



**NNECAPA Annual Business Meeting Minutes (Taconic Hotel)  
Manchester, Vermont  
Friday September 8, 2017 8:15AM – 9:15AM**

**I. Welcome**

Sarah Marchant called the meeting to order at 8:20AM. (94 attendees)

**II. Action on September 9, 2017 Annual Business Meeting Minutes**

Jim Donovan moved to approve the 2017 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

a. Overall evaluation of progress & next year's priorities

Website is awaiting possible reorganization. There are 2 Vermont planners seeking FAICP (Sharon Murray and David White). NNECAPA endorsing both candidates. Professional Development offered 1 AICP exam prep seminar with 4 new AICP members. Planning Students – NNECAPA funded 2 students Gina and Jenna (UMass and UAmherst) to attend NNECAPA. Advocacy / Outreach – APA put out new policy guide (Joanne Carr attended). NNECAPA trying to improve outreach to AIA and ASLA. Sarah reminded members of APA elections cycle to vote for NNECAPA staff. Updated approved bylaws are on website.

b. Evaluation Taskforce & Retreat White Paper

Sarah surveyed room on membership breakout. She recapped the reorganization structure and summarized the retreat. The draft white paper was emailed to NNECAPA members. NNECAPA, VPA, NHPA and MAP have limits on volunteer positions and managing admin tasks (event management, membership management), limit member burnout after a conference, provide quality members that wear multiple hats, and not engaging legislative policies enough.

Sarah presented the 4 options with pros and cons. Talked about option 2 and 3 more detailed. Refer to the Powerpoint presentation which has more detail on Goals, proposed 4 restructuring options and next steps moving forward.

Question about drawbacks for Option 3? Members did not want association with APA. There will be flat dues for a few years but will have to go back to % dues eventually like APA. There's resistance to change, concern of states losing autonomy (it will be worked out in bylaws), larger/more active state associations subsidizing others, members of only state members will drop out unclear of attrition number.

David White noted it's time to revisit this situation with capabilities and inefficiencies. Each organization will need to vote to adopt in 2018 before the annual business meeting.

Mark Kane noted option 2 could transition to option 3

Carl Eppich noted positives for 2 or 3 – planning profession enables each state to defend itself from assaults as the status quo isn't working.

Alex Weinhausen asked for clarification to maintain 501c3 status of state organizations.

Kate McCarthy asked for independence clarification of autonomy, cost savings of \$2500 for website and admin.

A member suggested reaching out to California colleagues for feedback.

#### **IV. Treasurer's Report – FY18 Budget and Taxes**

Jim Donovan reported the budget is similar to last year – special grants outlined in second portion broken out. Changes: operating revenue down through July. We received 1 more payment from APA for dues. We reduced expected revenue budget as conferences usually make profit. There's a large amount for website/social media expenditures but it might not get spent as APA is offering a website base platform for free. Exec committee meeting expenses been reduced with conference calls versus travel. We're hoping to have deficit budget as we have a large reserve to spend down (\$50K in reserves). David White moved to accept budget as presented. Mark Kane 2<sup>nd</sup>. All approved budget.

#### **V. New Ruralism Project Update**

Peg Elmer reported that 3 staff went to APA NYC to present at the conference. It was a standing room only crowd. APA has taken it on with newsletters to display New Ruralism. Joanne Carr will represent at APA New Orleans. There's also a book offer (12-13 case studies) and this New Ruralism project is expanding nationally. The group would like a member of the Exec Committee to follow the project.

#### **VI. Planners4Health Update**

Jim Tasse – Assistant Director of Bike Coalition for Maine presented on the toolkit to create inexpensive changes to improve walkability in towns. This project won the APA Plan4Health grant related to improving public health. There is a demo project this morning to install bollards in crosswalks as well as a more detailed session about the toolkit.

#### **VII. State Grants update – FY 16 Grants to Maine and NH**

Sarah reminded members of the \$1000 grant available for each state each year. It's to help close a gap on a project. Southwest RPC in NH proposed creating a toolkit for Clean Water Outreach. Maine Association of Planners is working on their website this year. No proposals from Vermont.

#### **VIII. Professional Development Officer + Public Information Officer Reports**

Yuseung Kim (PDO) – left on sabbatical. Carl Eppich stepped in until May/June. Ben Frost is currently PIO but will be moving into Treasurer in January.

#### **IX. Advocacy Update**

Sarah Marchant reported that the APA Policy Conference in DC is in a few weeks – APA stepped up advocacy grassroots efforts. Planning.org look up Advocacy – (bill going through autonomous vehicles) can help deploy letters to your congress. Delegation. T-HUD (HOME, CDBG, TIGER) please support these projects. Jim Donovan – budget includes sending 3 state legislative liaisons to DC to support these efforts. ME and NH are going but no VT rep.

## **X. Other Business**

- a. Next year's meeting in Maine!

Carol Eyerman announced that next year's NNECAPA conference will be at Point Lookout, Northport, ME

- b. Brandy went over logistics for the day.

## **XI. Adjourn**

Jim Donovan moved to adjourn the Annual Business Meeting at 9:15AM. Elizabeth McLaughlin 2<sup>nd</sup>. Motion passed unanimously.

*Respectfully Submitted by  
Rita Seto, NNECAPA Secretary*