



NNECAPA Executive Committee Meeting Minutes

Friday October 12, 2018

2:00pm – 3:00pm

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

1. Call to Order (Sarah) – 2:00 pm

Introductions

2. Minutes

a. August 17 in person meeting – Sandrine moved to approve, Carl 2nd. All approved.

3. PDO – AICP Reporting Outreach - Carl

Carl has generated a list of AICP folks that's short of meeting credits and will be reaching out to those folks.

4. APA – State Legislative Summit – Austin, TX – Dec 11-12

Sarah noted this Summit is new. One of the main topics they've been hearing is more training for Legislative Liaisons and what their roles are. APA funded a State Legislative Summit (sending someone from each Chapter - \$500). They are able to offer all 3 states \$500 each. We could incorporate into the budget for next year. They're focusing on housing, hot policy topics, and the loss of local control.

5. Chapter website/Newsletter - Brandy

Brandy getting started on website update. The basic architecture has been built. It will be worked on aggressively near the end of the month. We need content and photos to post. Brandy sent email around to folks who may be interested in posting content and will have training at the end of the month. Brandy talked with Tara and the New Ruralism website... many links and urls will need to change. Brandy suggested we think about how we move forward on communication – do we want more generic emails for each Officer vs. our personal/work emails? (Brandy will be taking headshot photos of each Officer at the conference!). Sarah would love the Gmail but wonder if it could get forwarded to work email because she'll forget to check it. Brandy will investigate forward and bring back to next meeting (President, PDO, PIO and Exec Committee generic). Carol noted they created the Awards Committee gmail one – will forward to Brandy. Brandy also wanted social media links (twitter, linkedin, facebook, etc...). We also need a DropBox system (Sarah noted that Ben and her are close to resolve banking/credit card issues so they can set up a Dropbox account).

6. NNECAPA 2018 Conference Planning and Timeline - Carol

a. annual business meeting draft agenda

MAP board met today on finalizing meeting items. Carol asking everyone to push for registration. Carol updated 175 registrations at this time – targeting for 200. 65 coming to MAP celebrations. Carol noted meeting at 4pm (check in at 3pm) for NNECAPA meeting. At 5:30pm, the 50th anniversary starts at Summit Lodge. Sponsorships are coming in and met goal of \$12,000.

3:15-5:15pm slot – will have typical items (minutes, New Ruralism update, website update, APA policy legislative updates and finally the Merge).

b. annual meeting budget

We originally wanted to show A / B budget but realized after working through – it doesn't make sense. We'll show the new budget the next year. Carol asked when NNECAPA would pick up the cost of the entire conference kick in? Sarah thinks after January 2020 is when the vote will be finalized and shift. This winter is when the 3 states will vote on their budget for next year, NNECAPA will take on the cost. The budget will include funds for another retreat to help re-organization efforts (transition team). Alex reviewed the budget and it looks like we're overspending – which is our goal – to spend reserve funds down. In past years NNECAPA has tried to spend down reserves unsuccessfully. \$7k of the \$10k overage is going towards administrative support for all 3 states for this transition and to fund policy advocacy attendees. The 3 state grants are going away this year to support the admin transition portion. For FY2020 each state will have a stipend to go towards whatever they need. How do we reflect adding costs to cover State Legislative Summit in the budget? Put a separate line item under Policy and Advocacy or lump into the Advocacy item (bump up \$5000). If the Legislative Summit is putting \$500 for each state, we could put in \$1500 to match it. Perhaps put a footnote in the budget for intent to fund it. We'd have a better idea by end of Sept. next year and put it in the FY20 budget.

c. discussion on vote process

Sarah was asking – is there a requirement that we need to send bylaws out to the members in advance? Not that we're aware. Carl suggested it would still be good to just send it out now (agenda, bylaw changes) – it's already posted on the website. Just need 2/3rds vote of membership (5% vote).

7. Taskforce Update – Sarah

a. Timeline and next steps – discussed under annual meeting

8. APA Policy and Advocacy conference representatives - Sarah

Sarah, Jared (ME), Alex (VT) and Joanne Carr (NH) attended the conference at end of September. Jared – 2nd year attended, was a great experience. Largest turnout ever – over 100 attendees (focused on continuing HUD funding – HOME/CDBG grants).

9. **New Ruralism – hiring an intern** – Tara Bamford will update the membership on the status of this project at the NNECAPA Business meeting
10. **Directors and Officers Liability Insurance** – Sarah/Ben – We have purchased the policy and it covers the officers of all four organizations.
11. **Strategic Plan**
 - a. Communications Action Team – Brandy – included in website update project
 - b. Retiring/Emeritus Planners – complete
12. **Treasurer's Report** –Ben (absent)
 - a. Taxes – Waiting on IRS response to filed back tax forms by Jim Donovan earlier this year. Hoping to have real status and some answers to update the membership at the business meeting with.
 - b. FY2018 status - fine
13. **Roundtable/Officer Updates**
 - None
14. **Next Meeting dates**
 - a. Oct 24 – 4pm at Northpoint Conference Facility, Carol's Room
 - c. Dec 7 - phone
15. **Future Discussion Items**
16. **Adjourn** – 3:10 PM

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*