

MINUTES

NNECAPA Executive Committee Meeting

New Hampshire Housing Finance Authority, Bedford, NH

Friday, October 31, 2008 – 9:30 a.m.

I. Introductions

Present were Ben Frost, Peg Elmer, Kerrie Diers, Nate Miller, Herb Durfee, Tara Bamford, Mikaela Engert, and Kat Garvey. Joining in on the phone were Carl Eppich, Anna Breinich, Donna Larson, Rebeccah Schaffner, Sandrine Thibault, Sharon Murray, and David White.

II. Minutes from August 20

Following a brief discussion and minor corrections, Tara Bamford moved to accept the minutes of August 20th. Ben Frost seconded. The motion passed unanimously, with Nate Miller and Kerrie Diers abstaining.

III. Voting Results on Dues Changes

Ben Frost reported that the NNECAPA membership voted 89-21 in favor of changing the dues structure. Ben noted that 3 ballots did not include a response to the question. Ben advised that he will submit the appropriate paperwork to APA immediately, and that the dues changes will take effect on April 1st, 2009.

IV. Treasurer's Report and FY 2009 Budget

Herb Durfee reported that NNECAPA's year-end financial statements have been filed with the APA national office, and that Form 990-N will be filed with the IRS imminently. Herb reported that he will also be compiling the year-end actuals and updating the budget to incorporate the dues changes that have been approved by NNECAPA membership. Herb advised that the checking account balance is currently (as of 10/31/08) \$6,531.33 and the CD balance (as of 10/18/08) was \$13,732.35.

Tara Bamford reported that the recent NNECAPA annual conference was very successful, and that the conference finished significantly under budget. NNECAPA's half of the conference profits are approximately \$2,600, and Tara noted that she will be sending Carl and Rebeccah a CD with this year's conference documents to assist in their planning of next year's conference in Maine. Peg Elmer reported that APA will review hotel contracts at no charge to assist chapters with conference/event planning.

Ben Frost moved to accept the treasurer's report. Sharon Murray seconded. The treasurer's report was accepted unanimously.

Peg Elmer recommended that the Executive Committee take action on the issue of reimbursing carpoolers driving to meetings. Ben Frost noted that the New Hampshire Planners Association adopted a similar policy in 1996 that "reimburses members at the IRS

mileage rate that prevails at the date of travel.” Ben volunteered to draft a similar policy, and distribute it for NNECAPA Executive Committee consideration following the meeting. Tara Bamford advised that the policy should only cover carpoolers who travel with at least one other person. Ben recommended that these issues be discussed in more detail when the draft policy is circulated for comment.

Peg Elmer noted that the costs of balloting are not currently included in the NNECAPA budget. Tara Bamford moved to amend the budget to include \$500 for balloting. Ben Frost seconded. The motion passed unanimously.

V. Bylaws Changes

Ben Frost reported on the voting results related to bylaws changes, noting that the presidential succession bylaws change passed 99-14. The bylaws change creating the Public Information Officer position passed 102-11. Ben reported that all ballots related to these items had votes. Ben will incorporate these changes into the bylaws and e-mail the amended bylaws to the Executive Committee for review.

Ben advised that more work needs to be done to the bylaws, especially as it relates to the requirements and obligations of the past president. Donna Larson recommended that the past-president’s role could be a non-voting, advisory role. Sandrine Thibault suggested that past presidents could stay on for a 2-year period, but requiring more than that may be too much to ask.

Ben Frost recommended that the bylaws issues surrounding the requirements of past presidents be discussed further, and addressed next year with other potential bylaws changes. Ben also suggested considering on-line voting to save the costs of producing and mailing paper ballots to the entire membership, noting that APA has already moved to online balloting. Tara Bamford advised that approximately 20 members do not have e-mail or have supplied incorrect e-mail addresses, so there may still need to be a partial paper balloting system to ensure that those members are able to vote. It was suggested that the member sign-up information could include a check-off to request paper ballots.

VI. Communications

Sandrine Thibault reported on the status of the next issue of the *Yankee Planner* newsletter. There will be articles on vernal pools, the selection of the Church Street Marketplace in Burlington as an APA-designated “Great Public Space”, the selection of Commercial Street in Portland as an APA-designated “Great Street”, the Planner Exchange Program, and professional development updates.

