



NNECAPA Executive Committee Meeting Minutes
Friday January 26, 2018 (Conference Call)
2:00pm – 3:30pm

Sarah Marchant, Rita Seto, Brandy Saxton (left at 3), Carol Eyerman, Sandrine Thibault (left at 3:12), Alex Weinhausen, Kerrie Diers, Meagan Tuttle, Jared Woolston, Ben Frost, Carl Eppich

1. Call to Order (Sarah) – 2:00 pm

Introductions

2. Dec 1 Minutes

Carol motioned to approve minutes, Brandy 2nd. All approved.

3. Chapter Elections Update

Sarah welcomed Kerrie Diers (NH State Director replacing Elizabeth Wood) and Meagan Tuttle (VT State Director replacing Brandy Saxton). Sarah noted Jim and Ben are coordinating on the transition (hoping to complete by February).

4. Chapter website - Brandy

NNECAPA on schedule to transition to new website hosted by APA by October. Brandy is working on current website ready for transition and restructuring for easier transition into APA template. Brandy completed the Career section for job postings. A few issues noted for discussion:

1. Web address (state_name.planning.org) looking towards nnecapa.planning.org. Sarah asked about redirecting nnecapa.org to nnecapa.planning.org. Brandy says APA will do it for 1 year. Sandrine believes we own the nnecapa.org name, can we automate the redirecting permanently? We'll figure it out. Ben also wondered about the 3 State websites and redirecting to the new website.
2. Document storage area – We will need to move our document storage to a cloud-based service or somebody's server. The APA websites seem like they are not going to come with a lot of server space and they are discouraging posting documents in PDF form (preferring straight html text, which is more mobile friendly). It would make sense to decide on a storage location and to start moving files there as I make website changes so that less re-configuring has to happen later. Suggestions made include looking into a Dropbox subscription for all 4 orgs (NNECAPA, VT, NH, ME) – 1 Terabyte for \$99 for all 4. Brandy asking if we can sign up for Dropbox account to get it moving forward once Treasurer transition finalized. Jared motioned to approve Brandy moving forward on purchasing and setting up Dropbox account to start moving files over, Sandrine 2nd. All approved.
3. State list-serves - It does not seem like those will be able to be hosted through APA. I know the technology behind VT's is ancient and wobbly and it needs to be replaced. It would make the most sense to get all three states using the same platform. I don't have any recommendations yet, but did want to put

this on the radar screen as work proceeds on the shared services MOU / bylaws. Sandrine clarified that they currently are not part of the website. Brandy says they aren't but could integrate into website platform in theory. NNECAPA list serve hosted by APA but unlikely to host the State ones.

Brandy going to work on Conferences and Meetings events section next to help set it up for Carol to start posting things.

Yankee Planner – Brandy would like to convert it to a monthly email newsletter that would feed directly off recent posts on the website. Like 1 major content article and little bits of other stuff and jobs. Brandy would look to schedule a monthly deadline for content. Carol suggested expanding Grapevine newsletter and fold in the State articles. Communications committee can assist Brandy. Carl also suggested maybe an Assistant PIO (from each State) to help represent. Everyone seemed supportive of the new format that Brandy will pursue. This will help generate fresh content for website.

5. NNECAPA 2018 Conference Planning and Timeline - Carol

Carol finalizing schedule – asking if the Exec Committee can meet earlier at 4pm prior to the 50th anniversary bash (lobster cookout). Carol envisioning rotating cabins representing each state. Working on keynote speaker (down to 3 selections) and working on session track themes. Carol will push out for Call for proposals soon. Keynote lunch on Thursday and lunch on Friday. Meagan suggested possibly doing awards during lunch versus during social reception hour to focus on the deserving recipients. Everyone seems to agree on that idea.

6. Retreat Taskforce Update – Sarah

Scheduled for March 16-17 @ Highland Center AMC (Noon to noon). VT has survey out, Meagan reported that supportive of the Sections piece. Mark will be sharing results of survey with Sarah. Dinner on fri and breakfast sat included. Choose to byo lunch or buy it there. From the NNECAPA board: President, Vice President, Secretary, Treasurer, PIO and State Directors will be attending. NNECAPA – Sarah, Sandrine, Rita, Brandy, VT – Mark, Steve, Meagan, NH – Shanna, Ben, Kerrie, ME – Carol, Carl, Amanda. Each state can invite one more attendee.

- a. Fall State Association Meetings – Maine, NH & VT
- b. Timeline and next steps
- c. Rick Minard – potential help/facilitator

Sarah noted Rick will have draft bylaws by end of Feb. and so everyone can be prepared to discuss at the retreat. Looking for finalization draft in April in time for the Association meetings.

7. New Ruralism – New Orleans and partnership with STAR Division

Divisions have to compete against each other so it's been frustrating versus a single session. STAR division looking to submit New Ruralism under a different track but unlikely for selection. Sarah looking to write a letter to APA expressing disappointment. Group is supportive of the effort.

8. State Grant Applications – 2018 application and timeframe

Tentative deadline for Monday Apr. 2, 2018. Sarah clarified that the previous minutes noted increase in state grant allotments for next year (so we can adjust in the budget) – can someone send Brandy the draft application (Rita) to send to NNECAPA list serve for distribution.

9. Directors and Officers Liability Insurance – Sarah

A year's worth of Management Indemnity (NHPA group uses for insurance), \$500,000 is \$525/yr, \$1,000,000 is \$637/yr. We'd still need event insurance but would cover decisions we make. Carol was going to do the same for MAP. No decision needed at this time – we can talk later.

10. Strategic Plan

- a. Communications Committee – hiatus
- b. Retiring/Emeritus Planners – status update

Ben got pins made and delivered. Awaiting Emeritus awardees – can we lure Anna back to NNECAPA conference and present along with the other lunch awards.

11. Treasurer's Report – Jim not present/Ben

- a) Taxes
- b) FY2017 Final Budget update/summary

Jim sent Ben an updated budget, Ben will send it out to group.

12. Roundtable/Officer Updates

Jared – General MAP membership meeting, trying to team up on legislative projects.

Alex – Legislative liaison front – kicks off in January, 1 particular issue – potential statewide allowances on farm businesses. Do you have any statutory allowances MAP/NH (agri-tourism)? Ben can send info to Alex.

Sarah – new tax law passed – in home sprinklers can be written off by the builder in 1 year – might be more incentivize on installation.

Jared will start pushing out the APA advocacy emails to NNECAPA list serve.

13. Next Meeting dates

- a. NNECAPA retreat – March 16-17th at Highland Center AMC
- b. May 11 - phone
- c. June 22 – in person
- d. Sept 14 – phone
- e. Oct 24 – 4pm at Northpoint Conference Facility
- f. Dec 7 - phone

14. **Future Discussion Items**
15. **Adjourn – 3:20 PM**

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*

DRAFT