

NNECAPA Executive Committee Conference Call Minutes

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

EC Attendance: Sarah Marchant, Carol Eyerman, Sam Durfee, Ben Frost, Cat Bryars, Matt Sullivan, Nancy Kilbride, Amanda Bunker, Kevin Kraft,

Regrets: James Fisher, Alex Weinhagen, Jeff Levine, Donna Benton, David White, Meagan Tuttle, Jarod Farn-Guillette,

1. **Call to Order** – Sarah called **9:06 am**
2. **Minutes** – November 19, 2021 minutes and October 13, 2021 minutes.
Carol motioned to accept minutes, Matt 2nd. All approved.
3. **Google for Non-Profits** - Marchant
Sarah finally spoke with someone at the IRS and is expecting a letter to arrive by early 2022. Will send the letter to Google NonProfit, and then we can migrate files.
4. **Board Transition** - Marchant
 - a). Current to new role transitions. All transition roles have met or have plans to meet.
 - b). 2022 meeting schedule – 3rd Friday of the month @11am
5. **Membership Renewals updates** - Kilbride
Nancy reported that Tara sent out an email to NH APA organizational members in October to transition to APA individual memberships. Meagan is planning to or has already done this for VT APA organizational members.
6. **Membership Drive** - Kilbride
Nancy does not have new membership numbers for third quarter to share. Membership drive letters were sent to RPCs, towns, conference and webinar attendees in all three states. Some people responded directly with payment to NNECAPA and not APA, which may create confusion when new members are not in the APA database. Possible workaround: if someone sends us a check, we can fill out the online form for APA. It will cost NNECAPA for the credit card charge, but it's worth it to get people into the APA database. NNECAPA has a debit card to use for these transactions and can share info with Nancy. Sam Durfee will get a new card in his name soon.

Strong membership response from Vermont. We won't know how well we did until February when we get reports from Samantha at APA.
7. **Treasurer's Report / Conference Report** – Frost
 - a. Account balances and cash flow projects

Ben shared that the conference cost closeout occurred recently. NNECAPA netted over \$8K in profit, though we planned a balanced budget. This is a major improvement over last year when NNECAPA projected a deficit budget. We're doing really well, and the strategy of front-loading the costs of the merger is panning out.

Revenues for this year will go over the \$50K limit, so Sam will have to do an 990-EZ. That form is due to the IRS by Feb 15. It looks like we will always be in this category in the future due to running the conference costs through NNECAPA.

Thanks to Nancy for keeping an eye on the hotel contract. We have not had the capacity for that in the past.

A cash flow analysis was precipitated by a request to pay a deposit for the 2022 conference. Current available balance is over \$25,294 heading into January 2022. Anticipated revenues between January and October 2022 are over \$20K from APA, \$10K in sustaining sponsorships, and \$2,500 for webinars. Anticipated costs are \$4K for conference travel and \$3K for 2022 conference deposit. We are in a great position and are able to make the deposit for the 2022 conference.

8. **Yankee Planner/PIO Update** – Levine not present, Marchant Looking for articles, in particular “grapevine” items such as new jobs, interesting projects, personal and professional announcements, etc.

One Path to AICP – this option switches the certification process so prospective AICP planners take AICP exam before accumulating work experience and verifying education. To spread the word, Sarah will share this information through the newsletter. We can mention this at the top of webinars and post to the NNECAPA main webpage as well. Sarah will reach out to Section PDOs.

NHPA section has launched a scholarship fund for AICP candidates. Coordination among the three sections could be advantageous.

9. **2022 NNECAPA Conference** – Oct. 17-19, 2022 - Bunker Amanda reported that the conference group is making good progress. Currently developing the theme and a prospective list of keynote speaker candidates. A call for sessions should be out by end of January. The full three-state committee is working very well together; that's a positive change resulting from the merger.

Nancy reported on the venue for the 2023 New Hampshire Conference. The process kicked off with an RFP for a venue. The responses wanted a lot of money upfront – as much as \$40K over several months. The venue *Wentworth by the Sea* has been the most amendable to reducing costs: \$239 room rate, \$3K deposit. The conference committee is still figuring out workable dates in November. A beginning or middle-of-the-week schedule for the conference is possible.

10. **Officer and Officer Committee Updates**

- a. PIO and Communications Committee – none
- b. PDO and Prof Dev Committee – none
- c. Treasurer and states – Sam and Ben will meet at Citizens Bank next Monday so Sam is ready to take over as treasurer.
- d. VP and states – Today Carol and Kevin will meet to discuss VP role and awards process and schedule.
- e. President and states – Happy to be handing over organization on such solid financial footing. Met goal to resolve financial issues within 2 years.
- f. Section Reps – ME, NH & VT – Some states are still clarifying who will fulfill rep roles.
- g. Leg Liaisons – ME, NH & VT – Will be good to stay on top of federal infrastructure programs and keep membership updated in spring.

Thank you to Ben, Carol, and Sarah for their years of leadership!

11. **Next Meeting dates –**

- a) January 21, 2022 @ 11 am

At January meeting, Meagan will likely ask for volunteers to plan a spring retreat.

12. **Other Business/Future Discussion Items**

- A. Spring workshop/webinars – Thursdays at 1pm, \$25 or 3 webinars for \$60
 - a. January – idea to tap Judy East to present on ME climate action plan. Sarah will follow up.
 - b. February – Equity: APA database may have ideas. Sarah has contacts for equity as well. Sarah will follow up.
 - c. March - Legislative update
 - d. Transportation topics are of general interest. Some members feel this topic should receive more attention.
- B. Sustainability and Resilience APA award nomination for ME climate action plan. Carol would like to draft a letter of support on behalf of NNECAPA board for president to sign. All agreed.
- C. Ben thanked group for all the work to make the NNECAPA merger happen. Began as an idea at the 2015 retreat and it has been accomplished and is leaving the region's planning community stronger.

13. Adjourn 9:58am

*Respectfully Submitted by
Cat Bryars, incoming NNECAPA Secretary*