



**NNECAPA/State Associations Annual Business Meeting Minutes**  
**Point Lookout, Northport, ME**  
**Thursday October 25, 2018 3:15PM – 5:15PM**

**I. Welcome**

Sarah Marchant called the meeting to order at 3:16PM. (51 attendees)

**II. Action on September 9, 2017 Annual Business Meeting Minutes (Manchester, VT)**

Donna Foley moved to approve the 2017 NNECAPA Annual Business Meeting minutes as submitted. Jim Donovan 2nd and the motion passed unanimously.

**III. New Ruralism Project Update**

Tara Bamford provided update on the project. There's a new section on the website and will be integrated into the new NNECAPA website. Tara reported that APA has jumped on this topic and assisted in promoting this idea nationally. NNECAPA would like to retain some ownership over this project and there has been some discussion with APA Small Town and Rural (STAR) planning division with carrying this torch forward. Sarah notes it would be great to continue the NNECAPA and STAR partnership. Tara noted inconsistencies with STAR and the lack of response level with promotion made it difficult for NNECAPA leadership to move forward on policies. By NNECAPA staying involved, we can keep moving this initiative forward. Lynne Seely noted it seems STAR is happy with whatever NNECAPA would like to do to move this forward and continue partnership. Group consensus in continuing partnership with APA STAR on New Ruralism.

**IV. State Grants – FY18 Grants to ME, NH & VT**

Sarah noted for the first time ever, NNECAPA awarded all 3 states \$1000 grant. VT – to support Act 250 committee in re-evaluating the process. ME – to support 5<sup>th</sup> annual Build Maine conference focusing on tactical urbanism piece. NH – Dover to create performance measures for development in business district and allow projects to understand level of adherence in regulations. These projects are also re-implementable in other communities.

**V. Professional Development Officer Report – Carl Eppich**

Carl reminded attendees that credits are pending for this conference. Scholarships available for people looking for AICP certification. Carl reported that last May 4 people passed AICP exam. The next APA national planning conference in San Francisco in April 2019.

**VI. Public Information Officer Report – Brandy Saxton**

Brandy reported that the NNECAPA website is being updated. NNECAPA and state association spend roughly \$1,000 each to upkeep website with content. NNECAPA hasn't been updated in 10yrs and needs a major overhaul. NNECAPA budgeted \$500 last year for overhaul but now APA is offering free website templates to Chapters including a new web address. This new site will incorporate NNECAPA and State Associations. Brandy is in desperate need of photos aside from Lee Krohn's stash. NNECAPA Officers and State Association Officers will need headshots for the new website which Brandy will get after this meeting.

## **VII. Treasurer's Report – FY19 Budget and Taxes**

On behalf of Ben, Sarah reported that comparing FY18 budget versus actual, NNECAPA didn't spend as much as budgeted. This is a good thing as reserve funds will be directed towards this merger transition year on administration. FY19 budget is predicted to be \$11,000 over of which \$7500 is towards professional association management that NNECAPA will bring on. Sarah will issue an RFP out in January for pricing for association management services. At the national level, there's focused discussion on smaller chapters really need help on association management. APA is trying to provide technical assistance to smaller chapters – maybe for a small fee.

NNECAPA sent all 3 states to Advocacy conference in DC for the first time ever. This was the biggest expense in proposed budget. Clarification was asked regarding budget line amount difference for Advocacy Council (last year was \$6,000, this year proposed budget \$5,000). Sarah noted Chapters President Council line will cover whoever the current NNECAPA President and will represent their current state. The other 2 states will be covered under the Advocacy line. Sarah asked if anyone interested in increasing allocation? None.

IRS & Tax Status update – APA has 501c3 designation. NNECAPA falls under that umbrella which requires the organization to file tax returns. We missed a couple of years filing tax returns and have been closing working on re-instatement by Dec. 6 (IRS decision deadline). Sarah doesn't think NNECAPA will have tax liability but can't promise that to the State Associations.

