

## NNECAPA Executive Committee Conference Call Minutes

Friday April 15, 2022 – 11:00 am – 12:30pm

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

**Regrets:** Kevin Kraft, Kyle Pimental

1. **Call to Order and Introductions** – Meagan Tuttle called **1:57 pm**
2. **Minutes** – January 21, 2022 minutes.  
Eric Vorwald motioned to accept minutes, Jeff Levine 2<sup>nd</sup>. All approved.
3. **Treasurer's Report** – Sam Durfee  
APA quarterly member rebate received. Several sponsors have come in. Some income for webinars. \$3K conference deposit paid. Mailers and Nancy's fee paid. IRS taxes filed. Being over \$50K put us in higher income category. Filing with DOJ has to be done since we are a non-profit. \$3/mo bank statement fee has been eliminated. Will be issuing checks for Section profit sharing. Conference made a profit.  
Sarah Marchant motioned first, Cat Bryars second to accept treasurers report. All approved.
4. **Board Transition & Retreat Planning**- Meagan Tuttle  
No discussion. Executive Committee Retreat I: Orientation completed immediately prior to work meeting.
5. **Google for Non-Profits** – Sarah Marchant  
Submitted IRS letter to Google on 2/15. Processing. We will migrate documents to Google from Dropbox once complete and we will be able to get software from TechSoup at the discounted non-profit rate.
6. **Membership Update** – Nancy Kilbride  
NNECAPA is still seeing dip in memberships after the turn of the calendar year. Membership stats: 670 members of Dec 2021; 423 members as of Jan 2022; 444 members as of Feb 11. Recent membership drive attracted 82 new members. Nancy Kilbride is reaching out to Sections to recover more members who were dropped at the new year. Membership Committee meeting in the works to address this. Hopefully by March 1 we will have recaptured the members who fell off.  
VT and NH sections have found that there may be errors in APA membership report. People who should be listed as active members are not on the list. There are no renewal dates on APA's membership report to help us understand why some members are not showing up on list but should be. Nancy has tried reaching out to Martin and Kevin at APA to get better responses on the APA membership list, but no change. Meagan will support outreach to APA.

7. **Conference Planning Update** – Oct. 17-19, 2022 – Amanda Bunker  
Conference schedule is coming together. Late start on Monday looking likely. Initial deadline of February 28 for conference session proposals. Three proposals are in so far and two will meet the new CM credit requirements for sustainability and equity. Still thinking about a keynote speaker. Several candidates are not available, so there may be more than one keynote speaker. Speaker fees can be high. Nancy sharing the conference session information in webinar advertisements has been helpful.
  
8. **Officer and Committee Roundtable – this section is intended in part to encourage communication and coordination among section reps**
  - a. President (and States) Updates – Tuttle. Reached out to APA Presidents group about training. There will be an in-person CPC meeting. Tuttle will be headed to national conference thanks to NNECAPA budget line item.
    - i. San Diego, CA, April 30-May3, 2022 – APA Conference. There will also be a virtual conference two weeks later for \$350 for several days with unique content. Those who attend in person will also have access to virtual content. Conference schedule may start to come together by end of Feb.
  
  - b. Vice President (and States) Updates
    - i. NH: Matt Sullivan - call for awards will go out soon for April review.
    - ii. ME: Amanda Bunker – call for awards out now. NH hasn't had an in-person ceremony since COVID began. Discussing possible ceremony for 2022.
    - iii. VT: Cat Bryars – award nominations are in. NH EC reviews VT nominations and recommends winners to inject some objectivity into review process. VT EC will review award nominations and NH recommendations in March. VT is planning to return to an in-person award ceremony this spring.
  
  - c. Professional Development Officer Updates
    - i. NH: Sarah Marchant – APA has a new “One Path to AICP” certification pathway, which is similar to the Candidate program. APA is incorporating DEI principles into certification process. New questions on DEI on the revised certification test. New test will go live in March. APA Learn now has free CM credits.
  
  - d. Public Information Officer Updates – Jeff Levine.
    - i. Ongoing Listserv Challenges – Some members are still not receiving NNECAPA emails sent out via the USM listserv. Since NNECAPA will soon have access to Google NonProfit, it has been recommended that member communications migrate to Google Group once available. However, we only switched to USM listserv about a year ago and another switch may risk losing subscribers. USM listserv on the whole is not great, but it is being used so it's a success in many ways. Another option is to use a Slack or Reddit channel, but planners may not be comfortable with that technology.
      1. Q: Why did we go with USM listserv over Google Group? It can be less streamlined to work with Google. Members can communicate amongst themselves easily with listserv model.

2. Q: Seems like a potential topic for the business meeting – What technology is best to manage communications? Shame that APA dropped their old listserv since it seemed to work great.
- ii. Communications Coordination: Meagan Tuttle – Sometimes multiple communications go out each day and NNECAPA members complain. Can we better coordinate to prevent this? Nancy Kilbride and Jeff Levine will coordinate.
  1. Q: Are we talking about NNECAPA listserv alone or coordination with independent Section listserv emails? Hesitancy to infringe upon how Sections manage their own listservs, but coordinating better on truly regional communications is a great idea. Jeff Levine will prepare a GoogleSheet to log communications. In the past, Ben Frost recommended not shaping communications policy around a few people complaining. NNECAPA can suggest to frustrated members that they use filters in their email systems to manage/organize email flow.
- e. Section Representatives Updates –
  - i. NH: Matt Sullivan – NH will have an in-person spring conference and a retreat. 2023 conference prep will be a discussion point.
  - ii. VT: Eric Vorwald – Much talk about legislation recently, especially reform proposals for Act 250, VT's land use planning law.
  - iii. ME: Jeff Levine – Legislative session is all about housing. One zoning reform bill proposes local preemptions including eliminating single family zoning, but also providing technical assistance to local communities. Another bill for affordable housing proposes quotas for affordable housing that would determine if zoning bylaw can stand. Smart growth bills are active as well. Washington state is considering similar zoning reform bills.
- f. Conference Representatives Updates –
  - i. VT: Sarah Wraight – May be time to begin VT venue research for 2024 with Nancy Kilbride. May bring up 2024 conference at Section level to generate ideas.

9. **Other Business / Future Agenda Items** – Meagan Tuttle

None.

10. **Adjourn 2:44pm**

*Respectfully Submitted by  
Cat Bryars, NNECAPA Secretary*