversation of next conference in Lac Saint-Jean later in the fall a rural area. New Ruralism piece could be interesting to present. A cross collaboration on topics and exchange of ideas in each other's newsletters (Quebec and New England - internationally).

- 5. Planners4Health Update** – Sarah hasn't emailed Jim Tasse for update – on vacation. The project is winding down.

6. NNECAPA 2017 Update

Brandy – registration opened on Monday. Program set is fairly set. Group is halfway through the target sponsorship. The push will be getting registration and

will be sending out ongoing reminders over the summer. Brandy pointed out the registration rates for NNECAPA members, state members, students, etc... there's a need to enter a code to get discount registration rates. So far, 6 people have registered. Sarah commented on the beautiful website and straight forward registration instructions. Brandy commented on the hotel room capacity of 90 rooms so you should book a room ASAP.

7. **Retreat Taskforce Update** - Sarah reported that Presidents and Treasurers of all state associations are jointly coming up with a white paper to explore the options. 1 more meeting at end of July is planned. White paper will hope to have good financial numbers to present with a draft for early August. It will be submitted to Exec Committee for comments and then ready for conference Business Meeting. Questions revolve mostly around finances. Group is struggling to pigeon hole items. If re-organization – what would the appropriate role be for NNECAPA?
8. **State Grant Applications (\$1,000 award)** – ME and NH responses
Carol (ME) – communications and how to better serve members through website and list serve and newsletter (enhancement). Ben motioned to approve application, Sandrine 2nd. Carol abstains. Approved (Carol wanted to clarify that this grant can go towards any project in the State, not just statewide)
Sarah (NH) - Hinsdale NH proposed place making community participation in downtown (tiny community in southwest). Application went through NHPA, voted to submit to NNECAPA for grant. Yuseung asked if there are future plans after award for local beautification? Ben said it is most likely an incremental step. Rita motioned to accept application, Yuseung 2nd, all approved.
9. **FAICP Candidates** – Sharon Murray and David White
Sarah reported 2 candidates from VT – not asking much assistance with NNECAPA. They already did the process and asking a formal motion from NNECAPA. Brandy brought up VPA discussion – there's a current process for reviewing members for FAICP. Sharon went through the VPA process and was selected but David seemed to contact Sarah directly at a later date. There's concern that VPA is sending forth multiple candidates which may reduce candidate success in achieving FAICP. Anna clarified that the selection is merit based and not a competition if candidates are coming from same area. Brandy clarified that the VPA concern is more of a procedural process. Alex reported that at the conclusion of VPA meeting - VPA efforts are focused towards Sharon's application but will also provide supportive recommendations to David. Sandrine thinks it's great we're sending more candidates from New England. Anna noted a major change from last selection process was to allow nomination submitted in one category to another at discretion of selection committee to better improve standing. Sarah would notify NNECAPA Exec Committee prior to her signing approval for applications. Alex recommends mutual communication between NNECAPA Exec Committee and State Associations – heads up of future

FAICP candidates (induction process every 2 years). Ben motioned we should NNECAPA Exec Committee affirm support both applications, Sandrine 2nd. All approved.

10. Annual Awards

Carol, Brandy and Elizabeth determined timeline – kick off award solicitations right after July 4, with Aug 1 deadline for submission, give a week to decide and a month to order award. Group will be using Drop Box format for projects with same form system as last year. Need to push out to State Associations and get the word out on list serve and newsletter options.

11. Strategic Plan

a. Communications Committee – no status update

b. Bylaw Review Committee – completed

c. Retiring/Emeritus Planners – status update – Sharon, Ben and Anna hoping to get a list soon. Group is finalizing fillable form for application and will connect with Brandy to incorporate for conference.

d. Section vs. Chapter discussion – Sarah needs help with writing on paper benefits of NNECAPA membership, need a draft. Sandrine will take 1st cut by July 17/18. Carol suggested reviewing Michigan's list for inspiration.

e. Annual Evaluation – what we have accomplished & next priorities

12. Treasurer's Report – Jim was not present nor budget present.

- a. Taxes
- b. Budget
- c. audit

13. Roundtable/Officer Updates

Ben not attending conference – going to Alaska!

14. Other Business – student survey

15. Next Meeting date –

- August 25th 2pm – Concord or Call in??
- September 6th (pre-NNECAPA) at 7pm – where?

16. Future Discussion Items:

17. Adjourn - 3PM

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*