## **VIII. APA Advocacy Update and Planning4Home – Jared Woolston & Alex Weinhausen**

Alex reported back on the advocacy conference. There's been significant discussion on national housing. This was the largest policy advocacy conference ever and was extremely successful. Jared reported it was his 2<sup>nd</sup> year attending policy conference representing ME. He enjoyed getting briefed on national topics to prepare you for your discussion with your state legislator. He met planners from other rural states and connected on similar policy issues. Sarah reported that APA is working on national housing issues and partnering with SMART consulting firm. There's a growing amount of media blaming planners as reason for housing crisis and so APA is trying to get in front of this and show that planners are part of the solution.

## **IX. Reorganization Discussion – Carol Eyerman, Shanna Saunders, Sarah Marchant**

### **a. Overview and discussion**

Sarah reviewed the current organization structure, proposed organization structure, benefits of reorganization, reviewed sections and Exec committee members of reorganization, membership dues (\$80 NNECAPA and Section combo membership dues). Group discussion on member due clarifications. Sarah noted MOU was signed by all 4 organizations to move forward on re-organization. All 3 state directors reported on their association efforts in providing education outreach to members.

### **b. Bylaw Update Vote**

Sarah noted that whether you are NNECAPA member or not, you will get a bill from APA for \$80 for dues to start for FY2020 budget. NNECAPA will send a base of \$3,000 to each Section plus a rate based on percentage by population. State associations will keep revenue from these events, not to NNECAPA. The rest of the dues go towards administration. Group discussion on whether sufficient budget reserves to afford/buffer transition and for association management. Sarah believes the reserves will cover the transition costs. The voting of fees is for next year's budget.

Jim Donovan suggested reviewing language of Section Exec Committee vs. elected officials.

Mark Eyerman proposing some language amendments:

p.1 Article II #6 – to facilitate membership benefits from APA to the chapter and its members.

Sarah motioned approval of amendment. Alex Jagerman 2<sup>nd</sup>. All approved.

p.2 Article IV – Membership – first sentence to read: The Chapter may have dues-paying members who are not members of the American Planning Association.

Sarah motioned this amendment. Alex Jagerman 2<sup>nd</sup>. All approved.

**Action:** David White motioned to approve bylaw update as currently amended. Mark Eyerman 2<sup>nd</sup>. All approved.

c. FY19 Budget Vote

**Action:** Jim Donovan motioned to approve budget. Meagan Tuttle 2<sup>nd</sup>. All approved.

#### **X. Other Business**

Next year's meeting in New Hampshire – venue to be announced.

#### **XI. Adjourn**

Jane LaFleur moved to adjourn the Annual Business Meeting at 4:30PM. Carol Eyerman 2<sup>nd</sup>. Motion passed unanimously.

