



NNECAPA Executive Committee Meeting Minutes
Friday August 17, 2018 (Casa Frost, Warner, NH)
2:00pm – 4:00pm

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

1. Call to Order (Sarah) – 2:41 pm

Introductions

2. Minutes

a. May 11, 2018 phone meeting – Carol moved to approve, Carl 2nd. All approved.

3. NH State Grant Application

NH submitted application for \$1000 from Dover to create performance measures for developments completed under Dover's context sensitive zoning regulations.

Mary motioned to approve grant app, Meagan 2nd. All approved.

4. Chapter website - Brandy

Next newsletter will be sent out last week of August and is ready although she is reviewing and adding additional photos. We're also on track for website transition to APA schedule (Oct/Nov) probably by end of the year.

Discussing the NNECAPA gmail account (separate from PIO account) and ensuring Brandy will get access to it.

Brandy looks to set up another newsletter by Oct to lead into the conference.

5. NNECAPA 2018 Conference Planning and Timeline - Carol

Carol reported registration is open for hotel and conference. There were questions of whether speakers needed to pay (yes at a reduced rate) and will be clarified on website. Carol reiterated it's a retreat environment/relaxed vibe (dress code) flannel and warm boots. Awards committee just met and winners are decided. They won't be publicly announced until the night of awards however winners will know and be alerted to attend conference.

6. Taskforce Update – Sarah

a. Timeline and next steps

MOUs have been signed by all 4 organizations. Liability insurance is almost all signed. Next step – big meeting at NNECAPA will be voting on revised bylaws. If passes, ME, NH, VT will update their bylaws. The notice should be re-sent out to membership by Oct newsletter. Sarah will send out more reminders.

7. APA Policy and Advocacy conference representatives

Sarah, Jared (ME), Alex (VT) and Joanne Carr (NH) attending the conference at end of September. For the first time ever, all 3 state reps will be attending. Upcoming big training at CPC – APA engaged program, introducing a new tracking legislation software – send out action alerts to interested people. Ohio was first to pilot and set it up. MA was initially 2nd but have retreated. APA looking for another State ready to volunteer. APA hired marketing coordinator to address national housing issue, looking at press coverage blaming planners/zoning. Ben noted a draft of the new housing policy being presented at CPC. Mary suggested a grad student to help Ben's research.

8. New Ruralism – no update

9. Directors and Officers Liability Insurance – Sarah

Sarah will shortly have insurance but need to reissue a check for amount less than originally thought.

10. Strategic Plan

a. Communications Committee – Brandy

Will be restarting shortly after summer hiatus. Newsletters will become blogposts.

b. Retiring/Emeritus Planners – have pins and need to hand out to people who have 30 years, self-nominate/someone to nominate. Form is online. Need new committee members with Ben (Carl and Sandrine volunteered). If there are any to give this year (and future years), incorporate into the awards ceremony. We will need to communicate/coordinate with Awards Committee (responsibilities).

11. Treasurer's Report – Ben

a. Taxes

Transition has been difficult due to variety of factors. Ben currently still not a signatory on account. We'll need to find a new bank that has regional branches across all 3 states...Citizens has been difficult. Received 2 quarterly payments from APA - \$4363.67, \$5355.18. Not much expenses to date (includes reimbursement to Sarah, Joanne Carr and Jared, and Main Street Media).

Jim still working on IRS taxes, resubmitted June 8 (which was acknowledged), Jim personally paid \$600 since Ben took the checkbook and will get reimbursed. Ben motioned to reimburse Jim \$600, Sandrine 2nd. All approved. Ben anticipates hearing from IRS on results – hopefully we need to get resolved before organization merger.

b. FY2018 status - fine

c. FY2019 budget

Ben - nothing to report at this time, budget will be ready for Sept 14 call. Sarah – items will be dictated by the merger and suggested we should have A and B

budget (merger and no merger). Meagan – state grants increasing amounts previously discussed and developing merger budget – VPA interested in survey members of due structures, priority services for members...so they can evaluate benefits compared to cost, are other state orgs also doing that? Sarah noted each state will get paid an allocation along with a percent of a fee. VPA members concerned about whether they will get more services or sustained services with the higher fee structure.

Carol – MAP did a member survey 6 years ago from strategic plan – priorities were professional development training and legislative advocacy.

12. Roundtable/Officer Updates

- Carol – request pictures of Maine (landscape Maine, historic, nature, towns) for awards committee. Cocktail awards for business meeting.
- Carl – PDO incoming requests for CM credits (Tri-state transit conference)
- NHPA Shanna sent email that PlanNH - conference in Keene in Oct, also featuring Dar Williams as speaker.
- Mary – students – are there student rates for conference? Usually are yes. Delete Faculty section and hopefully during transition need new content for New version. Student reps for all states – recruitment for conference attendance (\$35 1 day, \$50 2 day).
- Carol – Maine calling radio program. Reached out to news program for 50th Map to see if they wanted to do program on planning. Need to develop script and generate tv interview questions – what story we want to tell, value of planning in communities. Come to Portland to sit in interview, asked Sarah to represent NNECAPA – views only in Maine (Maine Calling). Planning Month is October. Right before conference.
- MAP elected Jared as Legislative Committee Chair. Volunteers will be an issue. Transportation and housing issues.

13. Next Meeting dates

- a. Sept 14 – phone @3PM
- b. Oct 24 – 4pm at Northpoint Conference Facility
- c. Dec 7 - phone

14. Future Discussion Items

15. Adjourn – 4:10 PM

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*