

NNECAPA Meeting Minutes 11/18/2022

Attendance: Meagan Tuttle, Sarah Marchant, Sam Durfee, Jeff Levine, Kyle Pimental, Nancy Kilbride, Eric Vorwald, Catherine Ingraham, Sarah Wraight, Amanda Bunker

Call to Order

2. Approval of Minutes

a. See attached September minutes; October TBD

Motion by Sam D, 2nd by Jeff L. All in favor.

3. Treasurer's Report- Durfee

a. See attached October 2022 report

No invoice for the conference yet. First APA membership dues are higher than last year. Some clarification of budget line items to be clear on conference vs non-conference revenues and sponsorship.

Conference bill concerns – 990 EZ required to be filed by February 15th. So we if we are not settled with a bill by late December so he can't start the process for the IRS filing until very late which is a challenge. We have been hybrid between cash vs accrual filling, with an underlying cash basis. Instead of switching all the way to accrual accounting, we are most likely going look at staying with hybrid accounting and if needed file an extension for the 990EZ. IRS now (As of 2022) requires e-filing for our organization. Motion to approve by Jeff, 2nd by Eric. All approved.

b. APA Financial Reports status

Balances and the 990 are due to APA in November. We have turned in balances as required which we were told was sufficient and will give them the final 990 when it comes in.

c. FY23 Budget approval at Annual Meeting

Approved at Annual Meeting with no discussion. Thanks to all the sections, sections presidents and the NNECAPA leadership about the budget and being so proactive in making this work.

4. Conference Planning Updates- Bunker, Kilbride

a. 2022 Conference close out, attendance stats, survey summary

b. 2023 Conference Committee gear up

Amanda stated that they had their last meeting to close out 2022 and starting 2023. Discussed survey results and are ready to jump into 2023. Overall incredibly positive response from 2022 conference. Biggest surprise that CM credits were not as important to why people come the conference, networking and sharing professional was the highest response of why they come. All the sponsors committed to coming back, really pleased with how we take care of them.

Next year will be right outside of Portsmouth, room rates will be much higher so we will have to take that into consideration. Key for next year is to finalize the number of meals we will be serving before

setting the registration rate. Looking like we will exceed the projected revenues. We have four new committee members plus several long-time serving members.

Not expecting final invoice until December, have great data we can use on room nights, attendee's vs sponsors.

Nancy will be meeting with some Mainers about an RFP going out in January/February to start a location on the Maine 2025 conference. This will likely be a problem for deposits of conference.

5. Ongoing Projects- Updates on status/needed EC Action

a. VP Recruitment

It is the VPs role to work with Nancy around members recruitment. We really need some recommendations on who we can recruit. Without this person is some one else on the EC willing to step up and take this on? Please let Meagan know if you know of anyone.

b. Strategic Plan Update- Levine/Sullivan/Tuttle

Gave an update at the annual meeting. We do have a significant number of people who have reached out to work on an Equity Committee and that is something we need to get moving

c. Google for Nonprofits- Marchant

Working with Maine in early December to get them started. Slowly seeing progress with each of the states using this. Next step for NNECAPA is to get all EC members a login once we have worked out the bugs.

d. Sustaining & Sponsors Schedule for 2023- Kilbride

Acknowledging the opportunities for sponsorship throughout the year and want to be able to put out a comprehensive schedule of opportunities. We need a time table for the year and how to communicate with the sections as well. Nancy is going to work on a draft of this for January. Goal is to get Sustaining Sponsors started in January, then to conference sponsors and tying into the sections schedules of event to not overlap with sponsorships. The Chapter guidelines do have a general timetable but this is a bit more detailed and goal is to divide the list of sponsors up so its clear if some of the sponsors are reserved for the sections vs NNECAPA.

Each state needs to nominate a point person to work with Nancy on their sponsors.

Sponsor fees are also an important topic for this subgroup to work on. It would be great to get a recommendation to come back to the EC on fee schedule.

e. 2023 Membership Renewal communications- Tuttle/Kilbride

This focuses on new member communications. Nancy works with each section to ask for list of new people to reach out to, she has never got a response from a section. Then she has to develop a list of 150 or so potential new members to send out a recruitment. We are very inconsistent across the

sections about how we connect to new members. New Hampshire had some volunteers who offered to share tools for new member communications, and we could use that as a template for chapter new member communications.

6. Officer & Committee Roundtable

NNECAPA Chapter Policies & Operations Manual contains lots of helpful information about Chapter/Officer duties. It lives on Google Docs, here:

<https://docs.google.com/document/d/1xt4FtbjVnUq3iEMvHbzKQtU9gak0SnGsXQYwQgVdGdk/e>
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a. President (& States) Updates

i. State Legislative Summit, Denver

Focus to help Chapters to set up Legislative Committees and how to engage in state legislative processes. Great information from APA about how nationally, state and local levels as planning is really having moment both positive and negative at all levels. Much discussion about messaging and how we can be clear in carrying that message. Meagan will be sharing her notes and content with the three state legislative representatives.

House Rep from Colorado who came and participated in an open ended conversation. Most insightful point was around the number of decisions that have happen on a daily basis in the different levels of their lives. Overall need to keep messages to 5 seconds, consumable by a 7 year old, and be clear in our ask. That will help us be most effective in our work.

Eli Rubin from Maine presented about Maines policy work last year.

ii. APA Equity in Zoning Policy Guide- Delegate Forum December

This is a guiding resources for chapters and individual planners in draft form, there will be a Delegate assembly in December and if anyone has comments or thoughts to bring forward please let Meagan know.

iii. Leadership Development Initiative

iv. Voice of Planning Initiative

b. Vice President (& States) Updates

c. Professional Development Officer Updates

i. FAICP 2024 Nominations – new standards to 10 years, but no changes to requirements. The new toolkit will come out before the end of the year and should be helpful. David White and Sharon Murray have offered to help with future nominations and will be meeting with Sarah in a couple weeks.

d. Public Information Officer Updates – list serve is working, keeping some social media presence working forward. Facebook is our most powerful social media tool, followed by Instagram, but almost no one on Twitter so thinking of cutting back to just Facebook.

e. Section Representatives

Kyle - NHPA is focused on its annual conference in December and will be getting started on the spring conference and will touch base with Nancy on sponsorships.

Eric – VPA will be meeting next week and is focused on finalizing their legislative position papers so they can get that information out to the new legislators that are going to be starting in January. VPA annual meeting is in December.

Cat – MAP annual meeting is at 1pm today which includes the business meeting and panel discussion on the new growth management law that will start in 2023.

f. Conference Representatives- 2023/2024

g. Legislative Updates- Chapter or States – One of the biggest issues across all 3 states is the huge amount of turn over to try to contend with and get people trained.

7. Other Business

a. Future agenda items: EDI Committee & Audit

8. Adjourn @ 12:14pm

Next Meeting: Friday, December 16, 2022 @ 11am on Zoom