



NNECAPA Executive Committee Meeting Minutes
Friday December 14, 2018
2:00pm – 3:00pm

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

1. Call to Order (Sarah) – 2:00 pm

Introductions

2. Minutes

a. Oct. 24 in person meeting – Brandy moved to approve, Carol 2nd. All approved.

3. Vote to fill Faculty Liaison position – Clay Mitchell

Clay Mitchell is Faculty of UNH and is excited to be a part of NNECAPA. Sarah moved to approve Clay to fill Faculty Liaison position – all approved.

4. Vote to fill Student Rep position – Katherine Labreque

Katherine is a Masters student in Public Administration who recently finished a fellowship in Dover with planning department. Sarah moved to approve Katherine to fill Student Rep position – all approved.

5. Retreat Planning Committee (Rita, Carol, Katherine, Ben, Sarah)

a. Policy and Procedures development – subcommittee to have drafts for retreat?

Envision putting together a book of basic policies and procedures – to be reviewed at retreat.

b. Budgets – 4 draft budgets for FY20 with priorities. We need a draft budget by April. Ben will reach out to the other 2 treasurers in preparation for deadline.

c. When/where – most likely at AMC – April 5 to 6 possible weekend – please save the date. Meagan suggested also reaching out to Presidents and Treasurers.

6. Elections Planning Committee

Sarah noted official APA elections for this Spring (Jan/Feb). Sarah and State Directors will be on committee. Meagan asked will this ballot require including all the sections too? No because they're appointed from Sections. Sections will run their own elections and appoint to NNECAPA board. Sections not under the APA election rules. ***Sarah will clarify with Lynn.***

7. **APA State Legislative Summit – Austin, TX Dec 11-12**
Meagan attended and reported that it was an interesting opportunity to engage small working group of 25. Looking how to build capacity and legislative agendas. Most attendees representing Chapters had little to no organized legislative support. Most of the groups dealing at an ad hoc basis. Focused on housing and political context related to national elections. APA working on developing bill tracking service for Chapters to utilize – geared towards Chapters that have no support to do this.
8. **Chapter Website/Newsletter**
Brandy noted APA website transition is delayed. Brandy has access for editing. Anticipate Feb/Mar for actual transition. Brandy starting to transfer pages over. Carol has awards committee – does it make sense to put under Chapter Committees? Brandi confirmed it seems to be missing – and noted it may need its own page in the future. We'll need a section of Chapter-only members section – we need to try to figure that out. **Brandy/Sarah needs to connect with Lynn.** Brandy reminded she needs Exec Committee photos!
9. **APA Chapter Performance Report – due Jan 31, 2019**
Sarah noted all Chapters required to report to APA National on performance standards. It's an easy form with lots of back up documentation – 10 items to meet and 4 electives. Sarah working on the report and will send out to the group for assistance. Sarah needs an "annual work plan".
10. **NNECAPA 2018 Conference Planning and Timeline – New Hampshire**
Kerrie has a planning committee pulled together. The potential themes looking at Messaging/Community and Consequences. Potentially looking at Mt. Washington Resort as a venue.
11. **Taskforce**
 - a. Timeline and next steps
Presidents and Treasurers – get ready for retreat.
 - b. RFP for Admin Services in early 2019 – hoping to have a draft by end of the year – will send to taskforce for review. If anyone knows of any admin services firms – forward to Sarah. Meagan asked if Sarah could distribute to group so State Associations can plan their current budgets.
12. **New Ruralism – hiring an intern**
Sarah reported they got STARS funding to hire an intern.
13. **Strategic Plan**
 - a. Communications Action Team – Saxton
 - b. Retiring/Emeritus Planners – complete

14. Treasurer's Report – Ben

a. Taxes/Bank Status

Ben finally has control over the bank account after 9 months. Ben will update everything. IRS filed for FY19. Ben waiting tally for Maine conference to close out 2018 books. Sarah noted good call from IRS earlier this week regarding the 180-day decision tree. The IRS person got someone to assign to the case just now (no one was ever assigned to our case) – 45 days will get a response – Jan. 28, 2019.

b. FY2019 Status

15. Roundtable/Officer Updates

- Sandrine had submitted a resignation as VP to NNECAPA – we need to fill internally then put position for Election vote. She's moving to Ottawa.
- Sandrine will be speaking at 2 APA sessions in April (San Francisco).
- Carol – Maine conference finances – reviewing for final costs and send to Ben next week.
- Meagan reported VPA approved bylaw changes at annual meeting. Questions are being collected by Mark and will address at the retreat. Suggest retreat committee agenda to incorporate any missing topics from state associations.
- Need bylaws effective Jan 1, 2020 but wasn't adopted on current bylaws. Heads up to MAP to incorporate effective date. Ben noted NHPA treated bylaws adopted and abiding by that – including new dues, etc.
- Jared made final motion to commend Sandrine for her many years of service to NNECAPA. Rita moved. Carol 2nd. All approved. **THANK YOU SANDRINE!!!!**

16. Next Meeting dates

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| a. Feb. 15 – phone | b. March/April – retreat | c. May 17 – phone |
| d. July 19 – in person | e. Sept. 20 – phone | f. Sept/Oct – conference |
| g. Dec. 6 - phone | | |

17. Future Discussion Items

18. Adjourn – 3:05 PM

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*