



NNECAPA Executive Committee Meeting Minutes
Friday May 11, 2018 (Conference Call)
2:00pm – 3:30pm

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

1. Call to Order (Sarah) – 2:00 pm

Introductions

2. Minutes

a. January 26, 2018 phone meeting

b. March 16, 2018 NNECAPA Retreat

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

3. Maine State Grant Application (3 submitted)

Alex questioned 1 of the apps is geared towards NNECAPA conference, is there a way to support one of them via non-grant ways? Carl questioned setting precedence for projects for conference years. Intent used for state level planning/regional planning. Ben – NHPA in the past has used grants for specific community projects. Conference is supposed to pay for itself for costs – general committee consensus. Meagan asked Carol if MAP decided to rank them or forward all 3 for NNECAPA consideration – MAP decided to forward them all. Meagan motioned to award the Build Maine Tactical Urbanism proposal – it can benefit regional planning. Carl 2nd. Everyone approved except Carol abstained.

a. VPA already awarded

b. NH application?

4. Chapter website - Brandy

NNECAPA on schedule for APA template in October. Brandy making incremental updates to make transition period smoother. Held a CAT meeting and hope to keep it moving. Brandy has follow up questions for group – storage space for content, Ben will coordinate with Brandy to finish that piece (debit card with Citizens Bank). Do we need content up on website re: structure re-organization?

Yankee newsletter will be out next week – reflect content on website (every other month). Sarah will include re-org structure content in upcoming newsletter. Sandrine suggested re-org content – put on Facebook page (Sandrine will be designated poster).

5. NNECAPA 2018 Conference Planning and Timeline - Carol

Carol reported that conference info is up on MAP and NNECAPA website. People can start registering for cabin spaces (who are they bunking with? can't bunk alone) 3 bd/2 bd/1bd cabins limited. Still setting up a competition between states for your favorite food/drink. Up and running registration roughly June 1.

Agenda is 99% set. Sessions are getting finalized. Sponsorships headed by Carl and Amanda.

6. Retreat Taskforce Update – Sarah

- a. Timeline and next steps
- b. Budget – Infographics
- c. MOU draft

Brochure looks great and finalized. Get all 4 orgs agree to terms and signed by July 1. Sarah re-capped the brochure and timeline details. No comments from 4 organizations. Carol motioned to approve the MOU. Ben 2nd. Everyone approved except Carl abstained.

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

Sarah noted APA went well. Joanne Carr will send a write up to NNECAPA for next Yankee Planner newsletter. Sarah heard it went very well, a good attended session.

8. Directors and Officers Liability Insurance – Sarah

Sarah got updated quote. Cost went up to \$827 from \$650 (cost includes all 4 associations together, increased total revenue). Ben asked if execution contingent upon all 4 orgs signing the MOU? Yes... coverage will start July 1 if all 4 towns. Ben moved to accept latest quote and execute when all 4 orgs sign MOU. Brandy, 2nd. All approved.

9. Strategic Plan

- a. Communications Committee – Brandy
Brandy reiterated the CAT meeting.

- b. Retiring/Emeritus Planners – status update
Ben needs a list of retiring planners. Please email him potential candidates.

10. Treasurer's Report –Ben

- a. Taxes
- b. FY2017 Final Budget update/summary
- c. FY2018 status

Ben establishing signatories on bank account and getting debit card.
Cost of QuickBooks - \$250. Ben can muddle along for now.

11. Roundtable/Officer Updates

- Carl – interim PDO, attended PDO exchange at the conference, group met for 2hrs. Discussion focused on trying to improve AICP exam process. It's by design to be difficult to get approved to sit for the exam.

- Rita – reported VT Walk Bike Summit held last Friday in WRJ – 1 day conference on walking and biking advocacy – 218 attended along with an excellent Keynote speaker. NNECAPA sponsoring AICP credits.
- Sandrine – June 8, Ben and Sandrine will lead public outreach webcast to use online tools.
- Meagan – reported recent VPA spring award ceremony and will forward awards to NNECAPA. VPA getting ready for spring conference. NNECAPA sponsoring AICP credits.
- Jared – thanks to Ben. All his questions to NNECAPA listserv were held up – Ben fixed the linkage. Question on TIGER grant among other queries.
- Sarah – APA rolling out different platforms for online help. Tool use at the national level, expand down to Chapter level (MA is the guinea pig). Platform is free but the content is Chapter responsibility. APA Learn – available to each to the Chapters to adapt. Chapter performance measures will need to start submitting annual report.
- Brandy – schedule for Yankee Planner e-newsletter (1st week of every other month, next is July).

12. Next Meeting dates

- a. June 22 – in person tbd
- b. Sept 14 – phone
- c. Oct 24 – 4pm at Northpoint Conference Facility
- d. Dec 7 - phone

13. Future Discussion Items

14. Adjourn – PM

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*