



Executive Committee Meeting Minutes

Wednesday, January 24, 2024
Conference Call

Executive Committee members present: A. Weinhausen, R. Venkataraman, D. Rugh, S. Wraight, C. Bedford, M. Boulanger, G. Brunswick, C. Sawyer and S. Westa.

2024 Officers

Alex Weinhausen
President
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Eric Vorwald, AICP
Vice President

Ravi Venkataraman, AICP
Treasurer

David W. Rugh, Esq.
Secretary

Sarah Wraight, AICP
NNECAPA Conference
Representative

E. Vorwald, AICP
NNECAPA Section
Representative

At-Large Members

Cymone Bedford, AICP

Matt Boulanger, AICP

Greta Brunswick

Jennifer Murray, AICP

Chip Sawyer
VT Downtown Board Rep.

Eric Vorwald, AICP

Sue Westa, AICP

VPA Members present: None

Meeting began at approximately 10:05 a.m.

1. Agenda Changes & Announcements

None.

2. Minutes of November 15, 2023 Regular Executive Committee Meeting

Action: Motion to approve the minutes of the November 15th Executive Committee meeting: 1) A. Weinhausen; 2) C. Sawyer. *Motion passes unanimously.*

3. Annual Appointments

a. NNECAPA Section Representative

Action: Motion to appoint E. Vorwald as NNECAPA Section Representative: 1) A. Weinhausen; 2) C. Sawyer. *Motion passes unanimously.*

b. Professional Development Officer

Action: Motion to appoint R. Venkataraman as Professional Development Officer: 1) D. Rugh; 2) S. Westa. *Motion passes unanimously.*

c. Communications Coordinator

Action: Motion to appoint S. Westa Communications Coordinator: 1) A. Weinhausen; 2) R. Venkataraman. *Motion passes unanimously.*



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.

d. Listserv Manager

Action: Motion to appoint D. Pierce to manage the VPA listserv: 1) A. Weinhagen; 2) D. Rugh.
Motion passes unanimously.

4. 2024 Meeting Schedule

The EC decided to stick with the current meeting day and time of the 4th Wednesday of the month from 10:00-noon.

5. Annual Work Plan – review/approval

The EC briefly discussed the Work Plan for 2024. The EC will begin the strategic planning process on its ten-year strategic plan.

Action: Motion to approve 2024 Work Plan as revised/presented: 1) C. Bedford; 2) D. Rugh.
Motion passes unanimously.

6. Committee Reports & Officer Round Table

A. Treasurer's Report – November & December

R. Venkataraman gave the Treasurer's Report for November and December 2023. VPA received the NNECAPA pro-rata payment and paid C. Sawyer's stipends as Downtown Representative in November. VPA now has a new mailing address and P.O. Box at the U.S. Post Office at Shelburne Street and Flynn Avenue in Burlington. R. Venkataraman has been re-activating as a non-profit with Secretary of State's Office and IRS. He also opened a savings account for the organization for deposit of VPA's reserves. The EC will formally approve the November, December and January Treasurer's Reports in February. N. Killbride handles the Treasurer's Reports, and she is not using Quickbooks anymore, so all VPA will get as part of the reports is an updated budget showing expenditures and bank account statements. There will no longer be a Quickbooks print-out or report. Overall, VPA's financial position is strong.

The NNECAPA 2023 Conference was so successful that NNECAPA offered to give each state section \$1,000 in profit from the Conference even though each section decided previously to forego their share of revenue from the 2023 Conference. This unexpected success of the Conference financially is due to increased sponsorship revenue and as a result of a credit due to some issues with the conference venue, Wentworth-By-The-Sea. The EC discussed possibly using these funds to increase the availability of sponsorships to attend the NNECAPA 2024 Conference to make attendance more equitable.

Action: Motion to forego the offered \$1,000 revenue share from the 2023 NNECAPA Conference: 1) D. Rugh; 2) A. Weinhagen. *Motion passes unanimously.*

B. Downtown Board Report

C. Sawyer said the Downtown Board had a quick meeting this week. The Board approved the Algiers Village Center in Guilford, and it renewed South Burlington's New Town Center and Neighborhood Development Area. C. Cochran gave an overview of the Designation 2050 Committee Report and the associated legislation to revise the State's designation programs. H.683 is the bill that has been prepared by Rep. Bongartz for this in the Legislature, but this may be wrapped into the larger "Be HOME" bill that Sen. Ram-Hinsdale is working on. The Committee Report proposes to reduce the five current designations down to one "Core Designation" with two "add-ons" for Neighborhood and Development-Ready designation areas.

C. Professional Development Committee –

R. Venkataraman reported that they're brainstorming workshop ideas for the spring or early summer.

D. Communications Coordinator

S. Westa gave a brief report. The website is being updated regularly after the Annual Meeting. A. Weinhausen will get S. Westa information about the 2024 legislative session, and D. Rugh will get her an updated version of the Bylaws and minutes from the November EC meeting.

E. Nominating Committee

S. Westa had no report. E. Vorwald has been reaching out to folks to ensure that their membership is current.

F. NNECAPA

S. Wraight gave an update on NNECAPA 2024. A call for sessions went out this past week. The planning committee is trying to figure out what meals will be provided as part of the Conference. S. Wraight asked for some volunteers to set up social events and other programming. S. Wraight also asked for ideas for speakers at the Conference.

G. Legislative Committee

A. Weinhausen gave the report. The Committee has been reconstituted for 2024. M. Boulanger and S. Murray are tracking new bills in the House and Senate respectively. VPA's Intern is attending legislative committee meetings and providing daily updates to the Committee. The Committee is hoping to encourage VPA members to testify at various committees on specific issues, and it works better than having the organization itself testify.

H. Awards Committee

D. Rugh gave an update on the VPA awards process. This year the awards timeline will be extended and awards will be presented in conjunction with VPA's spring workshop. S. Grimm-

Lyon, the Committee Chair, will be updating the nomination forms to align with NNECAPA and make them fillable on-line forms. It's anticipated that the nomination forms will be available in the next couple of weeks.

7. Other Business

None.

8. Adjourn

The meeting was adjourned at 11:15 a.m. The next meeting date is February 28, 2024.