

## NNECAPA Executive Committee Conference Call Minutes

Friday June 19, 2020 – 9am – 11:00am

**EC Attendance:** Jim Donovan, Rita Seto, Carol Eyerman, Ben Frost, Sarah Marchant, Jared Woolston, Meagan Tuttle, Amanda Bunker, Nancy Kilbride.

**Regrets:** Donna Benton, Jeff Levine, Alex Weinhagen, Carl Eppich,

1. **Call to Order** – Sarah called **9:05am**
2. **Minutes** – May 22, 2020 minutes  
Carol moved to approve minutes, Jim 2<sup>nd</sup>. All approved.
3. **APA Memberships** – Kilbride/Eyerman/Frost
  - A. Spring Membership Drive – Status updates – actions for June/July
  - B. CPC Grant

Sarah and Meagan had call with APA on Monday regarding membership issues. Meagan was digging into the membership analysis and discovered the following issues that can explain why our membership is so low:

- some full APA members have not received renewal notices and are under assumption their membership is still valid when they have expired or in grace period (members viewing their APA accounts say membership is good and don't reflect their actual status)
- all organizational members from VPA/NHPA who have rejoined as individuals have not been added to APA's roster
- 5 direct registrations have not gotten processed to APA. APA noted it goes through IT as a ticket to adds members, was surprised that Lynn said it was not allowed. APA is going to investigate further.

CPC award will be announced in July. Nancy continuing to work on outreach for memberships.

4. **Maine Sponsorship Drive** – 501c(3) and funneling of funds  
Sarah reported MAP IRS status is currently 501c6 so donations aren't tax deductible. MAP is asking NNECAPA if we could be the direct organization for donations and then funnel to MAP? Amanda reported that MAP is working on Sustaining Partners sponsorships and will do follow up calls next week. With the tax status – board members suggested outreach to MAP retirees that could offer individual sponsorship to MAP. MAP is tied to legislative activity and will not be changing status anytime soon. MAP is focusing on individual donations more than organizations. These donations would be to MAP section, not to NNECAPA. Sarah refreshed EC that when we initially discussed the organization merger – we wanted to encourage Sections

to continue having their own donations to support themselves. NNECAPA's financial support to Sections are not sufficient.

Ben will check with IRS with any implications with 501c3s funneling to 501c6 and whether it will impair status. Ben will report back at next meeting.

Nancy noted intaking donations and then transferring to MAP would be a logistical step to learn. Nancy will send out the list of annual Sustaining Partners that have contributed so the Sections can note who they should not tap again for the year.

Action for next meeting once Ben reports on any IRS implications.

5. **Treasurer's Report** – Frost
  - A. Account balances and cash flow projections
  - B. Banking signatories

Ben reported no change from last meeting. Balance \$6500 in checking.

6. **Yankee Planner/PIO Update** – Levine (absent)  
No major update.

7. **NJ Chapter CM Credit Webinar offering** – Marchant

Sarah reported they did not withdraw as the deadline was free flowing. Jim is connecting with a webinar series in Maine. Sarah asked if they could use NJ's platform for using the webinar because we do not have a supporting platform. First Region 1 webinar series is next week – have Jeff to send it to NNECAPA listserv to support.

8. **VPA 2020 NNECAPA Conference** – Donovan
  - a. Update
  - b. Registration
  - c. Sponsorship opportunities
  - d. Annual meeting online? date/time?

Jim reported that VPA had monthly meeting yesterday. They decided to keep the webinars on the same dates as the planned conference dates – 2 consecutive half days – afternoon (noon to 5) sept 30 and morning 8-noon Oct 1. There's room for 6-8 presentations. The format will be like in person conference (social hour end of day 1), morning coffee break on Friday, and keynote speaker. Do we want an online award presentation? If so – that could be the last thing at lunch on Friday?

We have a technical sponsor – Mark Kane from SE Group has offered their Zoom account. We need to see if that is sufficient capacity or if we need more technical sponsors.

Question for EC – do we need to offer a legal credit during annual conference, or can we offer Sections on legal credits later? Ben noted we do not have to. There is a diversity topic for potential ethics session or legal session. Jared asked about police power related to land use planning in New England.

Registration – still working out the conference budget before setting the registration fee. Will report back to EC by next meeting.

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

Sarah reported we are focusing on membership and sponsorships for now as key priority. We will address the other items once these two get handled. Meagan updated Policy & Procedures Manual edits to review for next meeting. We need to add membership procedure as noted by Meagan.

10. **Officer and Officer Committee Updates**

- a. PIO and Communications Committee
- b. PDO and Prof Dev Committee -
- c. Treasurer and states –
- d. VP and states – Carol finalized updating membership registration on website.
- e. President and states –
- f. Section Reps – ME, NH & VT – updating VPA bylaws 3 yr term, will coordinate with NHPA and MAP for same language
- g. Leg Liaisons – ME, NH & VT – no updates  
Update APA policy guide for climate on June 30 (none of LLs can attend) – we will see the draft when it comes out. Jim asked can we open up to membership and assign a delegate on behalf of the EC group? Sarah will send Jeff out for soliciting 1 delegate.

11. **Next Meeting dates** –

- a. July 17 – 9am
- b. August 21 – 9am
- c. September 30-October 1 – NNECAPA Annual Conference
- d. October 16 – 2pm
- e. November 20 – 2pm
- f. December 18 – 2pm

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

- Policy & Procedure Manual - adding membership procedure once finalized with APA
- Award presentations format for fall webinar?

13. Adjourn 10:10am

*Respectfully Submitted by  
Rita Seto, NNECAPA Secretary*