



American Planning Association
Northern New England Chapter

Making Great Communities Happen

MINUTES

NNECAPA Executive Committee Meeting

Granite Restaurant/Centennial Inn, Concord, NH

Wednesday, August 20, 2008 – 9:30 a.m.

I. Introductions

Present were Stacey Doll, Ben Frost, Carl Eppich, Anna Breinich, Donna Larson, Peg Elmer, Kat Garvey, Mary Robertson, Herb Durfee, Tara Bamford, Rebeccah Schaffner, Sandrine Thibault.

II. Minutes from June 27 Conference Call

Motion to approve made by Carl, seconded by Herb. All in favor. Motion passed.

III. 2008 Conference Update

Ben said that he'd been contacted by APA about having APA President Bob Hunter attend the conference. Stacey expressed concerns that it was late in conference planning to make such an accommodation, including costs that might be involved. Anna said that typically if a chapter requests APA Leadership attendance at a conference, the chapter is expected to comp the hotel accommodations. Ben will email Mike Welch at APA asking what their expectations are. Peg recalled that when Paul Farmer attended the chapter conference in Montpelier in 2004, there were significant unanticipated costs involved. Stacey said that Bob could make a 5-10 minute presentation at the beginning of the reception. Tara said that he could also give out the awards, and that it might have added meaning to have them presented by the APA president. Herb agreed that it was important that we recognize the link to APA as a chapter. Anna said that APA budgeted \$1,000 per chapter for these things, and that there was a cost sharing formula, but that we were not the ones to extend the invitation. If Peg will be going to DC for the leadership conference, she should talk with Mike Blue about protocol for when APA invites itself to a conference. Tara said that the final program would be set on Sunday. Ben will let Tara know whether Bob Hunter will be attending.

Tara said that there were 140 registered, including speakers. VPA President Polly McMurtry will open the conference, and Chapter Co-Chairs Ben and Stacey will introduce other speakers.

Tara said that the conference budget was close to breaking even at this point. There was \$19,872 income as of 8/19. Expenses are at about \$17,500 without incidentals; 77 rooms have been booked and meeting room fees have been waived (\$1,500 saved). More

sponsorship would be very helpful. Peg said that notes to next year's conference committee would be helpful. Tara will email the sponsor letter and sponsor spreadsheet to the Executive Committee.

IV. Executive Board Business

Bylaws and Dues. Ben outlined two major potential bylaws changes: alteration of the Chapter Presidential succession, which requires biennial rotation of the presidency among the three states; and creation of the position of Public Information Officer (ratifying the action of the Executive Committee to do this). He will prepare a one page description of the purpose and impact of these changes. Ben asked for suggestions on how to deal with Presidential rotation. Peg and Tara said that it should be discussed at the business meeting. Sandrine said that David White had offered to write something in support of allowing the same person to serve multiple successive terms. Donna said that it really takes two years for a chapter president to figure out what's going on at APA. Sandrine said that people should be able to run every two years, and if you're doing a good job, you get re-elected. Donna said that the problem is that we have the three states. Tara expressed concern over potential imbalance in voting membership on the Executive Committee. Ben said that it could be structured to make sure that each state is equitably represented.

Sandrine said that job descriptions are necessary for each position. Anna said this is done in other chapters. Incumbents should put down their thoughts of what should be in their job descriptions. Anna said that the CPC handbook has some of this stuff, under the APA website leadership section. Stacey and Sandrine will circulate their job descriptions

Ben described the impact of fixing Chapter dues to a percentage of APA regular membership dues. The options offered by APA are 25%, 35% and 45%. Herb said that the budget adoption won't address dues changes; Ben— said that if our dues are changed, that won't start until 4/1/09 at the earliest. Herb said that the budget would be based on the existing dues structure.

The business meeting during the conference should be the vehicle for introducing these matters to the membership. Minutes from last year's business meeting should also be circulated for approval.

Annual award recommendations. Tara said that the State Directors have compiled a series of nominees for awards, and have recommendations.

