

NNECAPA Executive Committee Conference Call Minutes

Friday September 17, 2021 – 9:00 am – 10:30am

EC Attendance: Sarah Marchant, Rita Seto, Nancy Kilbride, Jarod Farn-Guillette, Carol Eyerman, Sam Durfee, Donna Benton, David White, Jeff Levine, Meagan Tuttle, Ben Frost, Amanda Bunker

Regrets: James Fisher, Kevin Kraft, Carl Eppich, Cat Bryars, Matt Sullivan, Alex Weinhausen.

1. **Call to Order** – Sarah called **9:03am**
2. **Minutes** – August 27, 2021 minutes
Jeff Levine motioned to accept minutes, Donna Benton 2nd. (Carol and Jarod abstained), all approved.
3. **Google for Non-Profits** - update
Sarah reported she's still waiting on IRS letter. Jeff noted he received a contact link for Google Non-Profit but can't guarantee if it will work. He's waiting to hear back.
4. **Retreat – Recap of action items** (see attached spreadsheet!)
 - a. Demographic Characteristics overview from APA – EDI related action items
 - b. Foresight PlanningTABLED TO NEXT MEETING.
5. **Awards Update** – Carol
Carol reported we are 99% done – finalizing the Awards power point presentation. All award winners have been notified and at least 2 for each award will be showing up.
6. **APA/AICP Update**
Sarah congratulated new slate of NNECAPA EC officers that start January 1, 2022. We are all set from APA. The next big APA event is the Advocacy and Policy virtual conference on Sept 30 which is same day as NHPA's 50th Anniversary. This is timely with discussion on the infrastructure and budget bills.
7. **Membership** - communications to organizational members
Sarah reported NNECAPA communication mailings going out next month and she will touch upon this at the Business meeting. Membership renewals will be coming directly from APA.
8. **CM Reporting Periods**

Sarah reported everyone is now on same cycle. January members will get new info on CM credit and training guidance regarding the topical credits (climate and equity). APA will continue 16 CM carryovers and 8 CM for self-reporting option.

9. **Treasurer's Report / Conference Report** – Frost
 - a. Account balances and cash flow projects
 - b. Banking signatories – August

Ben presented the draft budget for FY22. Ben noted under Revenue – cost of Conference awards be taken out of conference budget item as it has its own line item (roughly \$300). Ben reported we received \$5000 quarterly distribution (\$25,000 total APA rebates). We will eliminate organizational dues line item. Sustaining Sponsors kept at \$10,000. Conference kept as \$40,000. Meagan asked about other due structures (retired \$95 (\$25 to chapter so \$120), students \$0). Nancy reported about 10 retired members and a handful of students who registered through us vs. APA. From Admin perspective in the future, we want to push as much membership management towards APA rather than managing ourselves – members get better service and less work for Nancy. Meagan asked Sarah to confirm if APA will keep the Jotform for us? Sarah will confirm. Ben asked Nancy about analyzing percent of member attrition to factor into in the future for budgeting purposes.

Expenditures – Website about \$850. Awards roughly \$300/ year, Prof Dev – no revenue as the AICP exam prep guide is now free to download on APA. Prof Dev support (CM registration, fee to Webcast consortium, PDO expenses) \$1500. This does not include sending PDO to National Planning Conference. Sarah noted it is important to send the Chapter President and PDO to conference in the future and to retain the line item. Amanda noted the \$500 conference deposit, which fiscal budget year should it be accounted in? Ben suggested for now put in the current conference budget year. Ben will create a line item for future conference deposit \$1000.

Advocacy and outreach – Chapter President travels to the National Conference - \$3000. At this time, the budget allows for Chapter President to be sent. State Leg Summit – Meagan noted it was going to resume in person (cost of travel), worth sending if we have a policy that requires assistance in the future. Sarah recommends \$0 for now, next year put back in. Sarah recommended \$4000 allocation for Chapter Presidents Council.

Sarah will do a quick analysis of how many members currently under the APA \$20 new member deal and convert to full membership estimates for future.

Sarah asking EC about discussing Nancy's contract as well as option to add incentive as part to reflect her work. She is over her weekly hour limit partly due to her amazing initiatives like the Sustaining Sponsors and also our needs. Discussion ensued regarding percentage increase in contract vs. tied to the Sustaining Sponsors revenue or tied to 70% profit sharing from annual conference. Sarah

would like to offer a 12-month contract vs. 6-month. Ben recommended a smaller group to work out negotiations and details with Nancy to present to the larger EC group. Sarah will schedule next week.

Banking signatories is completed! Ben proposed that since Sam incoming Treasurer that we get him on the bank signatory asap before January.

Ben motioned for the EC to authorize Sam to be a bank signatory. Amanda seconds. All approved.

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

Jeff reported YP was sent out, nothing new to report at this time.

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

a. Refunds for COVID?

b. What you need from committee??

David and Meagan reported with updated conference attendees. Since instituting the mask and vax policy, there have been 30/32 cancellations due to policy. Nancy reported we have over 100 attendees not including speakers. Monday Sept. 13 was last day of full refund. We currently have 175 total registrations. 9 speakers have yet to register and Nancy poked them. There are a few sponsors who have not dictated who's attending yet but anticipating total of 200 attendees.

Meagan reported that the keynote speaker from APA Chicago can no longer travel anymore however she's willing to be a virtual keynote speaker. The conference committee is working to have the appropriate technologies/mic that will be needed to successfully broadcast her presentation. Meagan will be her counterpart in the audience to incorporate an interactive audience component. She's speaking about the APA Foresight Initiative.

Meagan asked the EC about logistics for Wednesday evening at the conference (usually business dinner to review agenda). Sarah will make reservations for dinner. Meagan will forward dining recommendations to Sarah to accommodate a large group and outdoor dining walking distance to the hotel.

Nancy reported sponsorship is currently at \$13,750 – aim for \$15,000. 3 sponsors came in last week due to the committee members work. Hotel room block commitment is at 144 room nights, we are at 179 which is well over commitments. Nancy was nervous about the 30 cancellations.

Rita noted Nancy asked Sarah, Ben and Rita on what documents need to be in the business meeting packet. Rita noted that the agenda, last year's meeting minutes and the budget will usually be printed out on the tables during the business meeting and does not need to be sent out ahead of time.

12. **2022 NNECAPA Conference** – Sunday River October 17, 18, 19 - 2022
Amanda will announce the official venue at the Business meeting as the last item to close the meeting.
13. **EYW Contract Renewal**
Ben recommended a smaller group to work out negotiations and details with Nancy to present to the larger EC group. Sarah will schedule next week.
14. **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 – Meagan reported that VPA will update Bylaws (on how to run their Legislative program, always provided stipend, and shared Leg intern) but not success recruiting as Capital Lobbyist. Reviewing how to run as a committee model vs. 1 person. Meeting next week to figure out how to reorganize leg activities and at VPA annual meeting to update bylaws to show 2 reps from Section. Amanda noted MAP is considering going opposite of VPA.
15. **Next Meeting dates** –
 - a. October 13, 2021 – Wednesday evening dinner before conference
 - b. October 15th – Business Meeting
 - c. November
 - d. December
16. **Other Business/Future Discussion Items**
 - Retreat – Summary notes and action items – focus on sponsorships and memberships
 - Meagan recommended that changes at EC meeting, after conference – should plan a transition retreat for incoming and outgoing board members for smooth transition. Discuss agenda (retreat items, strategic plans, p&p, email passwords, etc).
17. Adjourn 10:41am

*Respectfully Submitted by
Rita Seto, NNECAPA Secretary*