

## NNECAPA Executive Committee Conference Call Minutes

Friday January 21, 2021 – 11:00 am – 12:30am

**EC Attendance:** Sam Durfee, Cat Bryars, Nancy Kilbride, Amanda Bunker, Kevin Kraft, Eric Vorwald, Sarah Wraight, Kyle Pimental, Jeff Levine, Matt Sullivan, Meagan Tuttle,

**Regrets:** Sarah Marchant

1. **Call to Order and Introductions** – Meagan called **11:05 am**
2. **Minutes** – December 17, 2021 minutes.  
Eric motioned to accept minutes, Matt 2<sup>nd</sup>. All approved.
3. **Board Transition** - Tuttle
  - a). Overview of EC composition. EC composed of 6 members and 6 section representatives. Officers have defined roles for services we provide to NNECAPA and APA. State representation at NNECAPA has evolved in recent years. Each Section has a representative to convey information and to represent state interests in Chapter business. Conference representatives work on annual conferences and provide continuity during three-year terms.
  - b). Nancy Kilbride is Chapter administrator. Nancy supports financial management, conference planning, membership recruitment and management, and communications.
  - c). Retreat. Kevin reported on diverse group preferences and concerns about COVID exposure. Proposal for first virtual meeting to focus on training/onboarding and a second in-person meeting later this spring to discuss big picture planning for the Chapter. Members expressed preference for meeting during the week as opposed to on a weekend. A Friday afternoon could work for training. Training will focus on the Operations and Policy Manual and the ways in which EC members work with Nancy.  
  
Question: Will the group revisit goals identified during previous retreats for transition work? Yes, there are notes from last year's retreat, and the group probably needs to update the Strategic Plan.  
  
Comment: Reading old meeting minutes is helpful. We should circulate links to Dropbox, which contains all NNECAPA documents.  
  
Question: Desire to understand how NNECAPA and APA interact. NNECAPA's relationship is unique from some other chapters. This will be discussed more.  
  
Meagan and Kevin will continue to plan and reach out with more information.
  - d). Regular Meetings. The third Friday each month at 11am works for everyone.
4. **Google for Non-Profits** - Meagan  
NNECAPA has been trying to register with Google as a non-profit for document storage. Issues with IRS certifying NNECAPA as a non-profit. IRS revoked NNECAPA's

non-profit status years ago when taxes were not filed properly, so re-certification has been challenging. We're getting closer, but this moves slowly.

5. **Membership Drive and Renewals** – Nancy

Two years ago, NNECAPA for the first time sent out membership drive mailers. Nancy identified potential members for solicitation. First year was very successful. Last year's drive was a bit late, but about 450 solicitations were mailed out. Got 35 new members. NNECAPA received its membership report from APA in December.

As of last year, NNECAPA had 670 members in all three states with an additional 25 members outside of the region. Membership is down to 422 members as of January 1, 2022 because of lag in members renewing. This is not too worrisome. Nancy has sent out email reminders to renew.

There used to be organizational memberships in NH and VT, but this option was dismantled in December 2022. To attempt to recover individuals dropped through this shift, NH and VT leadership should reach out directly now to any members that dropped off due to the end of organizational coverage.

Question: It was clarified that individuals can have a Chapter/Section membership and no APA membership.

6. **Treasurer's Report / Conference Report** – Sam

Lots of expenses in December (\$36,840) to wrap up payments for the Burlington conference, Nancy's services, and constant contact. In January, we have received our APA rebate, the independent NNECAPA memberships payments, and confirmed a sustaining sponsor (which is a renewal from last year).

The language about APA "rebate" refers to the reimbursement we get quarterly from APA for our members' dues. APA collects our dues for members who belong to both APA and NNECAPA, and then APA pays us the Chapter share. Every section gets a base payment of \$3,500 then another \$1,500 split up based on percentage of memberships in each section.

Nancy needs help securing additional sustaining sponsors. If each section could identify 2-3 likely sustaining sponsors that would help Nancy. If each section EC could do this and report back would be great. Bring to next NNECAPA meeting.

