

MINUTES

NNECAPA Executive Committee Meeting Common Man Restaurant- Concord, New Hampshire Wednesday, June 2, 2010 – 4:30 p.m.

I. Introductions

Participants were Ben Frost, Peg Elmer, Nate Miller, Rebeccah Schaffner, Sandrine Thibault, Julie LaBranche, Mary Friedman, Polly McMurtry, Carl Eppich, Jeff Guevin, Tim Corwin, and Tara Bamford.

II. Minutes from February 8th and March 26-27th

Ben Frost moved to accept the Executive Committee minutes of February 8th with one minor revision. Sandrine Thibault seconded and the motion passed unanimously.

Rebeccah Schaffner moved to accept the Executive Committee minutes of March 26-27th as submitted. Carl Eppich seconded and the motion passed unanimously.

III. Treasurer's Report

Peg Elmer reported that NNECAPA contributed \$239 to the cost of the Region I reception at the recent APA Conference in New Orleans. However, NNECAPA's share of the Region I reception, based on conference attendees, is approximately \$260. In addition, the New Jersey Chapter (which organized the reception) ran into an unforeseen expense. Thus, the New Jersey chapter has asked NNECAPA to contribute an additional \$42 to cover NNECAPA's share of the reception based on conference attendees and a portion of the New Jersey Chapter's unforeseen expense.

Following discussion, Rebeccah Schaffner moved that NNECAPA contribute an additional \$42 to the New Jersey Chapter to offset the costs of the Region I reception. Carl Eppich seconded and the motion passed unanimously.

Tara Bamford provided an overview of the year-to-date profit/loss report, noting that the Chapter has not yet received its 2nd quarter payment from APA's national office. In addition, the Chapter's 12-month Certificate of Deposit expires on July 16th. Tara Bamford will review options for renewal or reinvestment of those funds and report back to the Executive Committee.

Ben Frost moved to accept the Treasurer's report. Rebeccah Schaffner seconded and the motion passed unanimously.

Continuing a discussion from the Executive Committee's retreat in March, Tara Bamford distributed a revised version of the draft Reserve Fund Policy. The revised policy incorporates the following changes:

- Includes a reference to conference profits in the description of Chapter revenues;
- Revises operating reserve amount to a minimum of 25% of the total expenditures in the current fiscal year adopted budget;

- Creates Special Projects Fund with unrestricted funds in excess of 50% of the total expenditures in the current fiscal year adopted budget.

Ben Frost advised that the authority to implement this policy is ambiguous in the current NNECAPA Bylaws. Thus, the Policy should be put in front of the full NNECAPA membership as a Bylaws amendment.

Carl Eppich noted that, per the draft policy, decisions regarding the use of the Special Projects Fund would be made by a two-thirds vote of the Executive Committee. Carl recommended that the wording of the policy be changed to, "Decisions regarding the use of the Special Projects Fund shall be made by a majority vote of the full voting membership of the Executive Committee."

Carl Eppich moved to recommend the Reserve Fund Policy to the NNECAPA membership as a Bylaws amendment. Ben Frost seconded and the motion passed unanimously.

IV. Communications

Peg Elmer thanked Sandrine for editing another excellent version of the *Yankee Planner*.

Prior to the Executive Committee meeting, Sandrine Thibault distributed two design concepts ("Design A" and "Design B") for the new NNECAPA website. Sandrine advised that the Executive Committee needs to approve a design proposal for implementation.

Following discussion, the Executive Committee agreed on the following design elements for the new NNECAPA website:

- Two-tone green on white design per Design A;
- Separation between navigation bar and banner photo per Design A;
- Sans serif fonts;
- Vertical lines to separate content columns per Design B;
- Left column content (e.g. topical project information) should stay constant on all pages of the website;
- Right column content (e.g. news and events) should disappear when off the home page.

Sandrine Thibault noted that the "Events" page of the website will incorporate a Google calendar, with color-coded information on training opportunities, Executive Committee meetings, and more. Ben Frost reported that he will be coordinating the professional development content for the new website.

Sandrine Thibault advised that she will coordinate a training session for Executive Committee members who need to modify or upload content to the website, and will report back to the Executive Committee with potential dates for this training.

