



American Planning Association  
**Northern New England Chapter**

*Making Great Communities Happen*

**Northern New England Chapter of the American Planning Association**  
**EXECUTIVE COMMITTEE**

Meeting Minutes

April 11<sup>th</sup>, 2008

The Common Man Restaurant, Concord, NH & via Conference Call

- I. Introductions – Angie called the meeting to order at 12pm. Present voting members in Concord included Angela Vincent, Stacey Doll, and Herb Durfee. Voting members on conference call line included Carl Eppich, Tara Bamford, Peg Elmer and Donna Larson. Mary Robertson and Sandrine Thibault were also present in Concord. Anna Breinich was present via phone.
- II. Minutes – Angie announced that we had not received the minutes from the December 7, 2007 or the February 15 & 16, 2008 retreat. This item was postponed.
- III. Treasurer’s Report & Budget Discussion – Herb led the discussion by presenting the NNECAPA Budget adopted and revised sheet that he had compiled. He first explained his involvement in the National Association’s audit. The Association hired a new firm which is requiring a lot more fiscal reporting than Herb has ever been required to prepare in the past.

Herb reminded the Committee that, at the last annual meeting in Portland, ME, the NNECAPA membership voted to allow some flexibility in the approved budget so that the Executive Committee could work on it. The budget has been revised since the retreat in February to reflect changes addressed at the retreat and as follow-up to the retreat. Herb stated that the revenue appears to be relatively flat yet the expenditures have increased and may continue to increase. The major growth areas of the budget included Professional Development/CM, Website, Student involvement, and the Executive Committee Meetings in an attempt to have more face to face meetings and cover the cost of the retreat. Herb stated that if we wanted to ensure that our revenues were meeting our expenses, then the committee should consider using the CD account, charge more for the spring workshop or annual conference, or increase membership rates.

Carl asked if we could split the cost of membership charging APA members and AICP members a different fee. Angie and Herb stated that we couldn’t do it. Stacey reminded the committee that CM has been a factor in the increased budget but so was the website additions, the involvement of students and the committee’s need to meet more and be more proactive. She stated if any membership rate changed or charges increased that the

Committee should state all the reasoning behind it. Anna stated that the committee may want to consider an amendment to the bylaws that allows the committee to set the chapter membership rate to a certain percentage of the National rate, therefore, not having to increase by a different number from year to year. It was stated that the NNECAPA Chapter dues was the second lowest in the country.

Angie stated that the Fall conference budget could be bumped up \$500 and the Executive committee meeting budget could be bumped down by \$500. Stacey stated that she could make some adjustments to the CM Award proposed program and reduce the Professional Development budget as well. There was some discussion by the committee regarding reimbursement and reporting of the conference budget in relation to state associations. Herb suggested that the committee approve the budget and if we aim to come in under the budget by making adjustments, we will be better off.

The committee discussed increasing Chapter dues by \$10 which would earn the committee \$4,500 towards the expenses and bring the budget close to even. Herb made a motion to look at the necessary bylaw amendments and develop a memo suggesting an increase of the dues to the membership to be voted upon at the annual meeting. Carl seconded the motion. There was additional discussion regarding increasing the membership more than \$10 and perhaps increasing the membership to a percentage rate of the national dues instead of a dollar rate. The Committee voted unanimously in favor of the motion.

Herb made a motion to approve the budget as proposed. Donna seconded the motion. The motion passed unanimously.

Donna apologized that she had to leave the meeting. The committee no longer had a quorum to conduct business. The Executive Meeting business concluded at 1pm.

The committee continued to discuss a few points to follow up on via e-mail. The notes from that discussion are attached to the minutes.