

## NNECAPA Executive Committee Conference Call Minutes

Friday January 15, 2021 – 9am – 11:00am

**EC Attendance:** Sarah Marchant, Rita Seto (left at 10am), Jeff Levine, Nancy Kilbride, Donna Benton, Ben Frost (left at 10am), Amanda Bunker, Meagan Tuttle

**Regrets:** Carl Eppich, Carol Eyerman, Alex Weinhagen, Jared Woolston, David White

1. **Call to Order** – Sarah called **9:06am**
2. **Minutes** – December 18, 2020 minutes – tabled to next month.
3. **APA Membership/CPC grant** – Membership Drive
  - a) Mailings and other advertising **via social media**
  - b) Google Doc – state follow ups

Nancy sent out Google docs last week, Sarah will send reminder to EC to sign up follow ups for February. We need documentation package showing email template language for outreach (by July) as deliverable. We need everyone's participation to help with APA grant deliverable. We need content to send to Sarah to Young Professionals development. Amanda suggested looking at topics like sustainable resilience, climate mitigation, equity, community, environment, transportation that could attract YP interests.

4. **Webinar Series** -
  - A. January – Legislative Update
  - B. February – architecture – Michael B
  - C. March - Jeff topic

Sarah reported NH and ME has Legislative Policy activity that Friday and we could try to make it Legislative Friday and piggyback on webinar. The purpose will be on educating interested planners how bills become law, maybe follow up to push the webinar series. There is a conflict on next Friday – overlap on Legislative groups meeting. EC has decided on 3 for 1 webinar group rates. We will need to discuss at the retreat for policy for group rates.

5. **Retreat** – April 1st & April 8th 8:30am to Noon  
Meagan, Rita and Sarah need to meet. Report back in February.
6. **APA Update** – Marchant
  - A. National Awards Update
  - B. CPC Annual Reporting due by January 30

APA National Awards program is changing from 8 to 4 awards – the criteria came out yesterday to be for next year's cycle. We discussed whether we should align NNECAPA awards replicate APA versions. We can deliberate at retreat. A suggestion was trying to incorporate APA awards into our award criteria for project selection.

CPC Annual report due – Sarah will do it Monday and send it out for EC review.

7. **Treasurer's Report** – Frost

- a. Account balances and cash flow projects
- b. Banking signatories – on hold

Ben reported that once he receives December statements he can work on quarterly update for group. We are looking stable at this time. Ben working on 990 IRS form. Meagan says yesterday VPA asked about distribution of conference profits clarifying process. Ben will also prepare annual distributions to the Sections.

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

- a. New listserv host!

Jeff reported that we had soft launch for Listserv. 80 people have signed up so far. Jeff will do follow up email. Next YP will try to promote it and Sections can promote. MAP also just switched to new listserv – there may be confusion. Jeff will develop listserv etiquette guidelines. Once finalized, we can incorporate into the Policy & Procedures document. Next meeting, we will review draft and vote on incorporating into P&P doc.

9. **VPA 2021 NNECAPA Conference** – Oct. 13-15 - White/Tuttle

Meagan reported that there will be a planning committee started. VPA asked previous committee members if they still wanted to participate and there remains strong participation. If we do not meet room nights minimum what financial hooks is NNECAPA on. What is the acceptable financial scenario for EC? David planning to build in contingencies. Amanda reported MAP starting to think about Maine's turn for conference – also depends on the VPA conference of whether it be in person or virtual again. NHPA also finalizing on who will participate in conference planning.

10. **Contract with Events Your Way** - follow-up from Dec 10th meeting

Sarah and Nancy discussed counteroffer noting she can commit 10-12hrs per week. Discussion of making it work includes cut back to helping for 1 event each Section. Commitment for # of hours per Section (say more tech assistance) – agreed to provide that support. Nancy requested contract to end September 30. Next negotiations for next contract should be July/August – not during conference season. Ben agreed from timing and budget stance, it makes sense. We can do contract extension like hourly rate for her assistance during conference until the next

contract in place just so both partners are covered. Each Section has their own Constant Contact login.

Nancy will send 1 more reminder email for VT organizations of last year for registration – for this month.

11. **EC member positions elections 2021/2022**

- A. President -
- B. Vice President -
- C. Secretary -
- D. Treasurer -
- E. PIO – Jeff remains
- F. PDO -

12. **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 –

13. **Next Meeting dates –**

- a. March
- b. April

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

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

15. Adjourn 10:15 am

*Respectfully Submitted by  
Rita Seto, NNECAPA Secretary*