Sandrine reported that there have been some updates to the website recently, including updates to the Annual Conference page. Sandrine recommended that the Executive Committee have more accessibility to the website to make routine updates and attach documents. Providing this additional capability would cost between 720 and 960 dollars, but would greatly simplify updating the website. Tara Bamford reported that this type of IT expenditure has already been budgeted for, and recommended that NNECAPA move forward with these website upgrades. There was consensus among the Executive

Committee to approve the expenditure of between 720 and 960 dollars for website upgrades.

Sandrine Thibault reported that she had contacted the *Ordre des Urbanistes du Quebec* (OUQ) to discuss regional collaboration. Sandrine mentioned the potential for holding a regional conference with Quebec, Ontario, New York, and Northern New England representatives to discuss ways to collaborate regionally. The OUQ is interested in pursuing such a conference and developing a relationship with NNECAPA. Sandrine noted that language is a major barrier to coordination between NNECAPA and OUQ, and noted that planners in the OUQ do not usually attend the Canadian Institute of Planners (CIP) conferences, in part, because of language barriers. Quebec's next provincial planning conference is set for September '09 in Sherbrooke. Sandrine reported that APA is planning to hold a climate change symposium in 2010 in either Vancouver or Montreal, and recommended that NNECAPA advocate to APA national to hold the conference in Montreal to facilitate relationship building with the OUQ and CIP. Sandrine also recommended that NNECAPA reach out to a member of OUQ or CIP to write a guest column in the *Yankee Planner* newsletter.

VII. Report from the Chapter Presidents Summit

Peg Elmer reported on her experience at the recent Chapter Presidents Summit. Peg noted that APA has a set of minimum standards that chapters must meet (e.g. Preparing a Strategic Plan, etc.), and that NNECAPA is meeting all APA standards. Peg reported that most Chapter Presidents view the AICP Certification Maintenance Program (CM) favorably. APA is providing more CM opportunities at low or no cost and other chapters are finding simple and creative solutions, such as 3-hour walking tours for CM credit which allow for social and professional exchange. Peg noted that a best practices guide was distributed, and that it was very valuable to meet other Chapter Presidents, such as Oregon's, to learn how other regions are dealing major issues, such as to compare the "planning for density" challenges they are facing.

VIII. Professional Development Items

Ben Frost reported that NNECAPA took advantage of a special chapter discount for CM for 2008-2009, paying \$900 for unlimited CM credits. Ben noted that the new AICP website is operational, and members can now search for events by region, topic, and date. Distance-learning opportunities are also available. Ben reported on some of the changes happening (and under discussion) related to the CM program. The changes include: Free CM training for law and ethics, the development of a chapter-based approach for region-specific law training, more emphasis on reducing travel time to events, and the availability of up to 8 CM credits for self-learning. Ben also reported on policy changes relating to carryover credits. Up to 16 carryover credits will be recognized, but law and ethics credits will not carry over.

Ben Frost reported that there is a new licensing agreement for APA products, which will be circulated to NNECAPA Executive Committee members for review. Chapters may not charge for the use of APA CDs and other materials. Carl Eppich asked if NNECAPA could charge for attendance, food, etc. to recoup costs for events where APA materials are being used. Ben reported that he would look into this, but he believed that Chapters could charge for these expenses.

Ben reported that the May 2009 AICP Exam application window opens on November 15th and closes on January 13th. Ben also reported that the November 2008 testing window opens on November 3rd and ends November 17th. Ben asked that all Executive Committee members who are aware of CM training opportunities update Sandrine so that events can be included on the NNECAPA website and in the *Yankee Planner*.

Anna Breinich reported that the AICP Commission has been working on specialty certifications. The first specialty certification will be in transportation planning, the second in urban design, and the third will be in environmental planning. Anna reported that the first exams should be held in 2010. Anna recommended that a "Question of the Quarter" type of article be considered for the *Yankee Planner*, where members can ask questions about issues related AICP certification, exam, and certification maintenance.

IX. 2009 Conference in Belfast, Maine Update

Rebecca Schaffner reported that there is a "90% chance" that the 2009 Conference will be at the Hutchinson Center in Belfast, Maine on September 24th and 25th. Rebecca advised that she and Carl Eppich were looking into catering and lodging options in downtown Belfast. The Hutchinson Center is approximately one-mile from downtown Belfast and transportation options include walking and a trolley which could be used as a shuttle. Rebecca reported that the art gallery in downtown Belfast will likely be the venue for the evening reception.

Carl Eppich reported that he and Rebecca were also looking at the MBNA Conference Center in Northport (just outside of Belfast). The main advantage of the MBNA Conference Center is that lodging and dining would all be in the same place. The downside is that it could be very expensive. The location is somewhat remote, which could pose logistical problems for transportation and inhibit people from exploring downtown Belfast by walking.

