



American Planning Association
Northern New England Chapter

Making Great Communities Happen

NNECAPA Executive Committee Meeting Minutes

Friday, September 20, 2019

2:00-3:30pm

Sarah Marchant, Alex Weinhagen, Jared Woolston, Kerrie Diers, Carol Eyeran, Meagan Tuttle, Ben Frost

1. **Call to Order (Marchant)- 2:04pm**
2. **Minutes-** August 9, 2019 phone meeting-- deferred for lack of quorum
3. **Thank you from Brandy Saxton – Marchant**
Sarah thanked Rita for organizing a gift and letter, and shared that Brandy thanked the committee.
4. **AICP Credit Update – Marchant**
Sarah reported that the AICP Commission wants to update the mandatory requirements from 1.5 each law and ethics, to 1 each law, ethics, equity, and a floating “topical credit”. Intend to move forward on ethics requirement with the understanding that the APA will need to provide more support and training. K Diers asked what the criteria are for equity credits. S Marchant explained APA’s Diversity committee has defined equity via Planning for Equity Policy Guide, and has a presentation for guidance for the chapters. S Marchant will be giving a session at NNECAPA Conference based on APA’s framework. Probably in January, seeking to adopt at leadership. M Tuttle expressed support for equity since there is a defined policy and resources available, and with APA training, but floating topic that changes every few years seems hard to implement as both a provider and member meeting CM requirements.
5. **Nancy Kilbride Membership payment - Marchant**
Sarah reported that APA wants Nancy to be a chapter member for \$35 in order to access website and other features on behalf of NNECAPA. Consensus was to have the Chapter pay these dues.
6. **FACIP Application submission – Marchant**
Sarah reported that the nomination for Steve Whitman was submitted earlier this week on behalf of NNECAPA. Sarah will share with the whole committee.

7. **Membership email campaign - Tuttle**

Meagan reported that emails to members describing registration and dues changes went out, but there were some challenges getting to VT members that are both NNECAPA and VPA. The issue doesn't seem to have affected Maine and New Hampshire. Workaround was asking all states to send an announcement to all members via ListServe. J Woolston noted that Jim Fisher and Amanda Bunker had questions about how this would work. M Tuttle will recirculate the text of the emails to all of the Exec. Sarah reported that we will get membership roster reports from APA each quarter, but won't be until March or June that we will see an update to our membership. Sarah will talk with Amanda directly.

8. **NNECAPA 2019 Conference Planning update – Diers**

Kerrie reported that there are currently 180 people registered; expecting 200, when originally had planned for 150. Currently have 20 sponsors for a total of \$8,700 with a goal of \$15,000. Updated program will be on the website soon. Nancy has been working with the hotel for on-site logistics. Will have some Plymouth State students volunteering for a reduced rate. A Weinhagen volunteered to be the point person for A/V issues during the conference.

9. **VPA 2020 NNECAPA Conference - Tuttle**

Meagan shared that the contract has been signed for September 29-October 1 at the Hilton in Burlington. A committee will be formed soon to discuss theme.

10. **Events Your Way Status Update – Marchant**

See report from Nancy emailed ahead of the meeting.

11. **Emeritus award – Tuttle/Frost/Marchant**

Sarah reported that a nomination form has been put on the website along with the other awards. It was clarified that the award is just a NNECAPA recognition for long-time service, intended to be simple. Awards committee won't be judging or selecting, just make sure that we add the award to the ceremony. It was the consensus that the award will be announced at the business meeting and solicit nominations next year.

12. **NNECAPA Banner – Eppich**

Sarah reported that Carl is working with Mark Connors to get a banner in time for the conference.

13. **Constant Contact Account - Frost**

Ben reported that a shared Constant Contact account has been opened, access sent to representative of each state. As a non-profit, can do a full year's payment and get a 30% discount, currently in a 60-day trial period. Time sensitive to get contacts populated as MAP has no platform, and NHPA's will expire on Oct 5. There will be a coordinated process for loading contacts that Ben will help coordinate.

14. Draft 2020 Budget & Treasurer's Report – Frost

Ben will prepare this for the October meeting, in order to have the draft budget for the business meeting for conference.

15. Business Meeting Draft Agenda

Sarah noted the following items for the agenda, and asked for any other suggestions.

- a. Bylaw Amendment – corrections to electing officers to reflect that Section-only members cannot vote on all positions
- b. Transition Update -- update on dues letters from APA and development of the policies & procedures document
- c. Emeritus award- announce the award

16. Policies and Procedures Manual (Succession Planning) – Tuttle

- a. Financial Policies – Ben will incorporate comments from Jane and Steve on this section. Ben also reported that all three states and NNECAPA now have a standard system for monthly reports that is also workable for Nancy.
- b. Conference Refund Policy- 2019 conference committee is working on this.
- c. Conference Policies – Meagan reported that committee has talked about common sponsorship levels and registration types, and recommend a discussion on the timing of the annual conference. Last several years have experienced challenges with cost, availability, of venues partly due to foliage. Sarah recommended talking about this at a future retreat.

17. PIO Update and Subcommittee - Marchant

Sarah is meeting with Jeff Levine on Oct 9 to go through PIO duties and get him started in the role.

18. PDO Subcommittee – No report.

19. Fall Leadership/ Policy and Advocacy Conference – Woolston, Weinhagen and Marchant
Next week Sarah, Alex, and Jared are attending the APA Advocacy training. Focus will be on transportation and housing issues. Sarah reported that there will likely be another legislative liaison training opportunity in Virginia in December; details will be provided.

20. **APA Branding update - Marchant**

Sarah reported that updated branding has been shared by APA. NNECAPA's website is already up to date with this branding, but need to update letterhead and other documents. Sarah will resend the dropbox link to access the updated documents.

21. **New Ruralism – No Update**

22. **Communications and Timelines - No other update**

23. **Roundtable/Officer Updates- No other updates**

24. **Next Meeting dates - October 18 – phone, November 13th at NNECAPA Conference before welcome reception, and December 6 – phone. Sarah will invites for the 3rd Fridays in 2020 from 2:00-3:30pm.**

25. **Other Business/Future Discussion Items- No other updates**

26. **Adjourn- 3:30pm**