

NNECAPA Executive Committee Conference Call Minutes

Friday June 24, 2022 – 12:00 pm – 1:30pm

EC Attendance: Sam Durfee, Eric Vorwald, Meagan Tuttle, Catherine (Cat) Ingraham, Sarah Wraight, Matt Sullivan, Amanda Bunker, Sarah Marchant, Cat Bryars, Jeff Levine,

Regrets: Nancy Kilbride, Kyle Pimental,

1. **Call to Order and Introductions** – Meagan Tuttle called **12:03pm**.
2. **Minutes** – May 20, 2022 minutes.
Eric Vorwald motioned to accept minutes, Cat Bryars 2nd. All approved.
3. **Treasurer's Report** – Sam Durfee
No May transactions.
Cat Ingraham motioned to accept report, Matt Sullivan 2nd. Approved.
4. **Membership Update** – Sam Durfee and Meagan Tuttle
Sam has compared APA and NNECAPA membership lists and there are significant discrepancies. Sam is working to make lists more consistent. It is likely that former "organization" memberships are contributing to the discrepancies. Meagan is looking into the former organizational members to reconcile.
5. **Conference Planning Update** – Oct. 17-19, 2022 – Amanda Bunker
Hospitality suite is being held to see if a group is interested. Weds lunch will have a plenary panel. Question about registration discount or compensation for panel participants. We have the budget available to offer some degree of compensation or registration discount to panel participants. To be decided on a case-by-case basis, with special consideration for the efforts of the panel organizer.

Conference registration is open. 25 people have registered, but it's still early. Getting CM credits lined up for sessions.
6. **Retreat Planning and Strategic Plan Update** – Meagan Tuttle
Camping retreat at Sarah Marchant's home in NH is confirmed for July 30-31. Retreat will provide opportunity to connect personally and review the strategic plan. Most EC members will attend along with the VT PD officer and NH section president. Saturday afternoon will have social activities followed by dinner with a working meeting. Sunday will be breakfast and a working session before lunch and departure.

Please let MT know about dietary needs or bringing additional people. Bring coolers for BYOB. No dogs. More details to come as date approaches.

To prepare for the strategic plan discussion, Meagan reviewed content from the NNECAPA EC onboarding presentation to answer the question, *Where is the Chapter's work derived from?* Work as a chapter is guided by 3 levels of goals/priorities:

- Chapter Performance Criteria (2017) from APA/CPC – Required and elective criteria. NNECAPA is a high-performing chapter historically.
- Chapter Strategic Plan (2016-2021) – Developed by EC. Overlap with Performance Criteria. Also 2 guiding principles and 4 areas of responsibility.
- Chapter Annual Work Plan (2021) – Has emerged in recent years from annual retreat of EC with section representatives.

Existing strategic plan is solid and prioritizes activities that benefit members. Diversity and equity section will be reviewed at retreat. One goal is to streamline the format of the plan for easy reference. Another goal is to identify priorities for the annual work plan, which will likely be an 18-month plan. Retreat discussion will focus on what inspired EC members to participate. Work plan is ideally inspiring to get more planners involved in the work of the chapter.

7. **Chapter & Sections Coordination Meeting** – Meagan Tuttle, Section Reps

The July 15th coordination meeting with section representatives will focus on the following topics identified for conversation:

- Membership – list and welcome/renewal resources;
- Sponsorship coordination with sponsor lists and schedules;
- Conference – sustainability and term of conference rep position, themes and branding, future of virtual and recorded sessions.
- Communications – streamline and coordinate, access to Constant Contact.

Section president attendance at the July meeting would be very helpful. Please ask section leaders who participate in the activities above to attend. Coordination meeting will generate action items for the annual work plan and possibly items for the strategic plan update discussion at retreat.

8. **Ongoing Projects** –

Google for Nonprofits – No progress.

Sustaining Sponsors – Jeff Levine recruited an additional sustaining sponsor.

9. **Officer and Committee Roundtable**

a. President (and States) Updates – Meagan Tuttle

i. Nothing additional.

b. Vice President (and States) Updates – Cat Bryars, Matt Sullivan

i. Awards Program 2022. 3 reps from each state have met: Cat Bryars of VT, Matt Sullivan of NH, and Anne Krieg of ME. Nominations will be solicited between July 12 and August 15. Anne, a former volunteer with the awards committee, has stepped up to take the lead on outreach.

- ii. Coordination with APA awards process. APA award categories are different from NNECAPA's and submission requirements are greater. Policy is that NNECAPA will support people that want to pursue APA awards, but EC will not forward regional winners since the format is not compatible. Winners at the section and chapter levels should be encouraged to submit to next APA nomination round.
- c. Professional Development Officer Updates – Sarah Marchant
 - i. APA policy conference will be entirely virtual in September. This conference focuses on federal policy and APA facilitates meetings with congressional delegation. APA provides talking points, but it can be helpful to provide specific stories to ground policies and to stump for specific projects that have been earmarked. Give heads up to section legislative liaisons. It would be great to have chapter representatives participate.
- d. Public Information Officer Updates – Jeff Levine
 - i. Lots of RFPs coming in for posting. Streamlining the process for this.
- e. Section Representatives Updates –
 - i. NH: Awards this past week and spring conference successful.
- f. Conference Representatives Updates –
 - i. NH is starting to prepare for the 2023 conference at Nancy's encouragement.

10. **Other Business / Future Agenda Items** –

Next meeting is July 15, 2022 at 11am on Zoom.

11. **Adjourned 12:59pm**

*Respectfully Submitted by
Cat Bryars, NNECAPA Secretary*