

## NNECAPA Executive Committee Meeting Minutes – at Sunday River, ME Monday October 17, 2022 – 5:00 pm – 6:00pm

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

**Other:** Donna Benton

**Regrets:** None

- 1. Call to Order and Retreat Debrief** – Meagan Tuttle called the meeting to order at **5:05pm**. Thanks to all involved in conference execution and to Sam for the excellent budget work. The section ECs have all been discussing the budget proposal in detail – thank you for this. All Sections have voted to support the conference profit sharing change as proposed. There are additional questions about sharing resources and expenses across the chapter and sections that the EC will delve into post-conference.
- 2. Treasurer's Report** – Sam Durfee.  
September saw a lot of conference revenues and sponsorships come in. Administrative expenses. Made first deposit to Stoweflake with two additional amounts due in 2023 and 2024. Dues disbursements to sections went out. Again, thanks to sections for foregoing share of conference profit.  
  
APA membership list from this past week shows some recovery of memberships. There is still a drop as anticipated from the phasing out of organizational memberships, but with 85+ members added in this last report we are where we hoped to be.  
  
Jeff Levine motioned to accept report, Amanda Bunker 2<sup>nd</sup>. Approved.
- 3. FY23 Budget** – Sam Durfee  
Sam reviewed revenue lines. Room revenue share option at the conference hotel has brought in at least \$8K unexpected revenue this year.  
  
Question about \$37K projected conference registration revenue. Current Sunday River is surprisingly strong at almost \$47K. It may be possible to raise the projected conference registration revenue, though this is tricky due to shifting expenses/revenues at each venue.  
  
Sam reviewed expenditure lines. Unfortunately, due to technicalities the Tech Soup option for Constant Contact did not work out. This is the last year we will pay for Dropbox. There will be the upcoming deposit to Stoweflake that we need to remember to factor into our 2024 conference profitability calculation in that fiscal year. NNECAPA pays for annual meeting breakfast separate from conference budget, but that is a holdover from when conferences were more state-based than truly NNECAPA organized. Could consider absorbing this item into conference budget in the future. Awards could be seen similarly.

Financial management line: PayPal fees show up in this line. It is lower this current fiscal year due to the way conference/room registrations are transacted, but we are keeping the historic \$2K line for FY23 because there are other charges like IRS tax e-filing that will be newly added to this line item. PayPal and Constant Contact have fees that NNECAPA pays, but sections also use and benefit from these services.

Conference profit sharing will always be smaller than dues shares to sections, which is why it made sense to choose this fund for this one-year forgo agreement to restore NNECAPA's reserves (the only way this wouldn't be the case is if the conference makes a profit over \$35K).

NNECAPA may raise dues in the coming years and will reference this during the Business Meeting. Income-based dues vs. flat rate. APA is not a fan of flat-rate option, but NNECAPA thinks that income-based revenues may be lower than flat rate. We don't have data to really know what the income-based revenues would look like. If we go income-based, we have to use APA's established ladder of fees by income; we can't make our own. When reorganization happened, leadership promised membership at least 2 years at \$80 flat fee. We're now on year four of this rate.

Policy moving forward is to contribute 70% of profit to reserves. Next year with this year's revenues we're on track to contribute over \$12K. Interest in putting this year's unexpected profit into a CD up to \$10K total amount to capture interest now that rates have risen.

Budget includes funding to send the chapter president to the National APA Conference every other year. Question about increasing this to every year. Current president has funding through employer, so issue is moot for now.

Eric Vorwald motioned to adopt the FY23 budget as proposed, Jeff Levine 2<sup>nd</sup>.  
Approved.

4. **Strategic Plan Update**

Jeff is taking the lead on reformatting the strategic plan to be more streamlined. Tomorrow at the Annual Business Meeting, Meagan will provide an update to membership on the strategic plan update process.

5. **Other Business –**

CPC 2023 Grants – APA has funding available (by application) to develop new membership recruitment materials. Plan developed at the retreat was to have an ad-hoc group work with Nancy to adapt NH's new membership materials for NNECAPA. That is a better approach than applying for APA funding given the reporting and administrative burden that comes with a grant.

Announcement – Meagan to attend the APA Legislative Policy Conference in Denver on behalf of the chapter.

6. **Adjourned 6pm**

*Respectfully Submitted by  
Cat Bryars, NNECAPA Secretary*