



**NNECAPA Executive Committee Meeting Minutes**  
**Friday October 27, 2017 (Conference Call)**  
**2:00pm – 3:30pm**

Sarah Marchant, Rita Seto, Brandy Saxton, Sandrine Thibault, Alex Weinhausen, Carl Eppich, Jared Woolston, Elizabeth Wood, Ben Frost

**1. Call to Order (Sarah) – 2:00 pm**

Introductions

**2. Minutes**

September 6, 2017 – No notes from the meeting before Business Meeting – We approved minutes from August and discussed the business meeting, strategic plan and budget presentation.

**3. Chapter Elections**

PIO nomination of Brandy Saxton – Sandrine says it's an appointed position. Sarah nominated Brandy as PIO. VT State Director – still open

**4. NNECAPA 2017 Recap - Brandy**

Total of 188 registrants and 34 sponsors/exhibitors with a net profit from the conference was \$6,016.20. Received overall positive feedback, Manchester Charrette event also received positive feedback. Folks at Orion interested in submitting for recognition at APA or conference session built around it as a showcase model. Brandy sent budget to Carol.

Brandy noted that Jim Donovan raised a clarifying question whether NNECAPA agreed in August 2016 to provide monies as part of a match (Manchester Charrette was paid for by a Municipal Planning Grant \$25,000, Town/VPA/NNECAPA shared match cost \$6000 - \$2000/org). Brandy wrote the MPG application with that interpretation. NNECAPA never ended up budgeting that cost as it fell through the cracks. After some discussion, Carl motioned that VPA request FY17 VT \$1000 annual grant plus an extra \$1000 from Allied Orgs line item. Sandrine 2<sup>nd</sup>. All approved. VPA will send a bill to NNECAPA for support of the conference.

**5. Retreat Taskforce Update** – Sarah reported that taskforce has been meeting. Issuing an executive summary. The budget was reviewed and some glaring errors were noticed, which skewed how it was presented so a revised budget that the Taskforce has been working on (structuring) will be issued. It looks a little bit more affordable depending on retention. Working on a powerpoint presentation (NHPA and MAP have Fall meeting, VPA meeting in Nov), Sarah and Ben will be attending to discuss structuring options. Next step would be to draft bylaws and MOU. Brandy – please note following and bring back to working group: in terms

of financial record keeping, VPA and MAP didn't use financial software (Excel) – encountering problem with historical record keeping. If NNECAPA moving towards MOU, requirement for use of financial software for record keeping purposes/audits.

6. **New Ruralism** – New Orleans and partnership with STAR Division  
Sarah met the STAR division chair and would partner 50/50 to finance someone to go to New Orleans for a session. We put \$4000 to sponsor going to NYC. We didn't budget for FY18 to cover any expenses. Thoughts about trying to find funds in the budget for sending someone? Tara Bamford was willing to continue being the main front person for New Orleans. Offset with \$2,000 each from NNECAPA and STAR. Carl suggests submitting a budget request for NNECAPA to review.
7. **State Grant Applications – VT**  
Mark Kane wants to apply (VPA), hire an intern would be doing research related in role of state permitting Act 250. FY17 has closed but we did budget \$3,000 for FY18.
8. **Strategic Plan**
  - a. Communications Committee – hiatus
  - b. Retiring/Emeritus Planners – status update (tabled)
9. **Treasurer's Report** – Jim not present  
Budget passed in September at Business Meeting. Sandrine raised question of fiscal year will it now coincide with election term Jan 1? In FY19 may need a budget that spans Oct 1, 2018 to December 31, 2019.
10. **Roundtable/Officer Updates**  
Sarah noted on behalf of Carol asked if NNECAPA could sponsor MAP some funds for an extra meeting (in Nov) just to talk about the re-organization – to support cost of providing food. It's currently a brown bag and thinks it will severely reduce the possible participation rate. It will come out of the Allied Organizations line item not to exceed \$500. It should be a specific request for the amount. Sarah will respond to Carol letting her know we would consider.
11. **Other Business –**  
Sarah reported that MAP is very close to sign a contract with Point Lookout.
12. **Next Meeting date**  
Meeting in Concord – December 1<sup>st</sup> 1PM late lunch meeting
13. **Future Discussion Items**
14. **Adjourn** – 3:13 PM

*Respectfully Submitted by  
Rita Seto, NNECAPA Secretary*