*Respectfully Submitted by  
Rita Seto, NNECAPA Secretary*

# Proposed FY2019 Budget - Northern New England Chapter of the American Planning Association

	Adopted Budget FY17	Actual FY17 (9-30-17)	Adopted Budget FY18	Actual FY18 (09/29/18)	FY18 Budget v. Actual	Proposed Budget FY19	NOTES
<b>REVENUES</b>							
<b>Operating revenues:</b>							
APA/AICP Rebate (Including Chapter Only)	15,500	17,899	15,500	16,786	1,286	17,000	Quarterly reimbursements from APA
Interest	-	7	-	6	6	6	
AICP Study Manuals	60	30	60	-	(60)	50	
Miscellaneous	-	-	-	-	-	-	
<b>Subtotal</b>	<b>15,560</b>	<b>17,936</b>	<b>15,560</b>	<b>16,792</b>	<b>1,232</b>	<b>17,056</b>	
<b>Professional Development Workshops:</b>							
Spring Workshop	-	-	-	-	-	-	
Annual Chapter Conference	5,000	3,859	3,000	-	(3,000)	3,000	Profit or loss split 50/50 with host state association
Chapter Conference - seed money returned	2,000	-	2,000	-	(2,000)	-	
<b>Subtotal</b>	<b>7,000</b>	<b>3,859</b>	<b>5,000</b>	<b>-</b>	<b>(5,000)</b>	<b>3,000</b>	
<b>TOTAL REVENUES</b>	<b>22,560</b>	<b>21,795</b>	<b>20,560</b>	<b>16,792</b>	<b>(3,768)</b>	<b>20,056</b>	
<b>EXPENDITURES</b>							
<b>Member Communications</b>							
Website/Communications/Social Media	7,500	1,942	7,500	982	(6,518)	25	Domain registration
Newsletter	-	-	-	-	-	-	
Chapter Awards/APA National Awards	250	275	250	235	(15)	300	
AICP College of Fellows	-	-	360	190	(170)	-	
<b>Subtotal</b>	<b>7,750</b>	<b>2,217</b>	<b>8,110</b>	<b>1,407</b>	<b>(6,703)</b>	<b>325</b>	
<b>Professional Development</b>							
AICP Exam Preparation/ Assistance	100	-	100	100	-	100	CPC AICP Exam Study Guides
Professional Development Support	4,000	3,840	4,000	4,097	97	4,250	CM registration, PDO expenses, Webcast Consortium, and PDO in National Planning Conference
Planning Student Support	1,000	430	1,000	233	(767)	1,000	Travel and lodging expenses for a student from each state to attend the NNECAPA fall Chapter Conference
Annual Chapter Conference - seed money	2,000	-	2,000	-	(2,000)	-	Conference seed money for for annual Chapter conference host state association.
<b>Subtotal</b>	<b>7,100</b>	<b>4,271</b>	<b>7,100</b>	<b>4,430</b>	<b>(2,670)</b>	<b>5,350</b>	
<b>Advocacy &amp; Outreach</b>							
APA Policy and Advocacy Conference	6,000	2,361	6,000	6,738	738	5,000	President and Legislative Liasions from 2 non-president states to APA Advocacy Conference
State Legislative Summit	-	-	-	-	-	500	Attendance by 1 Chapter rep.
Raise Awareness and Celebrate Planning	500	-	500	383	(117)	-	Includes Emeritus Program
National Planning Conference Receptions	300	-	300	-	(300)	300	
Allied Organizations	2,000	2,000	2,000	-	(2,000)	-	
State Association Planning Grants	3,000	2,000	3,000	3,000	-	-	
<b>Subtotal</b>	<b>11,800</b>	<b>6,361</b>	<b>11,800</b>	<b>10,121</b>	<b>(1,679)</b>	<b>5,800</b>	
<b>Chapter Administration</b>							
Executive Committee Meetings	5,000	450	4,000	1,778	(2,222)	3,000	Quarterly meetings and retreat w/state associations
Strategic Plan	-	-	-	-	-	-	
Financial Management	1,000	18	1,000	1,783	783	1,200	PO Box, stamps, D&O Insurance
Administrative Support	-	-	-	-	-	7,500	6 months' admin support
Annual Business Meeting	3,000	2,900	3,000	-	(3,000)	3,000	
Chapter Presidents Council/APA Leadership	5,000	3,813	5,000	4,644	(356)	5,000	
Chapter Organization	-	1,686	-	7,503	7,503	-	
<b>Subtotal</b>	<b>14,000</b>	<b>8,867</b>	<b>13,000</b>	<b>15,708</b>	<b>2,708</b>	<b>19,700</b>	
<b>Subtotal Operating Expenditures</b>	<b>40,650</b>	<b>21,716</b>	<b>40,010</b>	<b>31,666</b>	<b>(8,344)</b>	<b>31,175</b>	
<b>TOTAL EXPENDITURES</b>	<b>40,650</b>	<b>71,716</b>	<b>40,010</b>	<b>32,435</b>	<b>(8,344)</b>	<b>31,175</b>	
<b>ANNUAL NET POSITION</b>	<b>(18,090)</b>	<b>(49,920)</b>	<b>(19,450)</b>	<b>(15,643)</b>	<b>4,576</b>	<b>(11,119)</b>	
<b>DEDICATED ACCOUNTS</b>							
<b>Dedicated Accounts Available Balance</b>							
Plan 4 Health	-	50,000	-	-	-	-	
<b>Dedicated Accounts Available Balance</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Dedicated Accounts Expenditures</b>							
Plan 4 Health	-	50,000	-	769	-	-	
<b>Subtotal Dedicated Accts Expenditures</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>769</b>	<b>-</b>	<b>-</b>	
<b>Dedicated Accounts Net Position</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(769)</b>	<b>-</b>	<b>-</b>	
Checking Balance (9/29/2018)				13,497			
CD/MM Balance (9/29/2018)				24,114			
<b>TOTAL</b>				<b>37,612</b>			