There is a \$3 monthly fee for paper statements. Ben tried to get out of this before. Sam will chase this issue down to eliminate the fee if possible.

Kevin motioned first, Jeff second to accept treasurers report. All approved.

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

Yankee Planner is out for January 2022. Jeff has tried a full digital format through Constant Contact, but found that producing a PDF is the simplest format and readers like it. Goal is to publish 4 YPs per year, but it has been 2 per year. Simpler format may help to produce more frequently.

Alternative path to AICP certification will be discussed in next edition of YP.

MAPS has a regular newsletter that could get wrapped into YP.

YP gets sent to about 650 ppl (members plus a few more).

It appears Constant Contact doesn't hit everyone on the list. Some email servers automatically reject Constant Contact/MailChimp. Recommendation for those having issues to work with their IT support to add email address to their "whitelist". Jeff will confirm what the email address is.

Complaints to Nancy about using the NNECAPA listserv too frequently. Group could consider a communications plan that would outline when communications are sent out to avoid overcrowding the server. Can discuss communications issues in February.

Jeff is contacting APA for website edits. Trying to delete a page for VT. APA doesn't get site use analytics. If anyone has questions about the website or YP, get in touch with Jeff.

8. **2022 NNECAPA Conference** – Oct. 17-19, 2022 – Amanda Bunker

Amanda reported that the conference group is making good progress. Call for sessions has just gone out. Theme identified as *Serendipitous Partnerships; Unique Results*. Now working on keynote speaker(s). Way ahead of last year in terms of call for sessions. Already have one submission.

9. **Officer and Officer Committee Updates**

- a. PIO and Communications Committee – Jeff. None.
- b. PDO and Prof Dev Committee – Sarah absent so Nancy presented. Webinar series will be 3 virtual webinars. Registration is out for webinar happening next week on Jan 27 from 1-2:30pm: Maine's Climate Action Plan. Second workshop will be on Mobility Manager Networks on February 23<sup>rd</sup> from 12-1:30pm. Third workshop will be on Ending Zoning's Racist Legacy on March 31 from 12:30-2pm.
- c. Treasurer and states – Sam. None.
- d. VP and states – Kevin will be taking over awards. Will coordinate with Conference Committee and reach out to Section award reps to learn more.
- e. President and states – Meagan is looking into her training for Chapter President role. Looking for information on additional trainings and required Chapter activities. APA is vetting sessions for the national conference planned for May, which will be largely in-person in San Diego. Registration is not yet open.
- f. Section Reps – ME, NH & VT –
  - i. NH. Matt Sullivan: In NH we've proposed our new slate of officers, though not formally approved it. We're working with Nancy on the 2023 Wentworth by The Sea Conference and providing support to the 2022 conference. Kyle: NH is planning a spring conference. In addition, June 2<sup>nd</sup> will have a walking tour in Franklin, Mill City Park area.
  - ii. VT. Eric: First meeting with new slate of officers happened in January. Interest in cleaning up section website. Currently soliciting VT planning award nominations. Sarah: VT professional development webinars in the works, but not a spring conference.
  - iii. ME. Amanda: Maine will not have local conference this year.
- g. Leg Liaisons – ME, NH & VT – Sometimes at this point we discuss policy and legislation topics of general interest to the region.

- i. ME. Amanda: ME is about to discuss housing commission recommendations. In December, group hosted a webinar on Legislation 101 that got good participation and feedback. Many planners are trying to figure out how the legislature works. May be a good model for other Sections to emulate. Jeff: Another ME bill is nominally for regional solutions to housing but it's more about exploring/promoting a state planning office to guide future growth in the state.
- ii. VT. Megan: VT is also developing legislation about a state planning office.

10. **Next Meeting dates –**

- a) February 18, 2022 @ 11 am

Possible this meeting could be extended for retreat purposes.

11. **Adjourn 12:18pm**

*Respectfully Submitted by  
Cat Bryars, NNECAPA Secretary*