



**NNECAPA Executive Committee Meeting**  
**Thursday, December 5, 2019 – 3:00pm via phone**  
**MINUTES**

**EC Members Present:** C Eyerman, K Diers, J Donovan, A Bunker, J Levine, A Weinhagen, B Frost, C Eppich  
**Also participating:** Nancy Kilbride, M Tuttle

1. **Call to Order-** C Eyerman called meeting to order at 3:05pm
2. **Minutes**  
The October 25, 2019 minutes were approved as presented. A Weinhagen moved, K Diers second, J Donovan abstained. J Donovan made a motion to table approval of November minutes because they were not provided. second by J Levine with all in favor.
3. **APA Invoices/Organizational and Retiree Membership and Outreach**  
B Frost has been in contact with N Kilbride and S Marchant this week about this process. Anticipate this happening very soon, with Ben working with Nancy on a process. M Tuttle noted that VT and NH should coordinate a message to organizational members first asking if they need/want to renew as organizations before sending an invoice. B Frost will reach out to S Lotspeich at VT about how to undertake this process. B Frost will provide an update at next meeting.
4. **Yankee Planner/PIO Update**  
J Levine noted that has mostly figured out the website and how the jotforms for submitting news and events work. J Levine can add someone from MH and ME to add events onto the homepage if contact is provided to him, so that Sections can post their own events. Jobs and RFP/RFQ posting system seems to be working and is mostly automated.  
  
J Levine preference is using website for news stories since NH and ME already have their own newsletters. J Donovan and C Eppich noted they're in favor of keeping YP for 1-2 years to create cohesion among organizations, and concerned people don't look at the website. K Diers offered to help J Levine with developing content for an issue in December perhaps through Constant Contact, and C Eyerman suggested reaching out to C Davison at MAP. EC discussed finding a workable solution that creates content for the website and a newsletter without being overly cumbersome.
5. **NNECAPA 2019 Conference Recap**  
K Diers expressed a huge thank you to A Weinhagen for all the work he did to make sure that the IT needs during the conference was so well-organized and smooth.

K Dires reported that the conference included 242 total registrations, 104 rooms 1st night and 130 rooms 2nd night. New Hampshire had 121 attendees, Vermont 53, Maine 47, Massachusetts 16, and 6 from other states. All the sessions were well-attended, with Tiny, Accessory, & Short Term being the most well-attended with 72 attendees. Nancy circulated a post-conference survey with 95 responses, and overall very positive feedback. Consistently people shared that they didn't like having sessions during meals, and people loved the Storytelling session from APA. Financially, the event broke even in large part due to Nancy's ability to modify meal counts, not pay for vendor tables, and generally save us almost \$10,000 in other expenses that we would have incurred without Nancy's experience and negotiation. The EC thanked Kerrie and Nancy for all of their work.

6. **2020 NNECAPA Conference Update**

J Donovan reported that conference will be in Burlington Sept 30 (Wed) and Oct 1 (Thurs) at Hilton, and that location and days of week were driven by time of year and size of the conference.

Planning Committee has had 2 meetings so far; have a general idea on theme and structure and have sent tasks to subcommittees. Used 2019 survey, particularly the input about topics and ideas for next year's conference. Committee wants to take advantage of being in an urban location, and use the place as basis for sessions. In addition to normal sessions and mobile workshops, perhaps some in-depth sessions and off-site visits to nearby communities to learn about more than just one topic. Have started looking at the budget and will be fine-tuning based on these ideas. The conference room rate will be available from Monday through Thursday nights if attendees want to stay Thursday, too.

7. **Constant Contact Account**

M Tuttle noted that Nancy had sent some questions about how to tackle uploading our lists, and suggested using the NNECAPA/States' master list as the starting point to upload contacts. B Frost will upload the APA master list as a Google Doc and each Section will sort by state, compare against current membership lists, and make any edits necessary before this gets uploaded. B Frost encouraged uploading membership lists before sponsors or other contact lists to ensure we have available contacts.

J Donovan requested access from S Marchant for the Chapter Dropbox.

8. **Policies and Procedures Manual (Succession Planning)**

M Tuttle walked through some outstanding items in the document to flag for discussion at the March 2020 Retreat. M Tuttle noted that there are other sections of the document that are placeholders until the EC develops what it wants. The EC made some changes based on the discussion, and confirmed sections of the document to be discussed in greater detail at the retreat and updated following it. Changes included:

- B Frost inserted update to how the budget is developed under the Treasurer responsibilities
- Removed specific dates for the Chapter Conference in Chapter Coordination timeline to be more general to the months

- Removed references to the file types and distribution methods for the APA Study Guide in the AICP Training materials section
- B Frost updated many sections of the Financial Policies Document, which are highlighted in pink
- Replaced text of Investment Policy with a placeholder that can be filled in in the future if needed
- Removed reference to uniform Chapter rebates in the Chapter & Revenues section and inserted language from B Frost about Section Stipends
- Removed specific ratios and dollar amounts from the Distribution of Profit and Loss section of the Conference policies

With the understanding that these Policies & Procedures are a requirement of the APA Chapter Reporting Criteria, and that the EC can update them at any time, A Weinhagen moved to adopt the draft Policies as edited in the Google Doc during the meeting. J Donovan 2nd, all in favor. B Frost expressed thanks to M Tuttle for putting this document together.

9. **Treasurer's Report**

B Frost finalizing the close out of the 2019 conference and the FY19 budget. Anticipating \$12,000 to \$13,000 deficit, which is a little more than the \$11,000 anticipated. Chapter budgeted to spend reserves to front the cost of the transition. After closing budget, will file the IRS 990 due Feb 15.

10. **Membership campaign (hold for spring 2020)**

No update until after the organizational memberships.

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

No items.

12. **Roundtable/Officer Updates**

J Levine encouraged other Sections to share items to post to the Chapter Facebook page.

13. **Next Meeting dates**

C Eyerman noted that S Marchant has confirmed the retreat dates with AMC.

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| a. January 17 <sup>th</sup> – 2pm                | e. May 15 – 2pm                              |
| b. February 21 – 2pm                             | f. June 19- 2pm                              |
| c. March 6-7 – Retreat at AMC<br>Highland Center | g. July 17 – 2pm                             |
| d. April 17 – 2pm                                | h. August 21 – 2pm                           |
|  | i. September 29 <sup>th</sup> – NNECAPA Conf |

14. **Other Business/Future Discussion Items**

C Eppich noted that Chapter needs to Renew CM Provider status immediately. B Frost will take care of this.

15. C Eyerman adjourned the meeting at 4:39pm