

## **NNECAPA/State Associations Business Mtg Tuesday, October 18, 8:30am – 9:30am NNECAPA Conference – Sunday River Resort, ME**

1. **Welcome, Call to Order** – Meagan Tuttle called the meeting to order at **8:33am**. Meagan welcomed new conference attendees and new planners to the region and provided an overview of the chapter structure comprised of three member (state) sections under APA. Meagan explained that a merger process realized in recent years has established a more explicit and collaborative relationship among the region's professional planning organizations. Chapter executive committee members were introduced.
2. **Action on Minutes from October 15, 2021**  
Eric Vorwald motioned to accept minutes as presented. Carol Eyeran 2nd. Members voted to approve unanimously.
3. **APA Updates** – Updates provided to the membership on APA activities and priorities.
  - a. Professional Development Officer Updates:  
Better support is coming down from the national APA level than in the recent past. Membership numbers at the national level are strong. 50 members from our region attended the National Planning Conference in San Diego, CA - virtually or in-person.
    - i. APA's federal policy priorities:
      - Infrastructure and Recovery Legislation Implementation
      - Zoning Reform and Housing Opportunity (delegate participation in Zoning for Equity Guide and a Legislative Training in November 2022).
      - Climate Change
    - ii. Members are encouraged to reference resources, connections, trainings through APA's Advocacy Network online.
  - b. AICP CM reminders:  
The current CM cycle runs from January 2022 through December 2023. The period requires 32 credits with specific topics coverage, including two new topic areas.  
APA has developed new pathways to AICP certification so that it may be easier or more accelerated than in previous years. Reach out to the chapter PDO Sarah Marchant for more info.
4. **Chapter Updates**
  - a. New Ruralism Update:  
New Ruralism was started by NNECAPA volunteers in 2011 who wished to document how communities in our rural region are evolving and thriving in the face of 21st century challenges and to share the case studies with other rural areas. The chapter received funding to expand its development of case studies, which are now available nationwide. Members can contact Tara Bamford to volunteer or share a case study.

b. Executive Committee (EC) Updates:

This year is the first year of a two-year term for current EC members, so the committee has focused on onboarding new members. An in-person retreat was held for the EC and annual meet-ups with section leadership are planned.

Meagan explained that EC goals and priorities are guided by chapter performance criteria from APA, by the chapter Strategic Plan, and by the chapter Annual Work Plan.

The 2016-2021 Strategic Plan helped inform the priorities of the chapter reorganization starting in 2017. In 2019 the chapter hired its first chapter administrator. 2022 is the chapter's first "non-transition" year. Reorganization has been successful in streamlining processes like membership dues payments and lessening volunteer burnout with the chapter administrator.

c. Goals for Ongoing Strategic Plan Update:

Meagan shared that the chapter has accomplished or operationalized a lot of what was in the 2016-2021 plan. Draft areas of priority for the updated plan for 2022-2027:

- i. Deliver high value member services and professional development opportunities
- ii. Expand membership
- iii. Plan for financial health
- iv. Maintain chapter in good standing with APA, IRS, etc.

d. Chapter Administrator Update:

The scope of work for the chapter administrator is outlined in an annual contract. Member support has been growing thanks to the work of the chapter administrator, Nancy Kilbride. Nancy has supported the launch of a new sponsorship program, including sustaining sponsorships. Nancy provides administrative support for conferences and events, and she led negotiations for 2023 and 2024 conference venues. Thank you to Nancy.

e. Chapter Membership Update:

Current membership total is approximately 525 members. Meagan explained that as part of the chapter merger process, former "organizational memberships" were phased out, which led to an anticipated dip in total membership. As a result, member dues are currently down, but levels are projected to rebound. There is a possibility that dues costs will increase in coming years after being held level through the merger process. Membership voiced gratitude to current and former EC for successful chapter reorganization, in particular to Meagan for her leadership in execution.

f. Officer Positions:

2023 will be an election year for chapter officer positions. Nominations will be solicited in early spring. Currently, the VP position is vacant. Please think of volunteering or nudging someone else to volunteer.

- g. 2022 Workshop Series:  
In 2022, the chapter hosted a webinar workshop lunch series, but attendance was not high. Meagan polled members in real time and members responded that there is higher interest in sessions providing CM credits for equity and climate topics.
- h. Listserv Membership Resource:  
Chapter leadership has been troubleshooting technical issues with the chapter email listserv and it is clear that both awareness of and interest in the chapter listserv is mixed.
- i. Annual Conferences:  
Save the dates for upcoming conferences: 2023 Wentworth by the Sea, New Castle, NH (11/6-11/8/23) and 2024 Stoweflake, Stowe, VT (10/28-10/30/24).

5. **Chapter Business –**

- a. Treasurer's Report and Budget Planning:  
The EC undertook a 10-year budget forecasting exercise to see how rising costs across several categories can be planned for.
- b. FY23 Budget:  
Revenues highlights: Current fiscal year membership dues are below projections due to phased out organizational memberships. Sustaining sponsorships are in above budget. Current year conference revenues are very strong due to high registrations and a special room fee.  
  
Expenses highlights: Projected annual 5% increase in conference costs will be absorbed into gradually rising registration costs, which the EC aims to keep below \$300. The chapter is increasingly limited in conference venue options due to growing attendance and corporatization of venues. Future conference deposits require phased payment plans. This model is likely to continue in future and chapter must budget accordingly. The current fiscal year revenues were over \$100K, so filing requirements with the IRS have changed and involve additional expenses. The Annual Business Meeting expense is still called out separately from conference expenses in FY23 budget, but will likely be merged in upcoming years. Section distribution works in the following way: Each section gets flat \$3K, plus an additional \$1,500 split out by proportion of memberships to sections. Section share of conference profit: the EC requested all Sections to approve a forfeiture of FY23 share to NNEAPA to restore chapter reserves. Approved by all sections unanimously. Projected to put \$12,143 into chapter market money account (to rebuild reserves) at end of fiscal year.
- c. Action Item – Proposed FY23 Budget Vote  
Ben Frost moved to approve as amended. Carl Eppich 2nd. All approved.

6. **Adjourned 9:21am**

Donna Benton motioned to adjourn, Cat Ingraham 2nd. All approved.

*Respectfully Submitted by  
Cat Bryars, NNECAPA Secretary*