

MINUTES
NNECAPA Executive Committee Meeting
Common Man Restaurant- Concord, New Hampshire
Friday, August 20, 2010 – 3:30 p.m.

I. Introductions

Participants were Ben Frost, Peg Elmer, Nate Miller, Sandrine Thibault, Julie LaBranche, Mary Friedman, Carl Eppich, Tim Corwin, and Tara Bamford.

II. Minutes from June 2nd

Tara Bamford moved to accept the Executive Committee minutes of June 2nd with one minor revision. Julie LaBranche seconded and the motion passed unanimously.

III. Treasurer's Report

Tara Bamford reported that Citizens Bank requires an Organization Resolution to administer an account, and distributed the resolution for Executive Committee consideration. The resolution names the President, Vice-President, and Treasurer as administrators of the account. Nate Miller moved that the Executive Committee approve the language of the resolution. Mary Friedman seconded, and the motion passed unanimously.

Tara Bamford distributed the year-to-date Profit-and-Loss report, noting that NNECAPA has received payment from APA for the first two quarters of the fiscal year. However, the third quarter payment has not been received yet. There has been a 90-day lag in receiving quarterly payments from APA.

Tara Bamford reported that the first payment on the Smart Growth project has been made. In addition, the website improvement project is now complete and 12 months of website hosting has been pre-paid. All payments for the website improvement project have been made.

Ben Frost moved to accept the Treasurer's Report. Julie LaBranche seconded and the motion passed unanimously.

Revisiting the Executive Committee's previous discussion regarding the Reserve Fund Policy, Tara Bamford noted that the NNECAPA Bylaws provide the Executive Committee authority to establish goals, priorities, and policies. Tara Bamford advised that the Reserve Fund Policy can be accepted as an Executive Committee policy, and does not need to be ratified by the full membership as a Bylaws amendment.

Tara Bamford moved to adopt the Reserve Fund Policy as a policy of the NNECAPA Executive Committee. Carl Eppich seconded and the motion passed unanimously.

Tara Bamford provided an overview of the draft FY 2011 budget. Following substantial discussion, the Executive agreed on the following assumptions for the budget:

- Given the revised dues structure, the APA/AICP rebate for the chapter will total approximately \$13,500 this year. For FY 2011, the Executive Committee will assume a conservative estimate of \$13,000 in APA/AICP rebate revenues.
- Because the 2011 APA National Conference will take place in Boston, the chapter will not budget for a spring professional development workshop.
- That the sponsorship revenues line item be removed and included in the Fall Chapter Conference revenues line item.
- That the CPC Photo Sharing Project will be completed by the end of FY 2010, and will not be included in the FY 2011 budget.
- The Professional Development Budget will be \$1,100 to include the cost of the chapter's CM certification umbrella (\$995) and auditing the AICP exam (approximately \$50 in each testing window).
- That \$2,500 will be budgeted for attendance at National Chapter Presidents' meetings.
- That \$200 will be budgeted for the publication of the Chapter Newsletter (*The Yankee Planner*). Electronic Distribution methods, including Constant Contact, will be considered.
- That \$1,000 will be budgeted for website maintenance- including hosting, domain renewal, and technical support.
- That \$2,000 will be budgeted for Student Activities, including support for student participation in conferences. Mary Friedman will develop a specific program for these expenditures and circulate it for the Executive Committee's review.
- That there will not be a budget for FAICP sponsorship in FY 2011, as there will not be a FAICP solicitation.
- That Special Projects will be budgeted for \$6,000, and include potential matching funds for a Chapter Presidents Council (CPC) grant project.

Sandrine Thibault moved that the draft budget be accepted as amended. Carl Eppich seconded and the motion passed unanimously. Tara Bamford advised that she would send out the revised budget for review.

IV. Communications

Sandrine Thibault reported that the next edition of *The Yankee Planner* will be released during the week of August 23rd, and noted that feedback has been positive about the recent improvements on the NNECAPA website. Sandrine advised that content is still being developed for the student section of the website, including links to educational institutions, internship information, and scholarship information.

V. Professional Development

Ben Frost reported that he is developing another informal session for AICP Exam preparation for the NNECAPA Annual Conference. Ben Frost also noted that he is working on state-specific ethics training with each state association.

VI. 2010 Conference Update

Julie LaBranche distributed the draft agenda for the NNECAPA Annual Conference, noting that key speakers have now confirmed. Tom Kelly of the University of New Hampshire Sustainability Academy will be the keynote speaker. Richard Walega, Region 1 Director of the U.S. Department of Housing and Urban Development will be the lunch speaker.

Julie LaBranche reported that there have been a few requests from students for a discounted registration rate. Following discussion, the Executive Committee agreed on a student registration rate of \$25.

Julie LaBranche reported that she recently visited the Portsmouth Harbor Events Conference Center. The Conference Center is LEED certified, and Julie may ask a representative of the Conference Center to speak briefly about the building during the conference.

Julie LaBranche reported that the Conference Organizing Group (COG) has been meeting regularly, and is focused on securing sponsorships for the conference. Julie has also been coordinating with Bob Mitchell of the Massachusetts APA Chapter to conduct outreach to Southern New England planners.

VII. NNECAPA Strategic Plan

This agenda item was tabled.

VIII. Student Outreach Committee

This agenda item was tabled.

IX. Event Sponsorship Policy

Carl Eppich provided an overview of the revised Event Sponsorship Policy. Due to time constraints, Executive Committee members agreed to review the policy and take action electronically. The Event Sponsorship Policy, like the Reserve Fund Policy, will be a policy of the Executive Committee. A NNECAPA Bylaws amendment is not required.

X. Legislative Initiatives Update

Peg Elmer reported that the U.S. House of Representatives has passed the Livable Communities Act, and that outreach now moves to the Senate.

Carl Eppich reported that he has found a candidate to replace Mac Stocco as Maine Legislative Liaison.

XI. Grant Updates

Tara Bamford reported that the consultant working on the online Smart Growth Toolkit project would like to incorporate a search feature into the project. Sandrine Thibault noted that incorporating a search feature would cost approximately \$200, as the website must have the necessary Wordpress plug-in. Tara Bamford advised that the CPC grant requires that the Smart Growth Toolkit be searchable. Sandrine Thibault will follow-up be getting an estimate from the web developer for this work.

Ben Frost moved to adjourn the meeting at 6:00 PM. Sandrine Thibault seconded and the motion passed unanimously.

*Prepared by Nathan Miller
NNECAPA Secretary*

Post-Script

On September 12, 2010, Ben Frost moved that the draft NNECAPA Strategic Plan be presented for approval by the full membership at the Annual Business Meeting with one amendment. Sandrine Thibault seconded, and the motion passed unanimously by electronic vote of the Executive Committee.

On October 1, 2010, Sandrine Thibault moved that the proposed NNECAPA budget be amended to include a Professional Development budget of \$1,225 to for chapter participation in training webinars. Carl Eppich seconded, and the motion passed unanimously by electronic vote of the Executive Committee.