

**NNECAPA/State Associations Business Meeting**  
**Friday, October 15, 8:00 – 9:00 am**  
**(Breakfast starting at 7:30am)**

**NNECAPA Conference – Hilton Burlington, Vermont**

**Virtual Meeting Zoom:**

<https://us06web.zoom.us/j/82200576031>

**Phone Number: (301) 715-8592**

**Meeting ID: 822 0057 6031**

**AGENDA**

**I. Welcome, Call to Order & Introductions of Board Members and Nancy Kilbride**

8:03am Sarah welcomed everyone to the business meeting and thanked Executive Committee members and Nancy on the efforts we have worked on during this year's transition. Sarah reviewed the agenda. There were 83 participants (in person and online).

**II. Action on Minutes from October 1, 2020 virtual meeting (copies on table)**

A recommendation was to add the year to the title minutes (the year was missing).

Donna Benton motioned to accept minutes as presented. Jim Donovan 2<sup>nd</sup>. Members voted to approve unanimously.

**III. APA Update - CM Credit Changes (Law, Ethics, Equity and Climate Topical) starting January 1, 2022**

Sarah reminded everyone that the CM report period will start Jan 1, 2022. There are still plenty of CM credits free to fulfill log ins. 1 CM credit for each topic and APA will provide materials. There are 3 webinars on these topics on APA. Sarah reminded folks that many volunteer in their own communities so use the self-reporting credits up to 9 CM.

FAICP nominations are opening next year. Sarah encouraged membership who are interested in applying to reach out to Executive Committee for application.

**IV. Chapter Business**

**a. Bylaw update (copies on table)**

Sarah referred to the bylaw pages 2 to 5. At the EC staff retreat, we modified the EC composition to include 2 members per Section (voting members previously allowed the Legislative Liaison and Section Rep). The revised composition includes 2 voting members from each Section and allow each Section to designate who the voting members are. They will be the Conference Rep and Section Rep (can be anyone the Section EC).

Jim Donovan asked how to address Legislative issues at the NNECAPA level? Legislative Liaisons from each Section could be a voting member if the Section designates that person.

Ben Frost moved to accept bylaws as presented, Jim Donovan 2<sup>nd</sup>.  
Unanimous vote on bylaw amendments.

b. Dues cycles and invoicing

Sarah reminded the membership that all should be getting a paper invoice from APA shortly. Organizational memberships are going away in VT/NH. You will receive 1 invoice from APA and no reminder emails. On the NNECAPA webpage there is a direct link for if you are a Chapter Only member, this is the easiest way to renew dues. NNECAPA will send email reminders to only Chapter Only members.

If you know students, encourage them to register via APA. It is free to register for 2 years.

c. Treasurers Report and budget discussion

Ben presented the FY22 budget as recommended by the EC. Ben walked through the FY21 budget first. The fiscal year is Oct to Sept following the federal fiscal year. The budget is not closed out until all items are resolved. Ben noted the dues through APA and the 4<sup>th</sup> quarter AICP rebate will be assigned to FY21 - \$6800 not reflected in budget. This is a \$1500 increase from last year.

The EC has achieved the budget goal of over \$35,000 in dues payments.

We need members identify new planners and invite them to join the Chapter if they are not already in. This is good for the Chapter and good for the professional industry.

There was a new line item for Sustaining Sponsors in FY21 with a goal of \$10,000. We achieved \$8,000. We also launched winter webinar series. Under financial management there were higher expenditures - \$2110 we did not account for Paypal fees.

Jim Donovan noted a formula error on totals. Ben will review to ensure accuracy.

FY22 projected rebates from APA \$30,000. This will be our first year of full merger. We did not anticipate APA's policy of new membership of \$20 for the year. Sustaining Sponsorship will continue for \$10,000.

Expenditures: we project \$10,000 profit for conference. PD support – we usually send PDO to Annual Planning Conference but we are not proposing it this year. We increased admin line and negotiated a new contract, increasing to \$23,000.

Ben proposed 1 amendment – with a significant change in EC board, it's a good year for EC for a retreat so the Chapter Admin line will go from \$0

to \$2000 for EC to meet and establish new EC transitions and review the strategic plan.

- d. Action Item – Proposed FY22 Budget Vote  
Ben Frost moved to approve as amended. Jim Donovan 2<sup>nd</sup>. All approved.

Sarah reported NNECAPA had applied for CPC grant \$3000 for membership drive last year. It was an extremely successful campaign. It brought more than 100 members to the drive. Thanks to Jeff for managing social media (Facebook, Twitter, LinkedIn).

- e. Introduction of new Executive Committee members  
Sarah introduced new EC members officially take office January 1, 2022. (Meagan Tuttle, Kevin Kraft, Cat Bryars and Sam Durfee).
- f. Thank you to departing members  
Sarah thanked the departing EC members (Carol, Ben, Rita, Carl).

**V. New Ruralism Update – Tara Bamford (virtually)**

Tara presented on the New Ruralism Initiative Grant Report <https://nne.planning.org/knowledge/new-ruralism>

Tara listed various planning presentations on new ruralism via APA.

- o 2020 Radically Rural Conference
- o 2021 APA Planning Webcast
- o 2021 Nebraska Annual Planning and Zoning Conference
- o 2021 APA Division Council Award for Contribution to the Profession.

Tara encouraged for more volunteers and new ruralism case studies to add to.

**VI. Other Business**

**a. Winter webinar series**

Sarah polled the membership if there is interest for NNECAPA to offer another winter webinar series at \$25/webinar. There is positive interest.

**b. 2022 Conference Announcement**

Sunday River, Maine – Oct 13-15, 2022 Monday to Wednesday.

We are looking for conference volunteers with most work done over Zoom.

**VIII. Adjourn 8:40 am**

Carl Eppich motioned to adjourn, Ben Frost 2<sup>nd</sup>. All approved.

*Respectfully Submitted by  
Rita Seto, NNECAPA Secretary*