



2022 Officers

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Sarah Wraight, AICP
NNECAPA Conference
Representative

E. Vorwald, AICP
NNECAPA Section
Representative

At-Large Members

Greta Brunswick

Chip Sawyer
VT Downtown Board Rep.

Ravi Venkataraman, AICP

Sue Westa, AICP

Executive Committee Meeting Minutes

Tuesday November 22, 2022
Conference Call

Executive Committee members present: A. Weinhagen, S. Lotspeich, D. Rugh, S. Wraight, E. Vorwald, C. Sawyer, R. Venkataraman and S. Westa

VPA Members present: D. Schibler

Meeting began at 10:04 a.m.

1. Agenda Modifications & Announcements

R. Venkataraman is leaving Richmond for Burlington DPW as a Transportation Planner. D. Schibler is leaving Essex as Town Planner for CCRPC.

2. Minutes of October 14, 2022 Executive Committee Meeting

Action: Motion to approve the minutes of October 14, 2022 Executive Committee meeting: 1) E. Vorwald; 2) S. Westa. *Motion passes unanimously.*

3. Draft Policies and Operations Manual

A. Weinhagen discussed the initial draft of VPA's Policies and Operations Manual, which took a substantial amount of time. S. Lotspeich worked hard to tailor VPA's financial protocols and policies. Including a basic outline of each step the Treasurer needs to take every year, including the annual IRS post-card and issuing 1099s. He would really like a second set of eyes on his work to ensure it is comprehensive and will work for future treasurers. The treasurer, president and NNECAPA administrator serve to check each other and make sure no unauthorized expenses, as any expense over \$500 needs authorization from both the president and treasurer. This is on top of the EC reviewing each bank statement every month through the Treasurer's Reports.

C. Sawyer pointed out that the Manual should reflect the Bylaws in terms of whether we speak to EC members as Directors or Officers and then refer to the Downtown Board Representative, Downtown Board alternate and Legislative Liaison are appointees and must be VPA members but not



A section of the
**Northern New England Chapter
American Planning Association**
nne.planning.org/sections/Vermont

The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.

necessarily EC members. S. Westa brought up the fact that the Communications Committee is just one person and not a “committee” per se. The committee’s work is really handled by the Committee Chair. S. Westa recommends that VPA move to a Communications Coordinator, instead of a full-blown committee. If we have a Coordinator position, then the organization also needs a new position for D. Pierce’s role as the listserv czar. Both A. Weinhagen and S. Westa communicate regularly with D. Pierce on updating the listserv and changing email addresses as individuals change jobs. It was suggested that the Communications Coordinator should be a back-up manager for the listserv. S. Lotspeich suggested that both the Coordinator and Listserv Manager be added to the Communications section.

R. Venkataraman suggested revisions in the Manual so VPA can mirror the Professional Information/Development Officer at NNECAPA. VPA has a Professional Development Committee Chair but that’s a little different than a PIO. Other Sections do have a Professional Development Officer who handles CM credits for the NNECAPA Conference in each state. The other strange thing is that CM credits are only available for Chapter-sponsored events. While R. Venkataraman has authority to enter CM credits for VPA-only events, if it’s a NNECAPA event, then S. Wraight as Conference Representative on the NNECAPA EC has to authorize the CM Credits. E. Vorwald suggested that the Professional Development Committee Chair will act as the “de facto” coordinator for CM Credits and the Section’s liaison with the NNECAPA EC’s PIO.

4. Annual Business Meeting Planning

A. Approve Slate of Officers

S. Westa gave an update on the Slate of Officers. A. DeNamur from Norwich asked to step off the Slate because he’s resigned his position at Norwich. S. Westa has an idea for a replacement and will also try and solicit interest for this last position. Nominations can be taken from the floor for this extra At-Large EC position, so the Slate will be missing one spot. S. Westa and others will try and drum up nominees for this position before the Annual Meeting.

Action: Motion to approve presenting the Slate of Officers to the membership at the 2022 Annual Meeting: 1) D. Rugh; 2) S. Westa. *Motion passes unanimously.*

B. Approve Proposed Budget

The 2023 VPA Budget was altered slightly to remove the \$500 allocated to the VPA’s share of NNECAPA Conference revenue because that’s not proposed to be made next year to assist NNECAPA’s financial situation. Also, \$500 was added to Sponsorships item in the Expenses section. The budget shows a \$1,500 loss from start, but VPA’s account balances are in such good shape that this deficit budget spending is acceptable.

E. Vorwald noted that the 2022 NNECAPA Conference was more successful than anticipated, so VPA may realize more revenue from that event than was expected. One issue with the conference payment is that it doesn’t get received until the budget year following the year of the NNECAPA Conference, which is typically held in the fall. It’s not clear when VPA’s share of

the NNECAPA Conference revenue will actually be received, and it may come in before the end of 2022. As a result, the budget won't be changed because the revenue is anticipated in this calendar year, though EC members should understand that the revenue may not actually be received until 2023.

