

MINUTES
NNECAPA Executive Committee Meeting
Common Man Restaurant- Concord, NH
Wednesday, January 27, 2012- 2:00 PM

I. Introductions

Participants were Carl Eppich, Ben Frost, Nate Miller, Mark Lapping, Tara Bamford, Jen Czysz, Julie LaBranche, and Jim Donovan.

II. Minutes from September 7, 2011

Mark Lapping moved to approve the minutes of September 7, 2011 as submitted. Ben Frost seconded and the motion passed unanimously. Jim Donovan, Jen Czysz, and Carl Eppich abstained due to absence.

III. Treasurer's Report

Tara Bamford recapped the year-to-date FY 2012 Profit and Loss Report. NNECAPA has received the 4th Quarter payment from APA, and two AICP study manuals were sold. The Vermont Planners Association (VPA) has also repaid its loan from NNECAPA (the loan was provided to assist VPA with up-front expenses related to the 2011 Annual Conference) along with 50% of the Annual Conference profits.

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

Tara Bamford reported that the Chapter's IRS Form 990 has been filed.

Tara Bamford reported that new checks have been ordered. This expense will show up on the next Profit-and-Loss Report.

IV. Recap of 2011 Annual Conference

Jim Donovan reported that the 2011 Annual Conference went well. The weather was great and the training sessions were very interesting. Attendance was down slightly from previous years, presumably due to both the economy and effects of Hurricane Irene. However, notwithstanding the slight drop in attendance, the conference made a modest profit.

The Executive Committee praised Polly McMurtry and her conference organizing team in Vermont for a job very well done.

V. 2012 NNECAPA Conference Update

Carl Eppich reported that Maine's conference organizing team has been meeting since November. The slogan "Lead, Inspire, Innovate" has been selected, and the conference is scheduled for October 4-5, 2012 in Brunswick, Maine.

Carl Eppich reported that the conference will be hosted at the Fort Adross mill complex in downtown Brunswick. The hotel is still being finalized, but will likely be a short walk down Main Street from the Fort Adross complex.

Carl Eppich reported that the Maine State Planning Office has contributed \$5,000 toward conference expenses, and conference organizers have set an ambitious sponsorship goal of \$12,000 overall. The donations will be used, in part, to cover keynote speaker fees. The Southern New England chapter has provided assistance in identifying potential sponsorship opportunities.

Julie LaBranche asked if the Downeaster Train would be providing service to Brunswick in time for the conference. Carl Eppich advised that train service will probably not begin until November at the earliest.

VI. FAICP Updates

Carl Eppich reported that the Maine Association of Planners (MAP) has submitted a FAICP application for Alexander Q. Jaegerman of Portland, Maine. Mr. Jaegerman should hear if the application is successful in mid-February. If successful, he would be inducted into FAICP at the 2012 APA National Conference in Los Angeles.

VII. President's Initiative

Carl Eppich advised that the "Special Projects" section of the NNECAPA Budget has \$3,000 for "Other Projects," but these funds have been sitting unused. Carl discussed ideas for using these funds to develop a project that would benefit all three NNECAPA states, including: 1) A project related to Food Security; or 2) A project related to Outdoor Recreation, building on a recent study that identified seven inter-regional recreational corridors.

Carl Eppich requested that Executive Committee members think about additional topics for discussion at the upcoming retreat. Mark Lapping and Julie LaBranche suggested that a project related to Energy Security would also be beneficial to all three states. Carl Eppich advised that NNECAPA's funds could be used to leverage additional investments, perhaps from private foundations, to develop a project that is robust.

VIII. Potential Partnership Opportunities

Carl Eppich reported that he has been contacted by a representative of the New England Chapter of the Congress for the New Urbanism (CNU). The New England Chapter of CNU is interested in exploring partnership opportunities with NNECAPA.

Ben Frost advised that there is a Land Use Law Conference scheduled for June 21-22 in Portsmouth, New Hampshire. The conference organizers are investigating co-branding opportunities. Ben Frost will look into this possibility and report back to the Executive Committee.

IX. Legislative Updates

This agenda item was tabled to the next Executive Committee meeting. David Brooks will be submitting a written summary of recent legislative developments in New Hampshire for Executive Committee members to review.

X. PDO/PIO Updates

Ben Frost reported that, in 2011, NNECAPA sponsored 21 CM-eligible training events.

Ben Frost advised that AICP has developed a Task Force to better engage PAB-Accredited Planning Program Faculty. The AICP Commission's original proposal was to allow tenured faculty members at accredited schools to be accepted into AICP without taking the exam. However, after strong member reactions to that proposal, this Task Force has been formed to recommend ways to engage Planning Program Faculty. Ben Frost advised that he would be submitting written comments to the Task Force and would share those comments with the Executive Committee.

XI. Executive Committee Retreat

Carl Eppich advised that he would send out an electronic poll to determine the best dates for an Executive Committee retreat. Carl will be targeting May or June.

XII. Other Business

Ben Frost moved to adjourn the meeting at 4:00 PM. Julie LaBranche seconded and the motion passed unanimously.