



**NNECAPA Executive Committee Meeting Minutes**  
**Friday May 17, 2019**  
**2:00pm – 3:30pm**

Sarah Marchant, Rita Seto, Alex Weinhagen, Meagan Tuttle, Kerrie Diers, Carl Eppich.

**1. Call to Order (Sarah) – 2:00pm**

**2. Minutes**

Mar. 29, 2019 phone meeting – Carl moved to approve, Meagan 2<sup>nd</sup>. All approved.

**3. IRS compliance letter (Sarah)**

Sarah reported that NNECAPA is now 501c3 and no fines (phew!). Next step is to get back under APA umbrella – no further info at this time.

**4. Elections Planning Committee (Meagan)**

Meagan reported someone nominated for each of the positions. Meagan noted that Brandy wants to remove herself from PIO in her memo – Meagan thinks we can change the ballot through petition process – **we need to find a PIO replacement before July 1**. We can send APA the NNECAPA chapter list of members who can vote (Sarah thinks 113 total). Meagan will clarify with Lynn on process for petition but also confirming removing Brandy from the current slate. Ballot will go out in August, which means individuals renewing membership in VPA are they considered members of APA until 2020 – Meagan clarifying – the list of names is smaller to be sent to APA.

**5. NNECAPA 2019 Conference Planning and Timeline – (Kerrie)**

Kerrie reported that they've sent out call for sessions due June 15 and conference and hotel registration is open. They're working on keynote speaker – possible from Northern Forest. Nancy will be sending out sponsorship letters soon – the sponsor list is evolving but seems it will remain state centric. Kerrie feels the conference is in pretty good shape. Group may need to re-send the email out to NNECAPA membership now that everything is up. Kerrie will work with Sarah.

**6. Great Places in America submission (Sarah)**

Sarah reported that the Bug Light Park in South Portland, ME submitted an application. APA is excited about this submission and sent Sarah email – wondering if NNECAPA is officially endorse this submission? Carl gave an overview update on the project – Sarah will send the application to the EC group. Do we want an action item to officially endorse? **Action: Meagan motioned to have NNECAPA approve/endorse the application and for Sarah to respond to APA on endorsement. Carl 2<sup>nd</sup>. All approved.**

7. **New Ruralism** – no update. Brandy worked with Tara to update the website.
8. **NNECAPA Banner** – need someone to get it designed and ordered. Carl will volunteer with some guidance from Sarah on design layout.

**RETREAT RECAP / FOLLOW UP:**

9. **APA Membership Update**
  - a. VT Infographic on membership rate:  
Brandy provided email examples on what needs to be sent out to each Sections. **Action: Remove last 2 sentences in NHPA/VPA Section-Only Organization Meeting for Brandy's emails and to move forward on sending emails out to memberships before June.**  
  
Group discussion on the sentence for 2022 with organizational memberships phasing out – EC group hasn't confirmed what exactly will happen whether it will continue. This broader discussion to be tabled at future EC meeting.
  - b. APA ready for Jan 1, 2020 all dues \$80 individual (start sending October billing cycle), we will be in charge of organizational memberships.
  - c. States are working on membership lists to send to APA before end of May.
  - d. ACTION – Retreat members asked that the EC move forward with a vote to not allow any new organizational memberships as of April 1, 2019. We would need to vote to make this official. **Action: Meagan motioned to not allow any NEW organizational memberships as of April 1, 2019. Carl 2<sup>nd</sup>. All approved.**
10. **Software/App transition for membership management and events**
  - a. Subcommittee: Ben, Brandy, Donna, Amanda and Meagan (?) – to evaluate software options (constant contact, wild apricot, RegFox, Google Non-profit) membership management, events and communication in lieu of listserve.  
  
Sarah noted that NHPA used Nancy/Constant Contact for now as their subscription to Wild Apricot was expiring and would put them in the no-mans-land. This is a **very high priority** for the EC and to avoid using Nancy's Constant Contact account (nor use Wild Apricot – expires in October before the conference). We need a sub group to help make a decision asap on what software NNECAPA will use moving forward. Need to address the short-term issue for this year's annual conference and the long-term issue of selecting a software for all Sections to use moving forward. Alex suggested – can Wild Apricot just be used for this interim stage/period until at least the Google non-profit bells and whistles are figured out?
11. **Treasurer's Report** - Ben not present but provided email update ahead of time.
  - a. Subcommittee: Ben, Jane and Stephen - meeting on policies and procedures to transition to Admin support and next steps.

