



NNECAPA Executive Committee Conference Call Minutes

Friday March 27, 2020 – 3pm – 4pm

EC Attendance: Sarah Marchant, Carl Eppich, Jim Donovan, Amanda Bunker, Rita Seto, Jared Woolston, Carol Eyerman, Jeff Levine, Nancy Kilbride, Donna Benton, Alex Weinhausen (joined 3:33pm)

Regrets: Meagan Tuttle, Ben Frost, Kerrie Diers

1. **Call to Order** – Sarah called **3:04pm**

2. **Minutes**

- a. November 13, 2019, December 5, 2019 phone meeting, January 17, 2020, February 21, 2020 phone meeting, March 7, 2020 minutes on resolution

Carol moved to approve all minutes, Jim 2nd. All approved.

3. **APA Invoices/Organizational, Student and Retiree Membership** – Kilbride/Eyerman/Tuttle

- a. Update on renewals
- b. Timeline

Sarah reported that in Constant Contact we cannot add dates to show when new members joined. Nancy provided a work around – she will filter the latest APA list and send to states to figure out new members and cross check with previous list – they can add their new members to Constant Contact and Nancy will update Access database. The next APA update will be end of this month.

4. **Yankee Planner/PIO Update** – Levine

Jeff updated website banner with a lovely spring photo provided by Jim. Jeff reported he's playing with webpage and asked group to clarify process for major overhaul. Sarah says he has fairly broad latitude along with Nancy for changes. Major overhauls will be decided by the Communications team (Jeff and state PIOs). The next YP should come out soon so please send content to Jeff. Amanda is worried about content – should try to list upcoming webinars since many in person events are canceled. All organizations discussing Covid-19 and feel like we shouldn't duplicate but also focus on the planning perspective. E.g. what are 3 States doing to adjust planning procedures, what technologies are organizations/towns using.

5. **VPA 2020 NNECAPA Conference** –Donovan/Tuttle/Kilbride

- a. Conference 2020
- b. Virus response information for email/website

Jim reported that the Conference Committee reached consensus to postpone NNECAPA conference for a year but to keep in Vermont. We don't know how long Covid-19 impacts will

last. Towns have unexpected Covid-19 expenses and may not allow for sending people to conference. We may have insufficient attendees for hotel numbers. Nancy says Hilton are willing to reschedule for following year. If we proceed and don't hit our numbers for food and hotel rooms, we'll get penalized. IF we postpone, we will be financially better. We can consider offering a series of webinars that week for credits. Committee is also concerned about lack of sponsors – they're also facing uncertain Covid-19 expenses. Nancy also noted there are no final speakers and program agenda at this point.

Sarah called for motion to postpone conference for 2021 in Vermont. All agreed.
2021 possible dates: Sept 13-15 (mon-wed) or **Oct 13-15 -wed-fri** potential – leaning towards Oct. Nancy says rates are same in Sept and Oct. We should announce revised dates soon to grab that placeholder for competing with any other event around that time. Sarah asked to change messaging out to public. Nancy will update website and Constant Contact email. Jeff will put out on Social Media feed. VT committee will modify and coordinate with MAP on offering CM credits for the fall. We will also figure out Business meeting and items for membership to consider (like voting in annual budget).

Amanda noted that MAP is postponing spring conference. She recommends coordination alongside NNECAPA to offer professional development credits in the Fall. The Call for Awards (no MAP awards this spring) maybe not in person. We could offer law and ethics credit sessions for a small fee to raise revenue.

6. **Constant Contact Account and Membership Management** – Marchant/Kilbride
 - a. Constant Contact limitations
 - b. Proposed solution

See #3.

Meagan noted in email she's hesitant to move full-steam ahead on this, for issues of 1) bandwidth and 2) again the concern about current financial uncertainty. I am curious if Sarah or others know if APA has had any discussion about how to handle memberships in this time. I am sensitive to NNECAPA's current financial position, so anything we do needs to balance both realities.

7. **Treasurer's Report /IRS Filings** – Frost (provided earlier email)
 - a. Account balances
 - b. IRS
 - c. Banking signatories

Accounts:

- Money Market is about \$5,100
- Checking (after accounting for uncleared checks) is about \$3,600

This doesn't account for the cost of the retreat, for which we've not yet gotten an invoice – guessing that will be about \$1K. There's no IRS news to report.

Given our non-essential travel ban, we won't be able to do the check signatory work that we'd hoped to do on 4/6. But we'll get it done eventually!

8. **Retreat** – Summary notes and action items

Sarah has not had a chance to fully comb through post retreat with all the emergency Covid-19 planning. She asked group to review retreat notes and get started on action items if possible. We'll dive deeper at next meeting.

Meagan reported in email that she tackled much of the revisions discussed from the retreat. There are still some items to be addressed/finalized. All of the edits made so far are highlighted in Green. Red are ones we agreed Treasurer Committee would revisit. There are notes for items that the newly structured Conference Committee will revisit, and a few placeholders for things that need to be updated that we didn't discuss at the retreat.

9. **Officer and Officer Committee Updates**

- a. PIO and Communications Committee
Jeff wants to post pic for Instagram once a week – send to Jeff.
- b. PDO and Prof Dev Committee
Carl going to check in with APA for cm ideas.
- c. Treasurer and states
- d. VP and states
- e. President and states
Sarah reported NHPA exec committee got re-organized and will send out new org chart later.
- f. Section Reps – ME, NH & VT
- g. Leg Liaisons – ME, NH & VT

Rita: sorry skim report here is when both kids melted down and had to run interference – feel free to send me brief summary to incorporate here

10. **Next Meeting dates -**

- a. April 17 – 2pm
- b. May 15 – 2pm
- c. June 19- 2pm
- d. July 17 – 2pm
- e. August 21 – 2pm
- f. September 29th – NNECAPA

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

12. Adjourn 4:05pm

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*