

MINUTES
NNECAPA Executive Committee Meeting
Conference Call
Friday, December 17, 2010 – 10:00 AM

I. Introductions

Participants were Jeff Guevin, Peg Elmer, Tim Corwin, Ben Frost, Nate Miller, Mark Lapping, Sandrine Thibault, Anna Breinich, Kris Hultgren, Polly McMurtry, Julie LaBranche, Sharon Murray, and Carl Eppich.

II. Minutes from October 6th

This agenda item was tabled to the next Executive Committee meeting.

III. Treasurer's Report

This agenda item was tabled to the next Executive Committee meeting.

IV. Updates

Peg Elmer reported that the recent training webinar she coordinated with Ohio State University went very well. There were 426 participants and she received good feedback. Sandrine Thibault asked whether the recent webinar would be eligible for CM credits. Peg Elmer reported that CM credit approval is forthcoming.

Ben Frost advised that NNECAPA chapter members seem to be doing well with the CM credit process. Most members in the first cohort are on track, and most members in the second cohort are complete. Ben noted that when new training opportunities arise, he e-mails the full membership. Julie LaBranche advised that having CM credit opportunities linked to a calendar on the NNECAPA website would be helpful, and Ben Frost agreed.

V. Review Task List

Carl Eppich advised that he would take the lead in developing a calendar for regular chapter business, including key deadlines/benchmarks for CPC and State Association grants.

Carl Eppich reported that the Photo Sharing grant is now complete and has been closed out. Polly McMurtry and Tara Bamford have been administering the Smart Growth Toolkit grant, and that work is nearly complete.

Peg Elmer advised that the State Association grant application form needs to be updated before soliciting proposals. Peg volunteered to take the lead in updating the form. Ben Frost reported that the New Hampshire Planners Association is eagerly awaiting this funding opportunity, and will put out a call to members for project ideas. Polly McMurtry noted that

the Vermont Planners Association is in the process of closing out a series of projects and will also be considering new project ideas from their membership.

VI. Student Outreach Committee Recommendations

Jeff Guevin provided an overview of the Student Outreach Committee's work to date. The Committee has established a goal statement to guide student outreach efforts:

Planning students should be involved in NNECAPA. NNECAPA would like to encourage and support student participation in order to bring new people into the organization, to help nurture the planning profession, and to assist both students and planning organizations in collaborating for mutual benefit.

The Executive Committee concurred with the goal statement, and the discussion shifted to possible action items on this topic.

Mark Lapping suggested that the chapter consider organizing a student conference that could also involve schools from Upstate New York and Canada. Ben Frost advised that the conference should be held at the Muskie School of Public Service at the University of Southern Maine, as that institution has made a commitment to gain accreditation from the Planning Accreditation Board. Carl Eppich advised that the planned Leadership Conference in 2012 could also involve students.

Peg Elmer requested that the Student Outreach Committee discuss these options for a potential student conference and make a recommendation to the full Executive Committee for action.

Peg Elmer asked if the Executive Committee's would consider offering a student scholarship to attend the 2011 APA Conference in Boston. The stipend could assist with transportation, hotel, and registration costs. Jeff Guevin advised that the Chapter would need to develop a system for soliciting and evaluating scholarship applications from students.

Peg Elmer advised that there is \$2,000 in the current budget for student outreach purposes. Following discussion, the Executive Committee reached consensus that this budget would be more effective in financially supporting a student-oriented conference rather than a student scholarship program.

Sandrine Thibault suggested that a portion of the \$2,000 budget be reserved to develop student-oriented content for the NNECAPA website, including a database of potential internship opportunities. The Executive Committee concurred, and Julie LaBranche volunteered to lead this effort.

VII. APA Awards and CPC Grant Solicitation

Peg Elmer reported that the Chapter Presidents' Council is soliciting new grant proposals and asked Executive Committee members for possible project ideas. Carl Eppich

suggested the possibility of applying for funding that would support either the proposed Student Conference or Leadership Conference. Carl asked that the application form and grant criteria be forwarded to the Executive Committee for further consideration.

Peg Elmer reported that APA is accepting nominations for national awards in the young professional and outstanding board member categories.

Anna Breinich reported that Maine's "Gateway 1 Corridor Action Plan" has received the Environmental Protection Agency's National Award for Rural Smart Growth Achievement.

VIII. 2010 Conference Closeout

Ben Frost reported that the 2010 NNECAPA Conference had record attendance, with 280-300 attendees (including speakers and students). The Conference made a modest profit, with expenses totaling nearly \$39,000 and revenues totaling approximately \$40,000. Using Constant Contact for registrations and PayPal for payments significantly reduced the administrative burden of processing registrations.

Ben Frost advised that student volunteers were very helpful at the registration desk, and has passed along his thanks to Mary Friedman for her assistance in recruiting student volunteers.

IX. 2011 Conference Organization

Polly McMurtry reported that she is organizing a Steering Committee to plan the 2011 NNECAPA Conference. Polly will coordinate with Julie LaBranche and Rebeccah Schaffner to call for volunteers from outside of Vermont.

Julie LaBranche advised that, when she was organizing the 2010 Conference, members indicated an interest in local agriculture/food and transportation/land use topics. These may make appropriate tracks for the 2011 Conference.

Sandrine Thibault noted that she has volunteered to serve on the 2011 Conference Steering Committee, and may be organizing a mobile workshop/charrette that could inform Burlington's recently-awarded HUD Sustainable Communities grant project.

X. Legislative Initiatives Update

Following up on previous Executive Committee discussions, Peg Elmer reported that Carl Eppich will be NNECAPA's representative to the New England Rail Coalition.

Sharon Murray reported that Congress is working on a short-term continuing resolution that would last until the Republican majority takes office in 2011. At the state level, there will be a spirited debate about the future of the Regional Greenhouse Gas Initiative (RGGI) as new state legislatures take office.

Sharon Murray noted that a recent reallocation of high speed rail funding could benefit projects in both Maine and Vermont.

Ben Frost reported that David Brooks is now the New Hampshire Planners Association Legislative Liaison to NNECAPA.

XI. Adjournment

Ben Frost moved to adjourn the meeting at 11:30 AM. Nate Miller seconded and the motion passed unanimously.