**Action: It is recommended that the subcommittee will make a proposal to the EC for final approval.**

Meagan wanted to clarify some questions –  
After October's membership/transition, we can update our assumption models/update our 2020 budget with newer projections.  
VPA trying to land where to have annual meeting (maybe before NNECAPA meeting) to draft own budget.

**Action for next meeting – for Ben/treasurers subcommittee to work on updating the 2020 budget with the APA members paying \$80 dues.**

b. FY2019 budget status – Ben sent to EC.

12. **Policies and Procedures Manual (Succession Planning)** – Tuttle outlining
- a. Example Policy/Procedure documents from SNEAPA and Illinois
  - b. Assignment of sections and timelines

Sarah noted that everyone failed on the Succession Planning (APA) checklist. Everyone's working on this – hence able to get SNEAPA and Illinois.

Meagan gave a good overview of what's in the first draft and need feedback from the group on filling gaps. The EC will tackle each section at a time. Meagan suggested **Financial Policy & Procedures** and **Chapter Administrator** as the top 2 section priorities to define now. Sarah noted the treasurer's subcommittee for Financial and a subcommittee for Chapter Admin (Sarah, Rita, Carl and someone from NHPA). Brandy brought up many good questions for the Chapter Admin sub to tackle.

**Action: Sarah will send out email out to EC to summarize key action items/subcommittees formed for our next meeting.**

**Action: Sarah will send out the NNECAPA calendar/Google doc section on coordinated schedule for the year to each of the Sections and get feedback.**

Group had a discussion on managing Nancy – at the moment her contract is prioritized based on the tasks we flagged during the retreat. Nancy and Sarah would touch base with each other and bill accordingly (regular monitoring on what tasks she's billing to). Kerrie had asked about the annual conference and have no idea what her part time hours equates to (2hrs/week? 10hrs/week?) for conference planning. Once Nancy gets sponsorships out, she'll focus on Chapter Admin. Sarah hopes to get a regular report from Nancy to then update the EC group on a regular basis as part of the Financial Report.

13. **PIO Update and Subcommittee** – Brandy not present but provided email/memo update ahead of time (please see attached Memo for details)
- a. Transition to Admin support
  - b. Google non-profit

- c. Membership messaging on transition and Yankee Planner - We need to produce a Yankee Planner in June. **Please send any material to be included in the next issue to me by June 14.**
- d. Communications Policy – on hold

Meagan noted that it would be helpful to list on the website – replicate the Sections with NNECAPA page (listing - Connect with NNECAPA Overview, About the Chapter, Chapter Leadership, Chapter Committees, Chapter Awards, Chapter Meetings). Should have same similar level of information for Sections. Section bylaws, leadership listing for each section.

**14. PDO Subcommittee – Eppich**

- a. State PDOs and NNECAPA PDO
- b. AICP training and info on updated Certification Guide

Carl noted that each state association has some informal professional development person but no formal appointed State PDO at this time. Meagan noted there's been a ton of confusion from VPA PDO – who's doing it? Lee Krohn has been the un-official person. Meagan recommended that NNECAPA appoint Section PDOs as the Assistant PDOs. **Action: Sarah email (cc Carl) Section Presidents to suggest their PDOs to work with Carl.**

**15. Communications and Timelines not addressed above**

- Frequency of how much we meet since we have more work?

**16. Roundtable/Officer Updates**

**17. Next Meeting dates**

- a. add a June 21 phone? And/or Oct 18 phone mtg? (yes to both, Sarah will send Calendar outlook for both out)
- b. July 19 – in person
- c. Sept. 20 – phone
- d. Nov. 13-15 Conference, pre meeting on the 13<sup>th</sup>
- e. Dec. 6 - phone

**18. Future Discussion Items**

- Listserve vs. Google Group
- FAICP nominations for next year

**19. Adjourn – 3:58PM**

*Respectfully Submitted by  
Rita Seto, NNECAPA Secretary*

To: NNECAPA EC  
From: Brandy Saxton, NNECAPA PIO  
Re: Communications Update for May 17 Meeting

Unfortunately, I had our EC meeting on my calendar for next Friday and so did not realize I would not be available to participate in the meeting. Here is my update and contribution to various agenda items.

### **Communications Update**

1. **Website.** I have put in tickets for the broken and missing links on non-CM calendar events. I checked in with the APA team last Thursday and they had no update on that problem and when it would be fixed.

I am requesting that all Chapter and Section officers use the website as a platform for distributing information to members (event announcements, training opportunities, news items, etc.) instead or or in addition to the various listserves, and also encouraging members to do the same. And thanks to those who have started doing this. The only way the website is going to remain relevant and of value to members is if everyone contributes and encourages its use.

