



NNECAPA Executive Committee Meeting Friday January 17, 2020 – 2:00pm via phone MINUTES

EC Members Present: K Diers, J Donovan, J Woolston, A Bunker, A Weinhagen, R Seto, S Marchant, N Kilbride

1. **Call to Order-** S Marchant called meeting to order at 2:03pm
2. **Minutes**
December 5, 2019 phone meeting and November 13, 2019 in person meeting minutes – tabled until next meeting (no quorum).
3. **APA Invoices/Organizational and Retiree Membership and Outreach**
Sarah mentioned plenty of inquiries on APA invoicing. Sarah will go through with 3 state directors call next week to talk about this. Sarah summarized APA sent hardcopy invoices to everyone (association members in Oct/Nov). Unless they're part of organization member or separate student/retired status, they all got invoices. APA sent 2nd invoice in December. Current list has very little membership paid. Ben/Nancy meeting next week to discuss org/student/retirees and they will be invoiced directly from NNECAPA. NNECAPA will not analyze budget based on December's membership paid list.
4. **Yankee Planner/PIO Update**
Jeff noted (via his email), the new job board on the web page allows us to review and approve postings, and edit them for form. It more or less works although I wish it was easier to delete postings. Some non-APA members have struggled a bit. I wish the RFP/RFO page could be similarly automated. Issue if posters are not members are challenging. It's more work for Jeff but we're working on making it easier to edit. Nancy noted that Jeff has been a terrific and responsive PIO. Alex asked there used to be APA or NNECAPA JOB LIST. Sarah confirmed there is still 2 lists...the APA costs a ton of money, NNECAPA is free.
5. **NNECAPA 2019 Conference final accounting**
Sarah reported that NHPA came in a little in the black. Lessons learned – we didn't do as well in sponsorships. Costs of meals were so expensive – we didn't charge enough for Wed night fun. Food costs not sufficiently covered by registration costs. NNECAPA breakfast cost about \$6000 – was a deficit. When December membership

fees come in, hopefully replenish the coffers. There is 1 outstanding vendor check that's being worked out.

6. 2020 NNECAPA Conference Update

J Donovan reported a few subcommittee meetings, currently working on the theme and draft Calls for Proposals. Suggestion of instead asking for proposals, based on topics and themes and then join to create a proposal. Next meeting Jan. 30. Downtown Hilton (Wed./Thurs – Sept. 30/Oct 1). Nancy reported in next 2 weeks a postcard will be sent out Save the Date and include Call for Sessions. Aiming for mid-April for open registration.

7. Constant Contact Account

- a. APA "Active Member Lists"
- b. Constant Contact
- c. Access Database

Sarah – Nancy working on an Access Database to incorporate all 3 state's Constant Contact list. We'll aim for March to revisit who's paid memberships and figure out who to target then as well as start building the budget.

Nancy – working on the Access Database – currently drafting in Excel spreadsheet and include membership details. This can also track membership and which events they've attended over the years and query all sorts of statistics. The list has about 800 businesses so far. Amanda will work with Carol to finalize details to send to Nancy.

8. Policies and Procedures Manual (on hold for retreat) – Tuttle

Adopted in December.

9. Treasurer's Report

Sarah noted that Ben will be meeting up with Nancy next week. He's working on the IRS filling due Feb. 15.

10. Chapter Report to APA

Sarah reported that the report is nearly ready for submission. The Policy/Procedures Manual has been very helpful. What's been missing and is a key performance measure is the work plan. This will be a key retreat topic.

11. Membership campaign (hold for spring 2020)

No update until after the organizational memberships.

12. Retreat Planning Committee - volunteers and agenda

March 6-7, 2020. Committee (Carol, Meagan, Kerrie for retreat planning committee) at the AMC Highland Center.

13. Communications and Timelines not addressed above

No items.

14. Roundtable/Officer Updates

- CM Provider status – Ben will provide update a later time.
- Jared reported that APA reached out to Maine – a bill flagged for infrastructure. Asked to send letter to Susan Collins to advocate for the bill. MAPP members reviewed it and approved. Jared and Sarah signed and will send to Sen. Collins shortly.
- Alex asked about Legislative communications on the website and to ask Jeff to push it out to NNECAPA listserv.
- Amanda asked about State only members in relation to NNECAPA listserv – do they automatically get in or they have to request? Sarah will have to check if APA only incorporated NNECAPA members into listserv and get answer back.

15. Next Meeting dates

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

16. Other Business/Future Discussion Items

17. Sarah adjourned the meeting at 2:41pm