

## NNECAPA Executive Committee Conference Call Minutes

Friday May 20, 2022 – 11:00 am – 12:30pm

**EC Attendance:** Sam Durfee, Eric Vorwald, Meagan Tuttle, Catherine (Cat) Ingraham, Kyle Pimental, Sarah Wraight, Cat Bryars, Matt Sullivan, Amanda Bunker,

**Regrets:** Nancy Kilbride, Jeff Levine, Sarah Marchant,

1. **Call to Order and Introductions** – Meagan Tuttle called **11:00am**.
2. **Minutes** – April 15, 2022 minutes.  
Eric motioned to accept minutes, Sam D. 2<sup>nd</sup>. All approved.
3. **Treasurer's Report** – Sam Durfee  
Quiet month. APA disbursement for membership dues came in as well as revenues from webinars. Chapter admin line is high in April to cover March. Paid insurance.  
Dues summary: Meagan – We get quarterly dues and membership reports from APA. Everyone is on different renewal schedules based on when they first joined APA. Report shows who renewed in the last quarter, which was about 150 people. Currently there are 504 NNECAPA members. There is a separate report with individual member names highlighted. This will help with outreach and renewal support, especially for chapter-only members.  
Matt Sullivan motioned, Cat Bryars second to accept treasurers report. Approved.
4. **VP Vacancy Plan** – Meagan Tuttle  
Kevin notified Meagan and Nancy Kilbride that he had to step down from the EC due to the need to prioritize other matters. VP responsibilities are being picked up by other volunteers. Annual awards program admin does not yet have a leading volunteer. Section award reps will coordinate on next steps: Cat Bryars for VT, Matt Sullivan for NH, and TBD for ME.  
  
We could appoint a new person to fill the VP role. It would be for a two-year term.
5. **Google for Non-Profits** – Meagan  
No update. Still waiting to hear back from Google.
6. **Membership Update** – Meagan.  
No new information. Will be discussed next time.
7. **Sustaining Sponsorship** – Meagan  
Nancy sent out an email asking if people have contacted possible sustaining sponsors. EC members generally have not yet reached out, but plan to in the next month. Proposal to structure outreach efforts annually. For example, NH is currently soliciting sponsorships for an event, which conflicts with NNECAPA request. Idea to put out an annual sustaining sponsorship invitation for NNECAPA with notes to say

smaller asks will come from state sections and/or for the annual conference. Group should try to prevent multiple asks and coordinate timelines. Reminder to all to follow-up on this outreach.

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

Amanda shared draft conference schedule by email. Goal to accommodate more time for unstructured networking and exhibitors. EC meeting to approve the budget before the general business meeting will fit in after Monday afternoon sessions and before the evening's social hour.

COVID policy/disclaimer was modified by Jeff. Good edits.

Food prices have gone up. We will ask if Nancy can negotiate food prices despite food prices not being locked-in with the contract.

Registration price of \$300 seems high, perhaps due to high meals cost. There may be an opportunity to eliminate Weds lunch. 2021 conference fee was \$250. For this conference, the overnight rates will be lower, so overall costs seem comparable. EC members decided to cap rate at \$300, which is reasonable given that there are opportunities to register for single days at a lower rate.

Aim to open registration before the end of May. Committee meets next Thurs.

9. **Board Transition & Retreat Planning**- Meagan

Meagan is working with Sarah Marchant and Cat to plan. Idea to do camping at Sarah Marchant's home. The weekend of July 30<sup>th</sup> Saturday-Sunday. Ideas for activities and food are welcome.

One goal of the gathering is to get to know each other better. Another goal is strategic planning. Annual in-person retreats with members of the Chapter and Sections' EC's have been done the past many years to plan and implement the chapter transition. Maybe no longer necessary in the same intense way, but still conduct an annual meeting with the Sections, virtually. This retreat will be more focused on the Chapter EC and not additional folks at the section level.

Proposal for July EC mtg to serve as retreat where general section members are invited. Request to section reps to ask their sections what issues need to be discussed and coordinated across sections such as sponsorships, listserv issues, etc.

10. **Officer and Committee Roundtable – this section is intended in part to encourage communication and coordination among section reps**

a. President (and States) Updates – Meagan

- i. National APA Conference. Attendance was down by 50%, but APA was satisfied with attendance. Meagan attended chapter presidents meeting, was introduced to a cohort of similar-sized Midwest chapters to dialogue on common problems, needs, and solutions.
- ii. APA is currently working on a policy guide on equity and zoning. Volunteers from the chapter will be invited to participate.

- iii. Another outreach effort involves examining a disconnect between politicians and professional planners. Members may be solicited for input on this effort.
    - iv. Question about APA resources – is there an overview of resources available to members to make better use of them?
  - b. Public Information Officer Updates – Meagan.
    - i. Jeff has been reaching out directly to individuals about issues with the listserv. Waiting for Google option to possibly replace listserv.
  - c. Section Representatives Updates –
    - i. NH: Matt S - Disappointed by low award nominations this year. Especially professional planner nominations. Will work on this next year. Will be contributing an amicus brief to NH Supreme Ct to weigh in on short-term rentals as either residential or commercial uses. NH will argue for local determinations of use over the court making a blanket designation.
    - ii. ME: Amanda – Will return to full in-person spring meeting in June. ME also has low award submissions. Sometimes reach out to potential nominees directly. Legislative session: a “landmark” housing bill passed and ME leg committee was recognized for their lobbying. Goal for multi-unit housing by-right and elimination of single-family zoning. Still figuring out where the policies landed.
    - iii. VT: Eric Vorwald – Section is developing a procedures and policy manual based on NNECAPA document. Legislative session just wrapped with lots of money for housing development and pilot projects. June conference and awards ceremony coming up.
  - d. Conference Representatives Updates –
    - i. NH: Matt S - Plans for 2023 conference are emerging starting with keynote speaker. Question about what ideal makeup of early conference prep group is.
    - ii. VT: Sarah Wraight - Ideas for 2024 conference venues. Working with Nancy on an RFP this summer.
    - iii. Discussion about what the value of a conference “theme” is. Current theme not translating to sessions, concerns about what to do when keynote or other major speakers change and theme not as relevant, and law and ethics don’t always fit well into the theme. Suggestion to reuse logos for each state/the conference overall rather than develop a new one for each conference. Will continue to talk about these concerns.

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

Next meeting is June 17<sup>th</sup>. Everyone please ask Section ECs if July meeting date works for a gathering for everyone.

12. **Adjourned 12:27pm**

*Respectfully Submitted by  
Cat Bryars, NNECAPA Secretary*