



**NNECAPA Executive Committee Meeting
Friday February 21, 2020 – 2:00pm via phone
MINUTES**

EC Members Present: Carol Eyerman, Rita Seto, Ben Frost, Amanda Bunker, Kerrie Diers, Alex Weinhagen

1. **Call to Order-** Carol called meeting to order at 2:07pm
2. **Minutes**
January 17, 2020, 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**
 - a. Update on renewals –
 - b. Timeline -

Carol reported that it is an ongoing discussion, there will be more in-depth discussion at the retreat. APA has sent out invoices and as of January, there were 4 total members. We're waiting for the March tally to come in for information and further planning. There are still folks with confusion that are unaware of the re-organization.
4. **Yankee Planner/PIO Update** – Jeff absent
5. **2020 NNECAPA Conference Update** – Donovan/Tuttle/Kilbride
Carol noted that VPA is on target with conference decision making. Currently looking for ideas for sessions and proposals today. We'll talk more about awards at the retreat.
6. **PDO – CM Credit updates** – Eppich/Frost
Ben resolved the issue with APA regarding the provider status – APA was requiring new information. Ben has confirmed NNECAPA has their provider license re-instated and now can register for CM credits again.
7. **Constant Contact Account**
 - a. APA "Active Member Lists"
 - b. Constant Contact
 - c. Access Database

Carol noted there will be more in-depth discussion at the retreat. MAP and NHPA has membership list, VPA working on getting their list on.

8. **Treasurer's Report**

Ben reported not much banking activity – he will be distributing checks to 3 states this weekend. Treasurers look for checks next week. Bank account reserve – steadily drawing down with Sarah's approval. It's hoped that the quarterly distribution in April from APA will be a good indicator of the rest of the revenue for. The last quarter in 2019, \$3000 above previous year quarter. Retreat will discuss ways to be cost effective as reserves are drawing down.

IRS report was filed for Feb 15 – we're all set for another year.

Bank signatories – trying to add Nancy and Sarah to account – running into difficulties with Citizens Bank. It's been hard to get exact information from Citizen Banks on what documents are needed to add them. It's been an extremely frustrating process. We'll need a resolution – the email resolution was not what they're looking for...the bank didn't say what they were looking for in the first place.

Alex asked Ben what the account balances will be after disbursements: \$5000 in money market account and roughly \$10,000 total. We pay Nancy about \$1584 monthly.

9. **Retreat Planning Committee - volunteers and agenda**

Carol reported they've drafted agenda and still tweaking around. The Committee is proposing to have first day group meeting to report out where each org is at, then split up into each group (treasurers, membership management, legislative activities, PDOs, communications/PIOs, committee structures – section reps) to address a few questions. We're soliciting questions about what you want answered at the retreat. Amanda asks for those that wear multiple hats, how that will work – they can only participate in 1 breakout group. Saturday will be entire group meeting.

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

Amanda – wanted to know what the Spring meeting dates for VPA and NHPA? VPA is looking for April/May. Sounds like all states in the same timeline – April/May.

11. **Roundtable/Officer Updates**

- None

12. **Next Meeting dates**

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| a. March 6-7 – Retreat at AMC
Highland Center 1PM | c. May 15 – 2pm |
| b. April 17 – 2pm | d. June 19- 2pm |
| | e. July 17 – 2pm |

f. August 21 – 2pm

g. September 29th – NNECAPA
Conference

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

None

14. Carol adjourned the meeting at 2:37pm