

NNECAPA Executive Committee Conference Call Minutes Friday April 17, 2020 – 2pm – 3:30pm

EC Attendance: Jim Donovan, Amanda Bunker, Rita Seto, Carol Eyerman, Jeff Levine, Nancy Kilbride, Alex Weinhagen, Ben Frost (left 3:10), Sarah Marchant (joined 2:30 left 3:00), Jared Woolston

Regrets: Donna Benton, Carl Eppich

1. **Call to Order** – Carol called **2:10pm**
2. **Minutes** – March 27, 2020 minutes
Carol moved to approve minutes, Jim approved, Jeff 2nd. All approved.
3. **APA Invoices/Organizational, Student and Retiree Membership** –
Kilbride/Eyerman/Tuttle
 - a. Update on renewals
 - b. Timeline

Nancy reported received updated APA roster March 31, 2020 – total 63 members. Nancy sent request for monthly report but APA have been resistant and want only to send out quarterly reports with next one on June 30, 2020. This obviously is challenging for our needs to track membership updates for NNECAPA's budget. Nancy and Sarah continue working on that challenge. Jim offered to connect with Joel at APA if it would be useful. Nancy will talk with Sarah on protocols before we jump above heads so we continue the positive relationship with APA but will keep Joel as a card in back pocket if needed.

Nancy reported as we agreed we would send list to APA including students, retired, organizational. However, she got feedback that APA only wants individual listings which doesn't make sense. Nancy continues to work with them on APA. Discussion on membership joining APA and challenges (joining Chapter only via phone or snail mail).

VPA questions reported by Jim:

- 1) some regular NNECAPA members didn't receive renewal notice (Sarah noted renewals are on quarterly – so fall on whatever quarter).
- 2) The membership currently looks good for VT – focus on the 20 that haven't renewed. VPA doesn't need to do another round of push to join NNECAPA. What does membership numbers look like in MAP and NHPA? MAP: Amanda reported group still sorting what they got from APA. Jim from MAP struggling with the APA nomenclature (Nancy offering help to clarify) Carol reported total numbers are good but don't know who's new or existing.

Alex wondering what the current NNECAPA membership is post transition compared to pre-transition. Ben recalls 375 chapter only/full APA members pre-transition.

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

Jeff updated YP went out last Friday using Constant Contact. There was a pretty good response rate 50% opening, and pushed YP out to social media platforms. The list on CC is pretty updated. Nancy reported that during the push for Conference, she received bounce backs/un-deliverables and cleaned up the list. The Grapevine section was a little light but during this period, everyone was hunkering down so not much to report.

Jeff got emails on language change on website page – he wants to confirm final language before updating pages.

Social media – want to post news/pictures once a week – please send to him.

Carol – contacted VPs of each Sections and reviewing website pages for updates.

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

- a. Conference 2020 – webinars
- b. Annual meeting online? date/time

Jim reported VPA had committee call yesterday and decided to move forward on Fall seminar. Regarding content and format (still figuring it out to see how NPC20 online model goes), VPA will need NNECAPA assistance. They will stick with 60 proposals received now and review for appropriateness on current events. VPA will need to decide on platform to use (not just this one time but for all sections and NNECAPA conference from then on) – VPA spring conference change to online version.

Annual meeting online discussion? Group decided to keep it separate from the conference. Jim offered to help pull it together. If using Zoom – make it as a webinar and have Board members as hosts, then have participants raise hands for input. Ensure registration fee is reasonable. Ben noted we have Go to Webinar account – could use that platform for capacity purposes (for annual meeting only). Jim noted NPC20 offering social hours – will be interesting to see how it's run.

6. **NPC20 – CPC remote meetings** -tabled

7. **Treasurer's Report /IRS Fillings** – Frost

- a. Account balances
- b. IRS – *completed – can be removed off agenda*
- c. Banking signatories

Ben reported is waiting for next quarterly membership report from APA which will verify the financial stability of NNECAPA. This will come out next week. Increased dues revenue from \$5k to \$8k – looking for increase in 2nd quarter of the year – about \$5k historically.

Account balances – checking \$300 Money Market \$5000 (all bills have been paid to date) awaiting quarterly distribution from APA next week. Only anticipated bill next month is for Nancy's services. Retreat was \$2400 (twice the amount from last year), had planned for a significantly larger group to attend, who didn't attend but still had to pay.

Carol – what if we only receive \$3000 next week? First conversation would be between Ben and Sarah and then figure out dramatic changes.

Alex requested for next meeting – a report to track our expected revenue/budget related to membership numbers or expenditures.

Bank signatories – on hold

8. **Retreat** – Summary notes and action items - tabled
9. **Officer and Officer Committee Updates**
 - a. PIO and Communications Committee
 - b. PDO and Prof Dev Committee
 - c. Treasurer and states - Jim reported VPA finances good
 - d. VP and states – Carol hopes to finish review website by end of month
 - e. President and states
 - f. Section Reps – ME, NH & VT
 - g. Leg Liaisons – ME, NH & VT
Jared reported MAP working on Climate Council, working on planning resource guide in June. Talked about putting on NNECAPA website.
10. **Next Meeting dates** -
 - a. May 15 – 2pm
 - b. June 19- 2pm
 - c. July 17 – 2pm
 - d. August 21 – 2pm
 - e. September 29th – NNECAPA
11. **Other Business/Future Discussion Items**
12. Adjourn 3:35pm

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*