



NNECAPA Executive Committee Meeting Minutes
Thursday July 18, 2019
2:00pm – 3:00pm

Sarah Marchant, Rita Seto, Kerrie Diers, Meagan Tuttle, Carl Eppich, Jared Woolston
(joined half way through call)

1. Call to Order (Sarah) – 2:00pm

2. Minutes

June 21, 2019 phone meeting – tabled to next call, no quorum

3. IRS compliance letter (Sarah)

Sarah reported APA said there's no difference with our own non-profit vs. theirs so we'll stick to our current non-profit status. Just keep in compliance by filling.

4. Elections Planning Committee (Meagan)

Meagan reported voting is now open. Meagan sent an explanatory email to VPA membership, and sent the language to ME and NH Directors for them to send to their membership. The goal is to try to make non-APA members aware. It was timely as APA sent the Elections email to folks already.

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

Kerrie reported that all sessions were finalized yesterday. Nancy notified all the selected sessions and is confirming/following up with all the session presenters. There should be a draft schedule posted next week. Kerrie asking each state to prepare a recipe for state cocktail and the Mt. Washington Hotel will highlight the three cocktails as highlighted drinks at the two evening receptions. We have 32 people registered already and have exceeded room requirements for both nights. Mt. Washington removed the cap so we can have more rooms as needed. All sponsorship letters have gone out. We have \$1700 already with the goal of \$16,000. Nancy will need to follow-up with a big push towards the end of August/September. We are in really good shape.

Have post conference surveys responses been done after Conference? We have done some in the past but focused on questions around food, number of days, session content. Nancy suggested we survey on who stays two nights vs. one night for future planning data.

6. VPA 2020 NNECAPA Conference Deposit

VPA is all set with this – NNECAPA will cover the deposit, not VPA. Meagan, Stephen and Kerrie just met to start a subcommittee to talk about conference policy document. They have started working on an RFP for the 2020 conference Nancy is sending out.

7. **Events Your Way Status Update** – (Sarah)
Sarah reported she did not ask Nancy for an update. She will join us for the next Exec Committee call and will have another update at that time. Rita asked if Nancy had invoiced yet. Sarah answered she had invoiced us based on the report she submitted last week.
8. **New Ruralism** – no update.
9. **NNECAPA Banner** – Carl has coordinated with NHPA to get details on how they did it. Carl has asked and received high resolution logos from all four organizations. The NNECAPA banner will be available for this upcoming conference.
10. **Software/App transition for membership management and events**
Subcommittee – Ben will work with subcommittee to evaluate software options (constant contact, wild apricot, RegFox, Google Non-profit) membership management, events and communication in lieu of listserve.
11. **Treasurer’s Report** - Ben absent.
12. **Policies and Procedures Manual (Succession Planning)** – nothing new to report.
Latest version on Google Docs.
 - a. Chapter Administrator – Marchant, Seto, Eppich, Hebert
 - b. Financial Policies – Frost and Treasurers
 - c. Conference Policy – State Directors and Treasurers
13. **PIO Update and Subcommittee** - absent
14. **PDO Subcommittee** – Carl reported that Robbie from VPA is willing to be the Assistant PDO, Kyle Pimental from NHPA Carl has reached out to. Carl is adding Robbie to access for APA. Kerrie will work with Carl and hopefully Kyle to log NNECAPA Conference credits.
15. **Communications and Timelines** - not addressed above
16. **Roundtable/Officer Updates**
 - Jared – Maine Legislative Session wrap-up. They provided testimony on six different bills all went their way.
 - Meagan – Vermont will have their annual meeting in September this year. Need to think about NNECAPA 2020 budget in time for their September meeting so they can try to model their budget off it. Their meeting is September 27th so a meeting in August would be preferred.
17. **Next Meeting dates**
 - a. August 9 – 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 – 2:45 PM

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*

DRAFT