



Executive Committee Meeting Minutes

Friday, October 8, 2021
Conference Call

Executive Committee members present: M. Tuttle, A. Weinlagen, S. Lotspeich, D. Rugh, R. Francis, C. Sawyer, R. Venkataraman, E. Vorwald and S. Westa.

2020-2021 Officers

Meagan Tuttle, AICP
President
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Alex Weinlagen
Vice President

Steve Lotspeich, RLA
Treasurer

David W. Rugh, Esq.
Secretary

Vacant
Legislative Liaison

David E. White, FAICP
NNECAPA Section Representative

At-Large Members

Catherine Bryars, Awards
Chair

Rod Francis
VT Downtown Board Alt.

Chip Sawyer
VT Downtown Board Rep.

Ravi Venkataraman, AICP
Professional Development Committee Chair

Eric Vorwald, AICP

Sue Westa, AICP

VPA Members: None

Meeting began at 10:06 a.m.

1. Agenda Modifications

The Agenda was amended to discuss appointing someone to fill the vacancy created by D. White's resignation from the NNECAPA Section Representative position.

2. Announcements

The NNECAPA Conference is next week. VPA EC plans to get together on Thursday. M. Tuttle will attend a meeting with Vermont Department of Health and others, including VAPDA, on the design of healthy communities and lessons learned from the COVID-19 pandemic.

3. Minutes of September 24, 2021 Executive Committee Meeting

Action: Motion approve minutes of September 24, 2021 Executive Committee Meeting as revised by M. Tuttle and D. Rugh: 1) A. Weinlagen. 2) E. Vorwald. *Motion passes unanimously.*

4. Treasurer's Report September 2021

There was no Treasurer's Report because the EC meeting was early in the month and before bank statements were received. The September Treasurer's Report will be presented in November.



A section of the
**Northern New England Chapter
American Planning Association**
nne.planning.org/sections/Vermont

The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.

5. Old Business

A. Annual Meeting Planning

i. 2021 Bylaw Amendments

The EC discussed the proposed revisions to VPA's Bylaws to accommodate the new Conference Representative position on the NNECAPA EC and the addition of a new Section Representative. It is proposed that the individual serving as the new Section Representative will be elected by the membership as a member of the EC, but the EC will appoint the new Section Representative from its members. In other words, the new Section Representative will be elected, typically as part of the EC Slate of Officers, but the VPA membership won't elect someone specifically to that position; instead the VPA EC will appoint a VPA EC member to be the Section Representative.

The other proposed bylaw amendment is that the legislative liaison position is no longer on the NNECAPA EC (that position is replaced by the new Section Representative position). Additionally, this bylaw amendment ask the members to consider whether the VPA Legislative Liaison will be an elected position (Option A) or appointed position (Option B). The EC generally favors that the EC appoint someone as the VPA Legislative Liaison (Option B), although they may be either a current EC member or a VPA member at-large. After discussion, the EC decided to present the Bylaw amendment with the Legislative Liaison as an appointed position to the membership for consideration and possible approval.

Other revisions to the Bylaws proposed consist of eliminating gender-specific pronouns in favor of more gender neutral language.

Action: Motion approve presenting the proposed VPA Bylaws as amended to membership: 1) A. Weinhagen. 2) C. Sawyer. *Motion passes unanimously.*

ii. Vacancy in the current Section Representative/future Conference Representative Position

The EC discussed the resignation of D. White from the Section Representative position. D. White is in the first year of a three-year term. The EC can either appoint someone to fill the remaining two years of the term, or the EC could put a new person on the Slate of Officers. Also, the Bylaws are about to be amended to change the title of the position from Section Representative to Conference Representative. Given the time crunch before the Annual Meeting and with the NNECAPA Conference looming, the EC thought it best to wait to make an appointment after discussing coordination with the other NNECAPA Section Representatives (which will soon have the titles of NNECAPA Conference Representatives), instead of proposing to elect someone to D. White's position at the VPA Annual Meeting.

iii. **2022 Work Plan**

M. Tuttle proposed a draft Work Plan for 2022. She proposed eliminating items that were already addressed, such as hosting the NNECAPA 2021 Conference and working with NNECAPA on their membership drive, which was supported by an APA Grant. The EC members discussed various aspects of the work plan, including continuing the awards process, professional development opportunities, developing a policies and procedures manual and conducting a 5-year review of the Strategic Plan.

iv. **Draft 2022 Budget**

The EC discussed the proposed 2022 Budget. There was a discussion regarding whether and how much to fund VPA's Annual Meeting each year. These expenses were proposed to pay for some refreshments or venue, and this could be supported by additional sponsorship revenue. S. Lotspeich suggested adding \$500 to the Expense item labeled Section Meetings/Workshops. He would then off-set this expense by adding \$500 to the "Sponsorships" Revenue item. This additional funding will set VPA up for three events every year with a VPA workshop or training in the spring, the NNECAPA Conference in the fall and then a VPA-only social event as part of the Annual Meeting. The sponsorship drive would likely be held in conjunction with the VPA workshop or training held in the spring.

Action: Motion approve presenting the proposed VPA 2022 Budget to membership as revised to add \$500 to the Revenue item labeled Sponsorships and adding \$500 to the Expense item labeled Section Meetings/Workshops: 1) S. Lotspeich. 2) E. Vorwald. *Motion passes unanimously.*

v. **Logistics and Details**

Logistically, the Annual Meeting and 2020 & 2021 Awards Ceremony is proposed to be held in Waterbury on December 3rd at the Municipal Building from 2:00-4:00 p.m. This needs to be confirmed with the Town, but it looks likely. A. Weinhagen will reach out to Pro Pig for a social event planning.

6. **New Business**

None.

7. **Committee Reports & Officer Round Table**

Due to the recent September EC meeting and preparations for the NNECAPA Conference, the EC decided to skip Committee Reports until the November EC meeting.

8. **Adjourn**

The meeting was adjourned at 11:28 a.m. The next meeting is Zoom meeting on Friday, November 12th at 10:00 a.m.