X. Youth Suggestions

Kat Garvey reported that 7-8 students attended the NNECAPA Annual Conference, and that student comments from the conference have been compiled and sent to the Executive Committee for review. The feedback suggests that students are looking for two things that would help to promote student involvement in NNECAPA: networking opportunities and real-world projects to work on. Kat noted that there was a students-only brainstorming session at the conference where students discussed what types of real-world projects they would like to work on. Students were especially interested in working on Natural Resource Inventories and coordinating with high schools to incorporate a planning component into their curriculum.

Ben Frost recommended that the next step could be developing a NNECAPA fellowship to subsidize student employment. Ben noted that NNECAPA could seek funding from other sources, possibly the New Hampshire Charitable Foundation, to augment this program. Carl Eppich noted that in order to make such a NNECAPA Fellowship Program successful, the chapter needs to form better connections with region's colleges and universities, including the Muskie School for Public Service at the University of Southern Maine. Promotional and

outreach materials for the program would need to be developed to inform university students, faculty, and administration. Carl volunteered to work with Peg and Kat to draft a concept for the NNECAPA Fellowship Program. Ben Frost recommended that the NNECAPA Fellowship Program offer three fellowships (one for a student in each of NNECAPA's three states), and volunteered to reach out to each state's charitable foundation to pursue additional funding for the program. Applications for such fellowships could be posted on Facebook. Peg offered to check with APA on its promotional materials for students.

XI. Special Projects Updates

Photo Sharing Project

Carl Eppich reported that Alex sent an update about the photo sharing project, and that Vermont has taken a lead role in the effort. Peg Elmer asked if an update about the photo sharing project could be included in the next *Yankee Planner*. Sandrine Thibault responded that an update will be included.

Planners Exchange

Peg Elmer noted that Lee Krohn is the point-person for the Planners Exchange project. Lee will be working with Kate Harvey of the Consensus Building Institute to develop a next steps section for the NNECAPA website that will help interested planners learn more about how to get involved in the Planners Exchange Program.

XII. Next Meeting Date

NNECAPA Executive Committee meetings were tentatively scheduled for the following dates/times:

Date: January 8, 2009
Time: 11:00 AM
Type: Conference Call (with in-person meeting option)
Location: NH Local Government Center

Date: March 13, 2009
Time: 9:30 AM
Type: In-person Meeting
Location: TBD

Date: May 15, 2009
Time: 9:30 AM
Type: Conference Call (with in-person meeting option)
Location: TBD

Date: August 28, 2009
Time: 9:30 AM
Type: In-person Meeting
Location: TBD

XIII. Check Writing Signatories

Peg Elmer reported that she and Ben Frost can now officially sign NNECAPA checks.

XIV. Other Business

Peg Elmer asked Executive Committee members to prepare job descriptions for each of their roles. This will help current Executive Committee members understand their roles, and will also help new members learn their roles. Peg would also like to consider sending postcards to planners who did not rejoin NNECAPA, and noted that these postcards could possibly include an "exit survey" which could provide valuable feedback. There were suggestions that Peg should send a new member welcome email.

Ben Frost moved to adjourn the meeting, and Herb Durfee seconded. The motion passed unanimously. The meeting adjourned at 11:40 AM.

*Prepared by Nathan Miller
NNECAPA Secretary*

Post-script

Following the NNECAPA Executive Committee meeting on October 31, Mikaela Engert was elected to a position on the New Hampshire Planners Association Executive Committee and has resigned as New Hampshire State Director on the NNECAPA Executive Council.

On November 11, 2008, Sharon Murray nominated Londonderry Town Planner Tim Thompson to serve as interim New Hampshire State Director. Sandrine Thibault seconded. By electronic vote, the NNECAPA Executive Committee voted 10-0 in favor of appointing Tim Thompson as interim New Hampshire State Director.

On November 27, 2008, Ben Frost made a motion that the NNECAPA Professional Development Officer audit the May AICP exam at a cost of \$65.00 to the chapter. Herb Durfee seconded the motion. By electronic vote, the NNECAPA Executive Committee voted 9-0 in favor of the motion.

On December 9, 2008, Ben Frost made a motion that NNECAPA expend \$87.25 to allow members to participate in a series of webcasts for CM credit. Kerrie Diers seconded. By electronic vote, the NNECAPA Executive Committee voted 9-0 in favor of the motion.