

# **List of Attachments**

## **MAP Annual Meeting, November 18, 2022**

Attachment 1: MAP Board Officer/Committee Reports

President/NNECAPA Section Representative  
NNECAPA Conference Representative  
Vice President/Communications Editor  
Membership Secretary (pending)  
Professional Development Officer  
Awards Committee (pending)  
Legislative Policy Committee (pending)

Attachment 2: Proposed MAP Budget 2023

Attachment 3: Proposed MAP Board Slate 2023

**Have a question? Can't make the meeting but have a comment?**

Comments or questions on any of the enclosed attachments can be directed to [amanda.j.bunker@gmail.com](mailto:amanda.j.bunker@gmail.com) in advance of the Annual Business Meeting if needed.

## MAP President Report Annual Meeting 2022

As 2022 comes to a close, we can look back at a productive year for MAP. A year with two great in-person events in Maine, a spring awards and professional development event and the NNECAPA Conference in the fall at Sunday River, helped things feel “normal” (new normal?) again, while online meetings like this Annual Membership meeting stay in the mix in an effort to offer some accessibility in a state where we’re geographically spread out. Also, after two years of preparation and two years of transition work, it finally feels like we’ve pretty much made through the re-organization of NNECAPA and the three States/Sections (NH, ME, VT). MAP continues to make great progress in staying involved in key planning policy issues at the state level, in collaboration with other groups like the Alliance for Smart Growth. Overall, we’re in a great position for a small organization run by volunteers.

### **Board Slate and Openings for 2023**

Welcome to Calistra Martinez, Yvette Meunier and Stacy Benjamin to the 2023 MAP Board! We’re so pleased to have you join us! And **thank you** so much to Jane Lafleur and Stacie Beyer, both of whom step down this year after several years being on the Board, Jane having served as Treasurer for most of her term.

We currently have 11 board members, with still **4 vacancies, including a need for a Treasurer**. The MAP Board meets via Zoom every month or every other month, usually does not meet during the summer. The Board is the peer group that keeps MAP going – it’s a great way to participate in supporting professional planning in Maine, and getting/staying active with members of the planning community!

### **NNECAPA updates**

A few updates on NNECAPA – **first, NNECAPA is in need of a Vice President!!** The recent VP had to step down, and we are seeking to fill the vacancy - ideally from Maine, in order to keep the NNECAPA Executive Committee (EC) balanced with members from all three states. Contact Meagan Tuttle, NNECAPA President, or Amanda Bunker, MAP President, for details.

The EC has been working through a number of administrative issues, working on all the behind-the-scenes pieces to maintaining a professional association. Some of this year’s work tasks and discussion issues were:

- Improving membership and dues administration, for NNECAPA and for the 3 Sections, including initial work on further member recruitment and support/communications for new members
- Evaluating financial stability post-reorganization, and envisioning a 10-year budget outlook, and developing a plan to rebuild depleted NNECAPA reserves while supporting the Sections
- Reviewing the work scope and function of the paid NNECAPA Administrator position
- Updates to the NNECAPA Strategic Plan, especially given the recent re-organization of NNECAPA and the three Sections/states, with outreach to each Section happening soon for input
- Continued improvements on the planning and administration of the NNECAPA Conference, making it a true regional conference with all three states

- Initializing a new Google For Nonprofits suite to replace Dropbox and improve communications and administration
- Discussing ways to improve our support for FAICP, and AICP certification

Also, a quick note that while we continue to improve and refine our communications across the Chapter and Sections, there are currently two listservs, one for NNECAPA and one just for MAP. These two often are cross-posted, but it's still good to subscribe to both to keep up with Maine and NNECAPA discussions and happenings. We continue to work to improve social media offerings through Facebook, Instagram, and Twitter.

