



NNECAPA Executive Committee Meeting Minutes
Friday June 21, 2019
2:00pm – 3:00pm

Sarah Marchant, Rita Seto, Brandy Saxton, Ben Frost, Alex Weinhagen, Meagan Tuttle, Carl Eppich, Carol Eyerman

1. Call to Order (Sarah) – 2:00pm

2. Minutes

May 19, 2019 phone meeting – Alex moved to approve, Meagan 2nd. All approved.

3. IRS compliance letter (Sarah)

Sarah reported there's been no further action. Sarah asked APA on next steps to follow up (no response yet). Ben noted we don't have to do anything at this point or we could go under APA umbrella. Carol asked if there's any benefits either way? Sarah will ask Lynn if there are any benefits.

4. Elections Planning Committee (Meagan)

Meagan reported that Ben and Sarah helped Meagan submit current Section Only members included in the membership list to be forwarded to APA and to be included the ballot. Meagan also submitted the final list of Officers to APA as well as a final outreach for PIO (Jeff Levine, ME interested) – we have a completed ballot slate. Meagan will follow up with all the candidates with further instructions later and email membership on voting instructions. Ben asked since Brandy was from VT and Jeff is from ME, how does that balance the state representation? Meagan noted there will be 3, 2 and 1 amongst the states, noted there will be other representation from Vermont. At this time, we only had 1 PIO interest and wanted to take advantage of it. Ben noted nothing in the bylaws but strongly encouraged to have balanced representation from each state. The EC thanked Meagan for her excellent work to make this happen.

5. NNECAPA 2019 Conference Planning and Timeline – (Kerrie not present but updated in an email)

Kerrie reported:

1. Wednesday, November 13 evening events are confirmed:
 - a. 4-5 NNECAPA Exec Committee meeting
 - b. 6-9 Program: (heavy appetizers and cash bar)
 - i. Dan Szezney Presentation: <https://danzszezny.wordpress.com/the-books/the-white-mountain/>
followed by:
 - ii. Mount Washington Hotel Tour (history, culture, economics, operations)
 - c. The Cave for cocktails & socializing

2. We received nearly 30 session proposals. We were really pleased to have so many great ones to select from. We have made a first cut and hope to have them nailed down in the next week or so, and post the program up on the web by the end of the month. The only thing we need is a law session. No one proposed one. Any ideas?

Ben noted Tim Corwin emailed interest just before deadline so possible outreach but he didn't submit anything.

3. The sponsor letters went out to the NH Sponsor list this week. We also added about 50 more from Nancy's resources. If there are others you think we should reach out to in VT or ME, please let me know. Sponsorship info is up on the website.

4. Keynote will be Julie Renaud, Program Director for the Northern Forest Center, discussing the economic, recreation, cultural, and other work they are doing across the three states and NY.

5. Plenary session will be Jason Jordan, APA Policy Director - Storytelling for Advocacy

6. Due to tough logistics we have not been looking at mobile workshops – if anyone has ideas for this for optional Friday afternoon activities, please let me know.

Alex reported that since the location is at prime outdoor spot, perhaps schedule a small hike or something from Highland Center? Carl will touch base with Kerrie – also depending on weather since it's late November. Carl suggested perhaps maybe Littleton. Ben wanted to clarify difference between mobile workshop which is anticipated as CM credit qualified vs. just an off-site outing. Perhaps transportation/visitor traffic/trail maintenance topic?

6. VPA 2020 NNECAPA Conference Deposit

Sarah reported that Meagan connected with Nancy on process. Meagan sent first round of preliminary info to Nancy so she can start recruiting venue. VPA has done some preliminary work and thinks that the venue will be somewhere in Burlington. Nancy will start generating RFP. Deposit will be paid by NNECAPA, not VPA. Ben should establish a conference committee within executive committee. Meagan wanted to clarify on future process of conference committee on expenses payments/reimbursements. 2020 will need some further discussion on specific process (subcommittee to establish written structure – Sarah suggested State Directors and Treasurers? Start with Amanda first, then if needed branch out to Carol and Brandy). Meagan will send email out to subcommittee group to get going.

7. Appointment of Vice President – (Sarah)

- a. Action – nomination of Carol Eyerman
Ben nominates Carol for VP. Carl 2nd. All approved.

