

**MINUTES**  
**NNECAPA Executive Committee Meeting**  
**Conference Call**  
**Friday, May 29, 2009 – 9:30 a.m.**

**I. Introductions**

Present on the conference call were: Peg Elmer, Tara Bamford, Nate Miller, Rebeccah Schaffner, Sharon Murray, Ben Frost, Sandrine Thibault, Kerrie Diers, Herb Durfee, and Carl Eppich.

**II. Minutes from March 13, 2009**

Peg Elmer requested that this agenda item be tabled to the Executive Committee's August meeting.

**III. Treasurer's Report and FY 2009 Budget**

Herb Durfee began the Treasurer's report by noting that all current payables have been paid in full. The checking account currently has a balance of \$9,531.85. The certificate of deposit remains untouched.

Herb Durfee noted that cash flow conditions are good, and year-end actuals for FY 2008 were recently completed. Herb added an additional \$1,000 of match funding for the Chapter Presidents Council (CPC) grant application. The total NNECAPA match on current CPC grants underway and the proposed application is \$4,333. However, the recent grant application was not awarded.

Sharon Murray made a motion to accept the Treasurer's report and FY 2009 Budget as submitted. Ben Frost seconded, and the motion passed unanimously.

**IV. APA Updates**

Peg Elmer reported that she has written an article for the *Yankee Planner* detailing her experience at the 2009 APA National Conference in Minneapolis. Peg noted that the Chapter Presidents are placing additional emphasis on Community Planning Month, and that NNECAPA is historically assigned to APA's "Emerging Issues" Committee.

Peg Elmer reported that NNECAPA's Chapter Presidents Council (CPC) grant application was not accepted. NNECAPA applied for approximately \$20,000, and the total amount available in this year's solicitation was just over \$20,000. The projects that were funded had budgets of between \$3,000 and \$5,000. Peg Elmer asked if state associations would like to continue moving forward with the effort.

Tara Bamford advised that the Vermont Planners Association (VPA) would be interested in paring the project down and moving forward with it. Tara will discuss this with VPA and report back to the Executive Committee. Carl Eppich advised that the Maine Association of Planners (MAP) has a strong champion of the project in Evan Richert. If Evan is willing to remain the liaison for the project, then MAP would support moving forward.

Peg Elmer reported that the interim NH State Director, Tim Thompson, is overburdened and has requested that the New Hampshire Planners Association (NHPA) appoint a replacement for him. Ben Frost noted that NHPA is currently looking for a replacement, and advised that, in the absence of an NH State Director, he would discuss moving forward with the CPC project with the New Hampshire Planners Association at their next meeting.

## **V. Professional Development Items**

Ben Frost reported that he is in the early stages of planning a professional development workshop. His focus will be on developing a workshop that has applicability to Maine, Vermont, and New Hampshire.

Ben Frost noted that many free CM webinars are available, and that the burden of paying for CM training has been reduced considerably by these free training sessions. As an example, APA and the Utah State Chapter both have upcoming CM law training sessions for free.

Ben Frost reported that he recently audited the AICP Exam. There weren't many substantive differences in content from when he first took the exam; however, there was a learning curve for the computerized testing application. Ben will be putting together a session at the upcoming NNECAPA Annual Conference in Belfast, Maine to help people prepare for the exam. Nate Miller volunteered to assist in this effort.

## **VI. Update on 2009 Conference in Belfast, Maine**

Rebecca Schaffner and Carl Eppich provided a series of updates about the 2009 Annual Conference in Belfast Maine. The conference program has been drafted, and each session has a lead person assigned. Sponsorship requests have been distributed, and the caterer has been booked.

Carl Eppich reported that a few details are still being finalized, including finding transportation (e.g. vans) for the mobile workshops. The keynote speaker is also being finalized. The list of potential keynote speakers includes AICP President Paul Inghram, Christian Gibbons, and Tim Beatley. Carl and Rebecca are also trying to line up some "fun things" to do while visiting Maine, including a boat trip.