### **MAP/Maine Events This Year**

As noted in the PDO report below, we've had a tremendously successful year by way of events and conferences. It was great to once again have an in-person awards presentation, and the workshop and walking tour that accompanied it made this a great spring event – thank you to Bangor for hosting! The NNECAPA Conference once again came to Maine, and this year's conference at Sunday River was one of our most successful yet. We hope to have a spring event/day conference in 2023, and believe it or not, the MAP Board will be picking a location and venue this year for the NNECAPA Conference in Maine 2025 (planning way in advance is essential now that this conference is typically 200+, closer to 250, attendees).

### **MAP Legislative Policy**

The LPC is gearing up for the upcoming legislative session, having had just enough time to catch their breath from an unusually busy Second Regular Session in spring 2022. The housing legislation and legislative commissions kept them quite busy, and they are doing us proud by staying on top of issues and policy activity and providing high quality, professional MAP representation. The LPC has worked closely with the Maine Smart Growth Alliance, which brings together several groups in Maine besides ours interested in smart growth, planning and community development, an alliance that has proved quite beneficial. And remember, any member can join the LPC, so if you have an interest in staying up to speed on and supporting MAP in planning policy issues, reach out to Eli Rubin, LPC Chair.

We are excited to have a newly contracted LPC Administrator on board officially for the upcoming legislative session! Although the 2022 budget was set to support hiring this new Admin this year, it took a little time to set it up and find the right person, but we're grateful to have the much needed support for the LPC, which should allow them to better keep up with legislation and policy activity with hopefully less burnout. (The Administrator role will not include any advocacy or lobbying on behalf of MAP, that role remains with the LPC members.)

### **MAP Budget**

A quick overview of the budget situation – while MAP 2022 revenues were slightly lower than anticipated, the expenses came in about \$6K less than budgeted. A good chunk of the 2022 budgeted expenses were marked for hiring new part time contract administrators, for the legislative committee and for communications, neither of which were hired for 2022. The 2023 budget is looking at a slight deficit for MAP, though our reserves are strong and can support us; due to the very deep cut into NNECAPA reserves during the re-organization (to financially support the Sections), the Boards from all three Sections have agreed to forego revenues from the NNECAPA conference (which are typically shared across all four organizations), so that NNECAPA can rebuild reserves. There may be possible increased

revenues if membership continues to rise and the spring MAP event does well. And this year we will be using the budgeted \$4K for the LPC Administrator – we'll continue to monitor this (our largest) expense relative to MAP revenues over the next few years to ensure we will be able to fund this position and not run a deficit budget.

### **Looking Ahead**

Save the date for the January Membership Meeting, a.k.a. the Legislative Policy Meeting, on January 13, 2023. The LPC will be looking to share information on the legislative session and get membership input on legislative priorities for MAP.

Interested in helping to plan for the MAP Spring Event/Conference? Planning will start very soon, so please reach out to Erin Zwirko or Amanda Bunker asap if you're able to help with the committee!

## **Annual Report Maine Association of Planners NNECAPA Conference Representative**

### **NNCAPAA 2022 Sunday River:**

Mentioned in the PDO report and President's Report

### **New & Upcoming:**

Conference venue selection for 2025, hosted in Maine will begin this year or in early 2023. With the need for spaces that can accommodate our growing number of attendees, we are booking venues a few years in advance. Nancy will send out an RFP, so stay tuned about the selection process.

Planning for Wentworth By The Sea, NH, 2023 begins soon. We are hoping to hit the ground running and start the planning process early for next year's NNECAPA (November 6 – 8, 2023) so that we can secure sponsors, excellent sessions, energetic keynote/plenary speakers, and a robust amount of networking time.

NNECAPA's executive committee voted to switch from coming up with yearly conference themes to designing a logo that can be customized each year. We hope this decision will expand the ideas for proposals we receive for upcoming conferences.

If you are interested in assisting with NNECAPA 2023 please reach out to Natasha Kypfer, [n.kypfer@dover.nh.gov](mailto:n.kypfer@dover.nh.gov), or Donna Benton, [d.benton@dover.nh.gov](mailto:d.benton@dover.nh.gov).