2. **Google for Nonprofits Account and Email Accounts.** I had thought that we were just days away from getting the nonprofit account. However, we hit a snag and now are back at the beginning of the process. I am trying to get a response to what happened and why our application was rejected. If I hear anything before Friday, I will send a follow-up email. Our non-profits status was confirmed so it is something else in the application that is causing the problem – I suspect it is our lack of a physical address. I have been holding off creating addresses for NHPA and MAP officers awaiting the nonprofit account, but if that is not going to happen soon then I will proceed with those.
3. **Membership Emails.** The draft emails to be sent to members alerting them to changes in the membership renewal process and dues for 2020 are included below. If the EC wants any changes, let me know. I need the email lists (members broken out by state and status). I don't know who was supposed to be creating the master spreadsheet. I can create it if I get the three state rosters, I have a current NNECAPA member roster. This email should be sent out in early June.
4. **Event Registration Software.** I am out of the loop on this one. I made a recommendation several months ago that we try using RegFox for event management. I am unclear what the plan is for registration for the 2019 Annual Conference. My understanding from the discussion at the April retreat was that this was going to be discussed with the Chapter Administrator. I am not clear who was to be involved or when/if this discussion was supposed to occur.
5. **Yankee Planner.** We need to produce a Yankee Planner in June. Please send any material to be included in the next issue to me by June 14.

6. **Communications Policy.** This is on the backburner until the routine communications tasks are off my plate and I have time to work on it.
7. **Listserve.** My recommendation is to transition the listserves to google email groups at least until/if APA makes their Engage platform available to Chapters and Sections. This is not something that I think is a priority but could be put off until next year. The existing systems are still working (as well as they ever did). The downside of moving to Google email groups is that we will need to keep the rosters aligned with the membership lists ourselves – it will not be automatic. The state PIOs were not enthusiastic about making a change in the near-term when we had a phone meeting in April. They thought that there was already too many things changing for members this year.

### Other Agenda Items

- **Elections Planning Committee.** I wanted to know if the deadline has passed to remove my name from the ballot. I no longer want to run for another term as PIO. It has become clear to me over the past two months that I do not have the time available to carry out the work. I am requesting that the Elections Planning Committee find another nominee.
- **Software/App Transition.** My vote is to get away from Constant Contact. It is expensive, and my experience using it for the 2016 conference was that it was extremely clunky and buggy. See all relevant notes above.
- **Treasurers Report.** I would like an update on the discussion regarding whether the Chapter Administrator will have any form of direct access to the Chapter and Section bank accounts. I will re-iterate the position that I took at the April retreat, I think it is important that there are checks and balances. The Chapter Administrator should not have check-writing authority but should be able to access accounts to move money and track deposits and payments in real time. If we rely on the Section Treasurer's providing the necessary information in a timely and accurate manner, I think we will ultimately run into problems keeping our books efficiently and properly. I also feel that the Chapter and Section Treasurers should not be making the policy decisions on their own. I think these matters are important and should be taken back to the Executive Committees for discussion and final approval.
- **Communications and Timelines.** I regret not being able to join the call because I really wanted to discuss how we (the Executive Committee) are communicating as a group during this transition period and the roles and authorities of individuals and subgroups. My perception is that there is a serious lack of communication coming from the Transition Taskforce. This was highlighted by the lack of an announcement to all Executive Committee members that the Chapter Administrator had started work.

We formed the Transition Taskforce to develop a plan for the transition. It is not clear to me that the NNECAPA Executive Committee (and the Section ECs) ever specifically authorized this subgroup to then implement the plan. And that is what I feel like is happening. I am requesting that this issue be discussed, and a decision be made about

what the role of the Transition Taskforce currently is and what authority all four Executive Committees are delegating to that subgroup.

Similarly, I think there needs to be a discussion by the NNECAPA EC related to management of the Chapter Administrator. Does the President have the authority to make decisions about how to allocate the Admin's time and prioritize the services that the Administrator will provide? It is my understanding that Sarah, perhaps in consultation with other Transition Taskforce members, decided that Nancy would start work and use her available time to assist NHPA with conference planning and to consult with the Treasurers to develop 2020 budgets. It seems to me that this decision on how to allocate our employee's time is something that should be discussed and decided on by the whole group, or the EC should specifically authorize the President to manage the Chapter Administrator. What I had hoped would also be resolved at this EC meeting is when the Chapter Administrator will begin taking over the routine communications tasks that were included in the "basic services" portion of the contract (website maintenance, member management, response to emails, layout and distribution of the Yankee Planner).