At the suggestion of Peg Elmer, Executive Committee members scheduled dinner and a business meeting on the evening of Wednesday, September 23<sup>rd</sup>.

## **VII. Communications**

Sandrine Thibault reported that the NNECAPA website upgrades are now complete. Executive Committee members can log in and update some sections of the website, including job postings and news.

Sandrine Thibault reported that the Spring 2009 edition of the Yankee Planner was recently released, and the newsletter includes some excellent photos of Minneapolis taken by Lee Krohn.

## **VIII. Executive Committee Positions**

Peg Elmer introduced a document that details the job descriptions of each member of the Executive Committee, noting that there should be a reference to Executive Committee job descriptions within the NNECAPA Bylaws. Peg Elmer also noted that the Bylaws should be amended to include language to allow for electronic voting.

Nate Miller noted that, per the job descriptions document, he is responsible for preparing amendments to the NNECAPA Bylaws and will take the lead on this effort. Herb Durfee moved that the Executive Committee pursue a Bylaws amendment that allows for electronic voting and includes a reference to Executive Committee job descriptions. Carl Eppich seconded, and the motion passed unanimously.

Peg Elmer reported that the Executive Committee needs to appoint a Nominating Committee. The Nominating Committee's charge is to determine if existing Executive Committee members are willing to continue in their current positions. If an Executive Committee member is unable to continue, the Committee nominates people to replace those members. Peg noted that we will need a full slate of officers on the ballot in September.

Ben Frost reported that NHPA will find a replacement for Interim NH State Director Tim Thompson at their upcoming Annual Conference. Herb Durfee noted that, due to time constraints, he may be unable to continue as Treasurer. Peg Elmer suggested that the Executive Committee appoint an ad-hoc "Assistant Treasurer" to learn the job from Herb before he leaves. The Executive Committee thanked Herb for his years of service to NNECAPA as an outstanding Treasurer.

It was suggested that the Nominating Committee be comprised of the entire Executive Committee. This suggestion was approved by acclamation.

Peg Elmer suggested that an Executive Committee retreat be scheduled for next winter to keep the APA-required chapter strategic plan current, noting that there is approximately \$2,000 in next year's budget to fund this. By acclamation, the Executive Committee concurred that a retreat be scheduled for winter 2010.

## **IX. Academic/Student Connections**

Kat Garvey, Mary Robertson, and Steve Whitman were not present, and this agenda item was tabled to the next Executive Committee meeting.

Following up on a previous Executive Committee discussion, Kerrie Diers made a motion that the NNECAPA bylaws be amended to formalize a Student-Faculty Committee, and that the Student-Faculty Committee appoint a voting member to the NNECAPA Executive Committee. Tara Bamford seconded, and the motion passed unanimously.

## **X. Special Projects Updates**

Carl Eppich reported that the Photo Sharing project is in place and should be considered complete. Herb Durfee noted that he will check the status of payments on this project and report back to the Executive Committee. Tara Bamford advised that there are two important final steps: 1) The Photo Sharing system needs to be linked to the NNECAPA website; and 2) A system of "tags" for the photos needs to be finalized. Tara volunteered to take the lead in coordinating these final steps.

Lee Krohn was not present to provide an update about the Planners Exchange project. Peg Elmer reported that she would discuss the project with Lee and report back to the Executive Committee.

## **XI. Next Meeting Date**

The Next Executive Committee meeting was scheduled for August 21<sup>st</sup>, 1:00 to 3:00 PM, at the New Hampshire Office of Energy and Planning in Concord, NH.

Peg Elmer made a motion to adjourn the meeting at 11:30 AM. Tara Bamford seconded, and the motion passed unanimously.

## **Postscript**

On June 23<sup>rd</sup>, Ben Frost reported that Julie LaBranche has volunteered to replace Tim Thompson as Interim NH State Director, and will seek election as NH State Director on this year's ballot. Ben Frost made a motion that Julie be appointed to the NNECAPA Executive Committee to complete the remainder of the term for NH State Director. Sandrine Thibault seconded, and the motion passed with 10 members voting in favor and none opposed.