### **Save the date for NNCAPA 2024!**

Stoweflake Mountain Resort, Stowe VT: October 28 - 30, 2024

Submitted by Catherine Ingraham, November 9, 2022

## MAP COMMUNICATIONS REPORT

A low key 2022 for Communications, so a short report:

### FRONT PAGE

MAP's 2022 edition of Front Page was sent out in July. If you did not receive it, *please let me know so we can add you to the mailing list*. We are just getting going on the next edition (a bit late this year). Look for it in your email inbox in early January!

### GENERAL COMMUNICATIONS

MAP utilizes three lists for communications: MAP Board, MAP/NNECAPA members and MAP Planners Contacts. Email messages typically go to all three groups. If you are not receiving MAP communications, please make sure we have your name/email.

### LISTSERV

MAP uses a GOOGLE GROUP for our listserv. If you'd like to join the Listserv, here are the instructions to participate in MAP's GOOGLE GROUP:

#### **To Join the Google Group:**

1. Visit <https://groups.google.com/g/maine-association-planners>. You may want to bookmark this URL as you can return here to view and search archived messages once you are a member.
2. Click "Ask to join group"
3. When you request to join, you will be given the option to select email preferences from the following options:
  - a. No Email: You won't receive messages to the group in your Inbox. You can visit the group's discussion archive to read messages.
  - b. Abridged Email: Once a day, you'll get a summary of new messages.
  - c. Digest Email: Once a day, you'll get full email messages bundled into a single message.
  - d. All Email: You'll receive each message sent to the group separately.
4. You can link to your Google profile, if you have one.

#### **To post to the listserv:**

1. Email [maine-association-planners@googlegroups.com](mailto:maine-association-planners@googlegroups.com).
  - a. Please add this address to your address books and safe sender lists
2. Only members of the group can post messages. Spammers will be removed.

*If you have any Communications questions or ideas, please get in touch. You can email me...*

Lynne Seeley [Lseeley1@maine.rr.com](mailto:Lseeley1@maine.rr.com)  
Communications Editor

**Professional Development Officer (PDO) Report  
Maine Association of Planners  
November 7, 2022**

I joined the Maine Association of Planners (MAP) Board in February 2022 as the Professional Development Officer. I have enjoyed working with the Board and the association and partners to provide opportunities for professional development as well as for AICP Certification Maintenance.

In June, MAP held its Annual Awards Luncheon in Bangor. In addition to the awards celebration, a panel session juxtaposed LD 2003 and LD 1694, two bills that became law in April 2022. MAP's Legislative Policy Committee and special guests gave attendees the inside scoop on how these two bills, how building coalitions gets things done, and how planners can play an active role in shaping Maine legislation in the next session. We also finally held the Bangor walking tour where attendees learned about economic development activities, history building rehabilitation, and other efforts that have helped downtown Bangor thrive.

The Northern New England Planning Conference came back to Maine this year! Held at Sunday River in October 2022, eighteen sessions were offered in addition to three keynote speakers. The conference was again a wonderful professional development and networking opportunity for MAP members. All of the sessions also qualified for Certification Maintenance credits, including law, equity, and sustainability and resiliency.

In 2023, I look forward to working with the Board to develop a Maine Association of Planners spring conference for additional professional development opportunities. Please also save the date for the Northern New England Planning Conference at Wentworth By The Sea in New Castle, NH, November 6-8, 2023!