- Citizen Planner VPA - Nancy Malcolm (recommended); MAP - Roger Moody
- Professional Planner: MAP - Kat Fuller (recommended); NHPA - Bob MacKenzie; VPA - Julie Beth Hinds
- Plan: VPA - Rutland Regional plan (recommended); MAP - Bar Harbor Regional plan; Michael Crane - Belfast, ME, Vibrancy Plan
- Project: MAP – Bridgeton, ME plan; NHPA - Upper Valley TMA mobility checklist; Sharon Wason - PATH; VPA - Stowe Village plan; Bill Parker - Milford, NH Capital Improvements Program (recommended)

Motion by Sandrine, seconded by Herb to accepted the recommendations. All in favor. Motion passed.

Tara said that she would prepare a script for Bob Hunter to present the awards. There should be a simple PowerPoint for this. Sandrine has last year's presentation and will forward it. Anna said that the script should be forwarded to Bob beforehand so he can familiarize himself with the awards. Tara will send award info to Sandrine for engraving the plaques.

Nominations. Rebecca said that she would like to be State Director; Mac Stocco has volunteered to be the Maine Legislative Liaison. She said that Kris Hultgren was also interested in Director.

At the end of the conference, Ben and Stacey will step down as interim co-chairs of the Chapter. The following appointments need to be acted on by the Executive Committee: Peg as President; Carl as Vice President; Ben as PDO; Rebecca as Maine State Director.

Motion by Herb to make those appointments, effective at the end of the conference in September, seconded by Stacey. All were in favor. The motion passed.

Rebecca will contact Mac Stocco about the Maine Legislative Liaison position.

Donna said she would remain as Past President for another year.

V. Treasurer's Report and FY 2009 budget - *Herb Durfee*

Herb outlined a proposed budget for the upcoming year. Under expenses, the \$2,000 for the conference is to cover a possible loss or expenses that must be covered by the chapter. The newsletter editor stipend is out, but \$500 is left in the line to cover software or other costs. Under professional development, \$4,500 is not based on a full year's experience. Stacey said this should be significantly reduced. The current APA proposal is for non-profits to pay \$1,500 a year for unlimited CM registrations. The \$4,500 includes the CM award to the chapters, \$200 for each state association.

CPC Grant—the current project is the photo sharing program; total budget is \$3,400, with \$2,500 coming from the CPA; we need to budget \$900 from Chapter.

National Presidents Meetings: \$4,000. 2007 included some of Angie's costs too.

Awards--\$250 should be OK.

Web page--\$1,500 includes a buffer for additional work; hourly maintenance is adding up.

Student activities: we haven't resolved what that should be.

Executive Committee meetings—we must have a couple face-to-face meetings per year. Sandrine said this should include mileage reimbursement. Tara asked if this would require a change to the bylaws. Ben said no, just a policy and to budget for it. Ben recommended tacking our rate to the IRS rate. Herb agreed, but recommended implementing it in the new fiscal year. It should be left at \$2,500 because of some who must travel long distances.

Herb said that APA revenue is flat, but 3rd quarter 2008 is down; there is some room for membership (and AICP) growth but not a great deal. He said that the flat revenue stream leaves us about \$5,000 short on a \$20,000 budget. The proposal to the chapter members about the change to the dues structure should include an explanation that the revenue stream is eroded, and that the Chapter is doing a lot more things. Stacey said that the CD account should be used as an investment in establishing a link with students and higher educational institutions generally. Herb said that the business meeting at the 2004 conference message was clear--spend down the CD account. Stacey said that the CD account could be used to fund existing activities, but it seems better to use it for a new program. For example, conduct a competitive student poster session, with the winner getting funded to attend the national conference. Anna said that the budget still need a cushion, and \$13,000 isn't much especially with \$12,000 in checking.

Herb said that the contingent budget would balance with the dues increase (new revenue would start 4/1/09).

VI. Special Project updates.

Mary said that we need to invest something in the students, but that they'll give back a lot more, including work on newsletters, conducting surveys, stuffing envelopes. We don't have a Maine faculty liaison. Rebecca said that it was unlikely for use to get someone from Maine, given their commitments. Carl suggested targeting students in Maine more widely. It would be good to have two student ambassadors from each state, and to use the students to recruit other students. Mary, Tara, and Peg will coordinate a student meeting time at conference (during the business meeting?).

VII. Next meeting

October 31 in the morning. Ben will seek a larger room in which to meet. There should be a total of 6 meetings each year, with 3 of them face-to-face, the others as conference calls.

Motion to adjourn by Carl, seconded by Tara. All in favor. Meeting adjourned at 12:28 p.m.

*Prepared by Ben Frost
Secretary Pro Tempore*