



NNECAPA Executive Committee Meeting Minutes
Friday December 1, 2017 (Red Blazer Restaurant, Concord, NH)
1:00pm – 3:00pm

Sarah Marchant, Rita Seto, Brandy Saxton, Sandrine Thibault, Alex Weinhausen, Carl Eppich, Jared Woolston, Ben Frost, Meagan Tuttle, Carol Eyerman, Kerrie Diers

1. Call to Order (Sarah) – 1:20 pm

Introductions

2. Minutes – Oct. 27, 2017 (phone)

Carol moved to approve. Brandy 2nd. All approve.

3. Chapter Elections new positions sitting as of January 1

PIO – Brandy Saxton

VT State Director – Meagan Tuttle

Treasurer – Ben Frost

4. NNECAPA 2018 Conference Planning – Eyerman

Carol signed contract to Point Lookout, Maine. Planning committee working on a theme and are considering some rural planning focus. Committee also looking for a national speaker because it's MAP's 50th anniversary to combine efforts and be celebratory.

5. Retreat Taskforce Update

a. Fall State Association Meetings – ME, NH & VT

Sarah and Ben visited each of the State orgs in the last few weeks. NHPA – Ben – 40 attended. Lots of Q&A – no opposition moving forward as some are leaning towards Sections. MAP – Carol had similar discussions, everyone understood the volunteer capacity for admin versus professional planning. 10 ppl emailed to follow up on more information and wished to continue with option 3 (Sections) and review what the budget looks like. Carol also noted MAP's appreciation for NNECAPA providing some food stipend for the meeting. VPA – Alex had a special meeting resulting in positive movement towards Sections. Mark (VPA President) wanted more feedback on membership and looking to reach out again. NNECAPA Exec should just move forward with Bylaws for now. Major concerns across all state orgs is maintaining autonomy which will help form bylaws.

b. Timeline and next steps

Focus on developing the organization chart and work on the Bylaws, then push out draft Bylaws to everyone for comment and review.

- c. Rick Minard – facilitator
NNECAPA Exec looking to have a facilitator to work on the Bylaws to be independent party and to assist in communicating with the State orgs. Sarah passed around his resume and proposal. NNECAPA would pay for his involvement (\$6000 proposal). Timeframe – January start time. Draft bylaws by May so timing could be in time for MAP annual meeting. Carol suggested including a not to exceed contract amount for \$8,000. Deliverables to include: draft set of bylaws, meeting with State orgs, facilitate retreat, and final revisions to draft (up to 3). Alex motioned to authorize Sarah to negotiate contract with Rick not to exceed for \$8,000. Carl 2nd. All approved. We also need to finalize the budget for the cost of admin services which will help develop Bylaws.
- 6. **New Ruralism** – New Orleans and partnership with STAR Division
Sarah met President of STAR division in DC and discussed possibly splitting travel costs 50/50 to send a rep to present on New Ruralism. Sarah emailed Tara and Peg – Joanne Carr might still be interested in attending New Orleans. Sarah hasn't heard back from President on follow up.
- 7. **State Grant Applications – VT**
Mark was going to submit an application. Sarah will send a blast to NHPA and MAP in the New Year to remind next year's State Grant Application that will be released.
- 8. **Strategic Plan**
 - a. Communications Committee – hiatus
 - b. Retiring/Emeritus Planners – status updateAnna submitted documents and forms for Retiring/Emeritus Planners. Ben and Sharon reviewed and approved it. Group still need to do own nomination form. A paper certificate and a pin will be awarded. Anna also retiring this year! We'll put announcement in newsletter and social media for rolling it out. This will align with annual NNECAPA awards.
Ben motioned to add this award to annual awards, Sandrine 2nd. All approved.
- 9. **Treasurer's Report** – Jim not present
 - a. Taxes
Sarah reported that Jim filed taxes for 2 most recent years. 3rd year still need to be fixed. Need to have it resolved prior to entering agreements with new state orgs.
 - b. FY2017 Final Budget update/summary
Sarah reported budget -\$22,000, we over expended by -\$7,000. For next budget, we could update the State grants more to increase from \$1,000 for consideration. We need to ask Jim about the \$9.99 typo. Ben will resolve with Jim.

10. Roundtable/Officer Updates

Carol – how much time should we devote to NNECAPA business meeting (roughly 1.5hrs)? Sandrine suggest moving it before reception rather than Friday morning to maximize participation. Ben – can we use APA election platform for ballot (2/3 majority) 4 separate votes. We need clarification on process of adoption. Goal – address state orgs at spring meetings.

Ben – PIO deadline for last newsletter before passing to Brandy. Dec 15th submit!

11. Other Business –

12. Next Meeting date

a. early March/April Retreat dates? Mar 9-10. AMC or Concord area. Brandy suggested also looking at air b&b options.

Retreat – how many ppl per State org should attend? Treasurers and presidents – 4 per org or subs (16 good max).

13. Future Discussion Items

14. Adjourn – 2:45 PM

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*