V. Grant Updates

This item was moved from Item X to Item V of the agenda.

Polly McMurtry reported that the Smart Growth Weblinks project is moving forward. Sandrine Thibault noted that she spoke with Brandy Saxton about establishing a blog for the project.

Sandrine will coordinate this effort with Union Street Media, and Tara will send the appropriate information to Lynn Jorgensen at APA.

VI. Professional Development Updates

Tara Bamford recapped the Executive Committee's previous discussion about providing a sponsor donation to the Vermont Housing Finance Agency (VHFA) for the Vermont Statewide Housing Conference. Tara advised that NNECAPA's donation is contingent upon VHFA securing CM credits for conference sessions. Lee Krohn will follow up with VHFA to secure CM credits for the conference sessions.

Ben Frost reported that he audited the May AICP exam (and passed). Approximately 6-8 people from the NNECAPA Chapter took the exam in May, and official scores will be in next month. Following his audit of the exam, Ben jotted a series of thoughts and tips on taking the exam entitled "Ruminations on the AICP Exam." Ben reported that he sent it to fellow chapter Professional Development Officers around the country, and it was well received. In fact, some chapters have placed Ben's "ruminations" on their own websites.

Ben Frost reported that AICP membership in the Chapter is down by approximately 12 members this year. However, there have been substantially less complaints from AICP members about CM training availability this year as so many CM credit opportunities are now available online.

VII. NNECAPA Strategic Plan

This agenda item was tabled.

VIII. Student Outreach Committee

This agenda item was tabled.

IX. 2010 NNECAPA Conference Update

Julie LaBranche reported that contracts with the Portsmouth Harbor Conference Center have been signed, and a preliminary "Save the Date" flyer is being distributed.

Carl Eppich will coordinate with Julie to post conference information on the NNECAPA website. Julie will also work with the Vermont Planners Association (VPA) and Maine Association of Planners (MAP) to post conference information on their websites. The New Hampshire Planners Association (NHPA) already has conference information posted on their website.

Julie LaBranche reported that a preliminary list of speakers has been developed, and members of the Conference Organizing Group (COG) are currently reaching out to those potential speakers. Julie is also in the process of planning walking tours and the conference's social reception. Ben Frost advised that he will coordinate with Julie to secure CM credits for conference sessions.

Julie LaBranche asked if it would be beneficial to organize a conference session for students. Mary Friedman advised that students attend the conference to network and may not be interested in a session specifically geared towards them. Rather, conference organizers should

focus on mitigating some of the barriers that typically prevent students from participating in the conference including transportation, food, and lodging.

Julie LaBranche asked when the annual business meeting should take place. Carl Eppich advised that the business meeting is typically better attended in the morning. Ben Frost noted the substantial up front costs that NHPA is bearing, and asked if NNECAPA might provide \$1,000 of “seed money” for the conference. Ben will coordinate with Julie to determine if NHPA will need this seed money and report back.

X. Event Sponsorship Policy

Following up on a previous Executive Committee discussion, Carl Eppich provided an overview of the revised draft Event Sponsorship Policy. Executive Committee members reached consensus on the following changes to the revised draft policy:

- Move the clause exempting the NNECAPA Conference to the end of the purpose statement.
- Reword Section C to read: “Priority should be given first to state associations, then to non-profit, incorporated, or public organizations...”
- Reword the final sentence of Section D.2.IV to read: “This will require working with a willing NNECAPA member.”
- Delete Section E and Section G.
- Reword Section I to read: “Requests shall be decided by a majority vote of the Executive Committee.”

XI. Legislative Initiatives Update

This agenda item was tabled.

XII. Other Business

Peg Elmer reported that Mac Stocco has stepped down as Maine Legislative Liaison. Carl Eppich is coordinating the search for a new Maine Legislative Liaison.

The next NNECAPA Executive Committee meeting was scheduled for August 20, 2010 at 3:30 PM.

Rebecca Schaffner moved to adjourn the meeting at 6:30 PM. Nate Miller seconded and the motion passed unanimously.

*Prepared by Nathan Miller
NNECAPA Secretary*