



NNECAPA Pre-Annual Business Meeting Minutes
Wednesday, September 6, 2017 – 6:30-7PM
Depot62, Manchester, VT

Sarah Marchant, Sandrine Thibault, Rita Seto, Brandy Saxton, Jim Donovan, Carol Eyerman, Carl Eppich and Alex Weinhausen.

1. **Call to order** – 6:30PM Sarah
2. **Minutes from August 25, 2017 Meeting** – Sandrine motioned to approve. Carol 2nd. All approved.
3. **Chapter Election Updates**
Open positions: VT State Director, PIO and ME Leg Liaison
4. **NNECAPA 2017 – What’s Popping Up in Planning**
 - a. Overview
Brandy noted roughly 150-160 attendees signed up, \$15,000 in sponsorship. Brandy wants to review budgetary items once conference is over to square up with NNECAPA and VPA.
5. **Business Meeting agenda roll through** Sarah reviewed items, Brandy’s biggest concern is time and for the meeting to finish at 9:15am.
6. **Retreat Taskforce Update and review of White Paper** – Marchant
 - a. Benefits of Membership - Sandrine
 - b. Presentation at Business meeting
7. **State Grant Applications – VT?** None from VT.
8. **NNECAPA Maine Legislative Liaison** – Jared Woolston is interested and recommended for approval. He’s also interested in attending the DC Policy conference.
9. **Annual Awards – State Directors** – Carol noted a new short and easy application form to be submitted via email. Annual awards – 2 from ME, 2 from NH.
10. **Strategic Plan**
 - a. Communications Action Team – hiatus
 - b. Retiring/Emeritus Planners – Status Update
 - c. Annual Evaluation – what we’ve accomplished and next priorities
11. **Treasurer’s Report**
 - a. Taxes
 - b. Budget Update

12. Roundtable/Officer Update

13. Next Meeting dates –

- a. Oct 27th 2pm (call-in)
- b. Dec. 22nd 2pm (call-in)

14. Future Discussion Items

15. **Adjourn** – 8PM

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*

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