8. **Events Your Way Status Update** – (Sarah)
Sarah reported Nancy provided monthly update (see attached to minutes) and encouraged Nancy to submit alongside with invoice. Future reports will be sent before the meeting.
9. **Great Places in America submission** (Sarah)
Sarah reported that the support letter was sent to APA for Bug Light Park.
10. **New Ruralism** – no update.
11. **NNECAPA Banner** – Carl and Sarah will catch up on the banner.
12. **Software/App transition for membership management and events**
 - a. Subcommittee – Frost – to evaluate software options (constant contact, wild apricot, RegFox, Google Non-profit) membership management, events and communication in lieu of listserv.
Frost has nothing to report at this time.
13. **Treasurer's Report** - Ben
Ben will email report to EC. No significant changes and got quarterly revenue from APA.
14. **Policies and Procedures Manual (Succession Planning)**
 - a. Chapter Administrator (p.9) – Marchant, Seto, Eppich, Hebert
Subcommittee added some minor items and feel like this section is complete. Any other revisions? Carl noted we should add a list of the people/Officers who are authorized to reach out to Chapter Administrator to add clarity. Meagan suggested maybe under the Officer's role to add authorization/duty to Chapter Administrator. Ben added sentence "when EC and Section Officers have doubt, run by President". Sarah will incorporate the changes into the original Google doc from Meagan's copy.
 - b. Financial Policies – Frost and Treasurers
Tabled to next meeting.
15. **PIO Update and Subcommittee** – (Brandy)
 - a. Transition to Admin support
 - b. Google non-profit - success
 - c. Membership messaging on transition and Yankee Planner
 - d. Communications Policy – on hold

Brandy reported that no further updates since last call other than achieving Google non-profit status. She needs to take everyone emails down and recreate the system – she'll send email out to group warning when she'll do that. It's tied to the NNECAPA.org address, not sure if we can incorporate the 3 state addresses. Brandy needs to do more research as it looks like it's 1 per account.

Brandy also have sent out the membership emails for final OK, no feedback at this time. Brandy will tackle Yankee Planner soon – any final topics please send ASAP.

16. PDO Subcommittee – (Eppich)

a. State PDOs and NNECAPA PDO

b. AICP training and info on updated Certification Guide

Carl has not started on this yet. Carl will clarify on the recent AICP exam takers and who passed for announcement (8 in NNE, seems like only 4 passed).

15. Communications and Timelines not addressed above

16. Roundtable/Officer Updates

- Ben attempted to open a TechSoup account last year (subcontractor of Google) but because of the non-profit status – it recently approved.
- Brandy noted website has issue with the header not lining up right (APA issue).

17. Next Meeting dates

a. July 18 (Thurs 1PM) – phone

b. Sept. 20 – phone

c. Oct. 18 – phone

d. Nov. 13-15 Conference, pre meeting on the 13th

e. Dec. 6 - phone

18. Future Discussion Items

19. Adjourn – 2:50 PM

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*

NECAPA Report from Events Your Way June 21, 2019

Conference – NECAPA 2019

- Developed online registration for attendees and sponsors
- Assisted in the development of the post card
- Developed and sent out Mark Your Calendar via Constant Contact
- Met with the Mount Washington Hotel, numerous phone calls and emails:
 - o Had them extend our meeting space for arrival on Wednesday at 2:00 and departure on Friday at 3:00. This will protect the space.
 - o Asked if the Bretton Arms and the Lodge were available for our attendees – both on property and less expensive
 - o Included exhibitor tables to our contract. Selected the space and secured up to 15 tables
 - o They have included an “office” for us to use during our stay so we can set up computer/printer
 - o Requested that we can utilize suites as upgrades for VIP’s and board members. If rooms are not sold – yes.
 - o We discussed having a modified tour with potential food stations and beverages. They are looking into this issue.
 - o I requested that they open the Cave for us on Wednesday and Thursday night since it is typically not open during that time of year. Yes.
 - o They are willing to adjust the menu pricing to fit our financial requirements. I will work directly with the chef and committee members on this issue.
- Sponsors – developed a letter, benefit levels and form. Committee approved. Sent out letters on 6/20/19 to the NH sponsor list - 104. Another batch of letters will go out this weekend to potential new sponsors which I developed from the NH Business Review Book Lists – about 45. If nothing else it will be good exposure. I also sent out package to sponsors I have dealt with in the past with other clients.
- Monitoring registration and setting up data base
- Working with the COG committee on all aspects. We hope to have agenda finalized within two weeks.

Budgets for NH, ME and VT

- Have had a meeting with all 3 states and separately with Ben Frost to discuss:
 - o Set up template that everyone agrees on
 - o Work with 3 states on what details provided to me
 - o Startup date for each state
 - o Transfer conference budget to manage
- Waiting for Ben and Sarah on how to move forward. Maine is ready to transfer responsibilities by July 1

NECAPA Conference – 2020 VT

- Working with Vermont on setting up criteria
 - o # attendees
 - o # overnight rooms

- 4 breakout sessions
 - Location – they have requested the Hilton in Burlington
 - Gather details from last 3 conferences
- Target month/week – to be consistent each year
- Send out RFP – month of June
- Work with each state's contacts

Website

- Have worked with Brandy on the NECAPA website
- Have been authorized access
- Waiting to meet with Brandy face to face so we can go through each aspect of the website before handing over the responsibility
- All email inquiries are being forwarded to me which I handle