## Proposed MAP Budget 2023

Maine Association of Planners	APPROVED 2021	ACTUAL 2021	APPROVED 2022	ACTUAL 2022	PROPOSED 2023 BUDGET	
INCOME	APPROVED	ACTUAL	APPROVED	as of 9/30/22		
Section Base Payment	\$ 3,500.00	\$ 3,430.50	\$ 3,500.00	\$ 3,000.00	\$ 3,500.00	
Section Pro-Rata Payment		\$ -		\$ 492.00		
Section Meetings/ Annual Meeting	\$ 2,000.00	\$ 281.00	\$ 500.00	\$ 520.00	\$ 1,000.00	
Sponsorships	\$ 1,500.00	\$ 250.00	\$ 500.00	\$ 750.00	\$ 1,000.00	
Other	\$ -	\$ 1,273.19	\$ 1,000.00	\$ -	\$ -	Note 1 (below)
<b>Total Income</b>	<b>\$ 7,000.00</b>	<b>\$ 5,234.69</b>	<b>\$ 5,500.00</b>	<b>\$ 4,762.00</b>	<b>\$ 5,500.00</b>	
<b>EXPENSES</b>						
Postage/ Mailing/ Supplies/Printing	\$ 100.00	\$ -	\$ 100.00	\$ 29.00	\$ 100.00	
Section Meeting/ Annual Meeting	\$ 2,000.00	\$ -	\$ 500.00	\$ 1,190.90	\$ 2,000.00	Note 2
NNECAPA Support						Note 3
Administrative		\$ -			\$ -	
Communications						
Contract Support	\$ 2,500.00	\$ -	\$ 2,500.00		\$ -	Note 4
Board Expenses	\$ 200.00	\$ -	\$ 200.00		\$ 200.00	
Awards	\$ 200.00	\$ 46.30	\$ 200.00	\$ 228.35	\$ 250.00	
Legislative Support	\$ 300.00	\$ -	\$ 4,000.00	\$ 114.05	\$ 4,700.00	Note 5
Banking/ Credit Card/ PayPal Fees	\$ 200.00	\$ 13.55	\$ 100.00	\$ 22.68	\$ 100.00	Note 6
Misc		\$ -	\$ 100.00		\$ 100.00	Note 7
<b>Total Expenses</b>	<b>\$ 5,500.00</b>	<b>\$ 59.85</b>	<b>\$ 7,700.00</b>	<b>\$ 1,584.98</b>	<b>\$ 7,450.00</b>	
		\$ -				
<b>Balance +/-</b>	<b>\$ 1,500.00</b>	<b>\$ 5,174.84</b>	<b>\$ (2,200.00)</b>	<b>\$ 3,177.02</b>	<b>\$ (1,950.00)</b>	
			Deficit amount from reserves in checking account.			
			\$20,000+ currently available.			

(1) Proposed hold on NNECAPA conference distribution for 2023

(2) Includes spring MAP conference/event and fall Annual Meeting

(3) Placeholder for possible hold on quarterly dues distribution, pending membership approval

(4) Proposed contract for 2022 not used, withdrawn for 2023

(5) LPC budget breakdown: \$4,000 for contracted LPC administrative position; \$500 to support work with Alliance for Smart Growth; \$200 LPC general budget

(6) Paypal fees

(7) Gifts

## Proposed MAP Board Slate 2023

Name	Position	Location	Employment type	Company/Org.
Stacy Benjamin	At Large	Central	Public/State	Maine Land Use Planning Commission
Amanda Bunker	President, NNECAPA Section Representative	South	Private	Retired Consultant
Jim Fisher	Recording Secretary, Membership Secretary	Downeast/ Midcoast	Public	Town Manager, Deer Isle
Samantha Horn	Past President	Central	Non-Profit	The Nature Conservancy
Catherine Ingraham	NNECAPA Conference Representative	North	Private	Consultant, CEI Consultants
Calistra Martinez	At Large	Downeast	Private	Consultant, The Musson Group
Yvette Meunier	At Large	Central	Regional	Androscoggin Valley Council of Governments
Shelley Norton	At large	Central	Public	City of Lewiston
Eli Rubin	Legislative Policy Committee Chair	South	Public	City of South Portland
Lynne Seeley	Vice President, Communications Editor	South	Private	Planning Consultant
Erin Zwirko	Professional Development Officer	South	Public	Town of Yarmouth
<i>Unfilled</i>	<i>Treasurer</i>			
<i>Unfilled</i>	<i>At Large</i>			
<i>Unfilled</i>	<i>At Large</i>			
<i>Unfilled</i>	<i>At Large</i>			

**Bylaw Notes:**

All terms are for 1 year starting January 1st. There shall never be less than 9 Board Members nor more than 15.