



NNECAPA Executive Committee Meeting Minutes
Friday August 25, 2017 (Conference Call)
2:00pm – 3:30pm

Sarah Marchant, Rita Seto, Brandy Saxton (left at 2:58pm), Carol Eyerman, Ben Frost, Sandrine Thibault

1. Call to Order (Sarah) – 2:00 pm

Introductions

2. Minutes

- June 23, 2017 minutes – Brandy motioned to approve, Ben 2nd, all approved

3. Chapter Elections

Open positions VT State Director, PIO (appointed) and ME Legislative Liaison
No volunteers at this point for those positions. Plug at the conference for these open positions.

4. New Ruralism Update – Sarah reported that Peg. Will give brief update at business meeting. APA Small Town and Rural (STAR) group talking to Peg on a follow up proposal for New Orleans conference – needs update for website. Neither have committed.

5. Planners4Health Update – Jim Tasse will have a project update at the conference – complete session / business meeting.

6. NNECAPA 2017 Update - Brandy – registration is a little low – 135-150. More than 25 sessions being offered. Brandy and Sarah should talk about when the speaking logistics happen for the opening plenary. Ben showered accolades to Brandy on the conference planning. Sarah noted 2 ESF students (received 1 in UMass and UVM) who were interested in attending conference.

7. Business Meeting agenda draft - Sarah removing Communications Action Team and Retiring/Emeritus Planners. Sarah sent draft agenda out for review. Sarah hopes to have a rolling Power Point instead of loads of handouts – will still have some copies on hand (Rita will bring copies of minutes). Sarah and Sandrine will offer up a door prize at the beginning of the business meeting. Sandrine debating to discuss the CIP item on the agenda – put under Other business. 2018 conference – Carol reviewing Point Lookout in Northpoint, ME with the dates.

8. Retreat Taskforce Update and review of white paper – Sarah getting comments for editing and will try to create an Executive Summary for the distribution to NNECAPA. Brandy and Sarah talked about where to post on the NNECAPA conference website.

- a. Benefits of membership – Sarah will reflect in the white paper as a summary as well as the NNECAPA members services.
- b. Presentation at Business Meeting
- 9. **State Grant Applications – VT?** Nothing to report. NH and ME got awarded. Looking if VT has any projects to award.
- 10. **Annual Awards – State Directors**
Carol finished up voting projects. The plaques are beautiful! Brandy noted Lee Krohn gave 4 pics and framed on plexiglass with the award category. 2 winners from ME and 2 winners from NH. Tough to decide on projects.
- 11. **Strategic Plan**
 - a. Communications Committee – no status update (on hiatus). Ben says newsletter will come out shortly after conference – will rely on material provided by us who attended.
 - b. Bylaw Review Committee – completed (Sarah will remove for next agenda)
 - c. Retiring/Emeritus Planners – no status update (on hiatus) work on Sept/Oct.
 - d. Annual Evaluation – what we have accomplished & next priorities (for business meeting). Sarah and Sandrine can recommend a report card type of presentation at the meeting. Sandrine working on report card format for display. We should focus on the Taskforce and the 3 organizations.
- 12. **Treasurer's Report** – Jim not present but sent the draft budget. Doesn't include changes on the reorganization. NNECAPA spent a little bit more from last year. Ben noted under expenditures – propose \$7,500 for website updates. But if we tag along APA web platform – it would zero out this line item. Savings could be re-allocated to reorganization efforts. Need to get taxes fixed before audit.
- 13. **Roundtable/Officer Updates**
- 14. **Other Business –**
- 15. **Next Meeting date**
September 6th (pre-NNECAPA meeting) at 6:30pm at Depot62
- 16. **Future Discussion Items**
- 17. **Adjourn – 3:07 PM**

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*