C. Sawyer proposed adding some money to the Legislative expense line item to pay individuals for their mileage to and from the Statehouse to provide testimony on VPA's behalf. The issue with adding this to the budget is that VPA doesn't report any legislative expenses to the IRS as part of VPA's lobbying activities, where A. Weinhagen is the registered lobbyist. EC members seem to recall there is a "de minimis" amount of lobbying expenses that non-profits can spend before they have to register as a lobbyist. S. Lotspeich will add \$200 to the Legislative Expenses line item.

Action: Motion to approve presenting the 2023 recommended budget to the membership: 1) A. Weinhagen; 2) S. Lotspeich. *Motion passes unanimously.*

C. Discuss Presentations Are Needed

A. Weinhagen discussed organizing Powerpoint slides and asked if Committee Chairs had information to share with the membership. A. Weinhagen will work off of last year's slides but seeks input from committee chairs on each committee's happenings in 2022 for the year in review.

D. Discuss Spending for Post-Meeting Social

The EC discussed whether it could fund a social event after the Annual Meeting in Middlebury. There is money allocated in budget under Section Meetings/Workshops, and there's over \$2,200 available. The EC decided that in light of this fund balance, it's appropriate for the organization to advertise that it will cover all expenses for a reception after the Annual Meeting. S. Westa and A. Weinhagen were going to check with Two Brothers Tavern and American Flatbread to see if they have any issue with 10-20 people showing up on Friday, December 9th.

5. Committee Reports & Officer Round Table

A. Treasurer's Report for September and October

S. Lotspeich discussed September and October Treasurer's Reports. These are the first bank statements issued by M&T Bank, which recently acquired People's United Bank. In September, VPA received its section pro-rata payment from NNECAPA in the amount of \$438, which was slightly less than the \$500 anticipated, but that's not a huge problem. VPA also paid for its Capitol Copy mailbox for the next six months. In October, VPA paid \$2,000 to VNRC for the 2022 Legislative Intern. Also, C. Sawyer was paid for half of his stipend as the Downtown Board Representative and about \$80 for C. Sawyer's mileage expenses. It shows up as one payment in Quickbooks, but it was actually two expenditures on the on-going budget. The ending checking account balance for October was \$10,170. VPA will need to get new credit cards from M&T Bank for 2023 since R. Venkataraman will be Treasurer and A. Weinhagen

needs to obtain a credit card as VPA President. There's also \$40 in a Paypal account that is occasionally used for conference or workshop registrations and expenditures if needed.

Action: Motion to approve the Treasurer's Reports for September and October, 2022: 1) D. Rugh; 2) A. Weinhagen. *Motion passes unanimously.*

B. Downtown Board Report

C. Sawyer gave Downtown Board report. There was no meeting in October, but the next meeting is at the end of November. It's the fifteen-year review of Williston's growth center, which DHCD staff says looks okay. There is no meeting in December, but in January the Downtown Board is returning to in-person meetings. That said, it's expected that there will be a hybrid option so individuals can participate via Zoom. Colchester's New Town Center 8-year review and Hardwick's designated downtown application are on the Downtown Board's upcoming agendas for early 2023.

C. Professional Development Committee

R. Venkataraman gave Committee's report. There were CM credits available for the Vermont Housing Conference that was held last week that was supported by NNECAPA. R. Venkataraman is looking for a Committee Co-Chair, and he has reached out to M. Boulanger to help, especially since R. Venkataraman is taking on the role of VPA Treasurer in 2023.

D. Communications Committee

See above.

E. Nominating Committee

See above.

F. NNECAPA

E. Vorwald and S. Wraight presented NNECAPA update. NNECAPA is making an effort to coordinate sponsorship. NNECAPA was looking for an EC member to help coordinate the discussion, and S. Lotspeich has volunteered to handle as he will be stepping down as VPA's Treasurer at the end of the year. S. Wraight said conference planning is getting underway for 2023 NNECAPA at Wentworth-by-the-Sea in New Hampshire.

G. Legislative Committee

A. Weinhagen provided the Committee report. Committee is still working on policy position papers, so it's anticipated that they will be distributed to EC for review at the end of December or at the January 2023 EC meeting. There are a number of critical folks on the Committee who are stepping down from certain weighty responsibilities, including F. Ingulsrud. The good news is that D. Schibler will become Legislative Committee Chair, substituting for R. Mahoney, who

stepped down because of a new position with the City of Essex Junction. D. Schibler is not the Legislative Liaison, but rather the Committee Chair. The Committee's work will remain a team effort using all the members of the Committee. VNRC has been proactively interviewing candidates for the legislative intern position with A. Weinhagen, K. Gallagher and others at Vermont League of Conservation Voters. It's anticipated that the intern will be ready in January 2023.

It's unlikely that Act 250 Reform will be discussed in this coming legislative session, though there is likely to be a bill on permit appeals.

H. Awards Committee

No report.

6. Other Business

A. VECAN Sponsorship

S. Lotspeich discussed sponsorship request. VECAN asked for \$250, and although VPA doesn't have any money in its sponsorship line item in its budget, it was felt that the organization should support this conference.

Action: Motion to approve sponsoring VECAN Conference in the amount of \$250: 1) A. Weinhagen; 2) D. Rugh. *Motion passes unanimously.*

7. Adjourn

The meeting was adjourned at 11:48 a.m. The next meeting is the Annual Meeting scheduled for Friday, December 9th, at 1:30 p.m. in Middlebury.