

NNECAPA Executive Committee Conference Call Minutes

Friday October 16, 2020 – 9am – 11:00am

EC Attendance: Sarah Marchant, Rita Seto, Carol Eyerman, Jim Donovan, Nancy Kilbride, Ben Frost, Amanda Bunker, Donna Benton, Alex Weinhagen, Meagan Tuttle (10:00am)

Regrets: Jared Woolston, Carl Eppich, Jeff Levine,

1. **Call to Order** – Sarah called **9:08am**

2. **Minutes** – September 18, 2020 minutes

Jim Donovan motioned to approve. Carol Eyerman 2nd. All approved.

3. **APA Memberships** – Summer Membership Drive

a) Map and Questions

b) Timeline for contact lists to Nancy – Due by October 29th

c) Slack – is it working? What do people think?

Sarah reported that a map of the membership distribution was sent to Presidents of each state 2 weeks ago and provided questions for outreach. They will return info back to Sarah by end of month. Sarah shared maps with EC to see where the distributions currently were (based on employment address). Sarah asked how Slack is going – members are slowly getting familiar with it.

4. **Webinar Series** - Dec, Jan, Feb (every 6 weeks) – Award winners and point person for each

Sarah asked about doing 3 for winter series and asked for volunteers to help with logistics and reach out to award winners. Jim volunteered for South Burlington. Nancy noted it is important to get CM credits for this webinar series and suggested 1 be focused on legal. Feedback from conference was the Ethics session was not long enough for 1.5 CM. Jim needs to check availability 1.5hr long with 30 min Q&A. Ben recommended writing up presentation narrative of an award-winning content for CM credit. Ben is preparing a land use law update session for NHPA and can welcome VT and ME for a 3-state legal review. Sarah will reach out to VT ME to see if they can join. Nancy reminded to use her for support (coordinate with speakers, registration). First Dec webinar will be South Burlington project. Second week in Jan webinar (6 weeks later) will be the legal review (Sarah will check with Jared for ME participation). Sarah suggested we focus on first 2 before we schedule the third (target the Maine TOD project). Webinars will be scheduled Friday afternoon 1pm to 2:30pm to emulate the Ohio webcast timeframe. These webinars will charge participation fee. Amanda noted MAP annual meeting first Friday in December along with NHPA.

5. **AICP Exam Scholarship** – Membership outreach email for May exam

Sarah reported we need a reminder to membership to apply for May exam. Jeff will include in next YP.

Sarah reported there is something going on with APA. Leadership is in disarray as we lost Lynn due to lung cancer – APA has not filled her position. APA most likely will cancel Boston Spring Conference to be virtual. APA relies heavily on conferences for revenue. New CPC exam manual will be available soon. APA fixed listserv. Ben anticipated next time it breaks it will not be fixed. We need to start thinking about future platforms. Amanda noted MAP listserv will be discontinued in Dec and now MAP is scrambling to find an alternative. Google groups or Slack were suggested as alternatives.

6. **Treasurer's Report** – Frost

- a. Account balances and cash flow projects
- b. Banking signatories – on hold
- c. Lobbying \$ for 4 orgs – closed out.

Ben reported he is working to close out fiscal year Sept. 30. Nancy confirmed all expenses from conference are accounted for. NNECAPA did well in 4th quarter in membership – up \$600 from last year. With the budget going forward – Ben recommended amending budget with the state allocations (profit from conference) to separate them as its own line item instead of grouping together (more transparent and improved tracking for all). Ben will amend item. Ben will finalize budget and send out to EC.

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

On behalf of Jeff, Sarah reminded content for next YP. Content ideas include summary from conference (Nancy and Meagan), briefs on award winners and other runners up (Jim will supply briefs), Sarah will send Jeff a project she has been working on. Amanda will send some info too. Perhaps some Legislative updates now that sessions have ended – recap of what is going on in each state (Alex recently summarized VT in an excellent email). Send to Jeff by Oct. 29. (and of course, photos!).

8. **Business Meeting** - recap

Sarah reported it went well. In future we need to provide law and ethics credits at annual conferences moving forward. Virtual component went well. Voting polls were great – only hiccup was EC members could not vote but will figure out next time.

9. **VPA 2020 NNECAPA Conference Recap** – Donovan

Jim reported the conference made revenue. It was successful and people were happy. Sessions were excellent. We can do it again if possible. Survey comments noted people missed face to face interaction. Nancy provided stats: 200 attendees: 149 members, 37 unknown participants, 15 speakers, 21 sponsors. There were less expenses, but we also lost regular conference sponsors from last year due to wanting the tables for face to face interaction. Excellent IT people on VPA. Committee will re-evaluate if we want to do virtual again or not, depending how the situation is. We are still in talks with Hilton as we are under contract and still on hook for next year. The liability \$8-10k plus rooms. Oddly, the Hilton have not asked for a deposit.

10. **Contract with Events Your Way Discussion**

- A. Scope of services as provided by Nancy
- B. Discussion about scope we can reasonably afford

Nancy started drafting her scope and will submit to Sarah. Sarah will send to EC first week in Nov giving EC members 2 weeks to review prior to Nov. 20 EC mtg. Nancy is currently on 6-month contract extension. EC is very happy with Nancy.

11. **Officer and Officer Committee Updates**

- a. PIO and Communications Committee –
- b. PDO and Prof Dev Committee –
- c. Treasurer and states –
- d. VP and states –
- e. President and states –
- f. Section Reps – ME, NH & VT –
- g. Leg Liaisons – ME, NH & VT

Amanda reported MAP board undergoing major overhaul (volunteer burnout – people are jumping off positions – are actively recruiting younger/fresher volunteers). NHPA annual meeting is coming up. VPA annual meeting on Friday Nov. 13.

Alex reported Legislative summary with regards to recent housing bill and cannabis bill. Sarah said all NH bills were vetoed/died at end of session.

12. **Next Meeting dates** –

- a. November 20 – 9am
- b. December 18 – 9am
- c. January 15 – 9am
- d. February 19 – 9am

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

- EC member positions elections 2021/2022. We will need list of positions open and how many are stepping down from Board. February is the start of

elections cycle. Sarah will ask EC who is planning to stay on board, who is stepping down, who is switching positions. 6 positions on ballot, 6 are not.

- Retreat – Summary notes and action items – focus on sponsorships and memberships

14. Adjourn 10:22am

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*