

# NNECAPA Annual Business Meeting 2009- Minutes

Hutchinson Center- Belfast, Maine

Friday, September 25, 2009 – 8:00 AM

## I. Welcome/President's Report

Peg Elmer welcomed the members in attendance (approximately 75) and reported on the election of officers. The following slate of officers was elected.

Name	State	Executive Committee Position
Peg Elmer, AICP	Vermont	President
Carl Eppich	Maine	Vice-President/President-Elect
Nathan Miller, AICP	New Hampshire	Secretary
Tara Bamford	Vermont	Treasurer
Ben Frost, AICP	New Hampshire	Professional Development Officer
Rebecca Schaffner-Tousignant	Maine	Maine State Director
Julie LaBranche	New Hampshire	New Hampshire State Director
Polly McMurtry	Vermont	Vermont State Director

In total, 108 Ballots were returned (34 from Vermont, 37 from New Hampshire, and 37 from Maine). Of the 108 ballots returned, three included write-in candidates.

Peg Elmer reported on the voting results related to bylaws changes.

- Ballot Question #1 (Related to allowing electronic voting) PASSES with 131 voting YES, and 7 voting NO.
- Ballot Question #2 (Related to the Student Programs Sub-Committee holding a voting seat on the NNECAPA Executive Committee) PASSES with 119 voting YES, and 18 voting NO.
- Ballot Question #3 (Related to miscellaneous changes to the NNECAPA Bylaws) PASSES with 126 voting YES, and 9 voting NO.

Peg Elmer reported that all of the action items in the 2006-2011 NNECAPA Strategic Plan have been accomplished, except for developing a comprehensive program for engaging planning students. Peg advised that the recent Bylaws vote allowing a member of the Student Programs Sub-Committee to hold a voting seat on the NNECAPA Executive Committee will be helpful in accomplishing this objective.

Peg Elmer asked Sandrine Thibault to recap the work of the Student Programs Sub-Committee over the past year. Sandrine reported that the Sub-Committee has been focused on three key tasks:

- Developing a mentoring program for planning students;
- Developing a student page on the NNECAPA website, with information about schools and internships;

- Working to implement a scholarship for a planning student wishing to attend either the NNECAPA or APA National Conference.

Peg Elmer advised that, over the next year, the NNECAPA Executive Committee will be drafting an update of the chapter's Strategic Plan. The updated Strategic Plan will be presented to the full membership for consideration at next year's Annual Business meeting.

## **II. Action on Minutes from September 4, 2008**

Herb Durfee moved to accept the September 4, 2008, Annual Business Meeting minutes. Jim Fisher seconded and the motion passed unanimously.

## **III. Treasurer's Report**

Herb Durfee presented the Treasurer's Report and provided an overview of the proposed FY 2010 budget. Herb reported that the recent change in dues structure (from a flat fee to a percentage basis) has created some uncertainty in dues revenue. However, the change in dues structure has resulted in higher revenues to date. The APA/AICP rebate (including Chapter-only dues) will likely exceed \$11,000 during FY 2010.

Herb Durfee continued, noting that conference sponsorships have provided higher revenues than in previous years, and that this year's conference will be profitable. Overall, there have been few expenses for professional development. The implementation of the CM program, so far, has not resulted in higher professional development costs to the chapter.

Herb Durfee reported that the chapter's Certificate of Deposit continues to grow in value. However, interest rates have gone down, and the return on that investment is significantly lower than in previous years. The Certificate of Deposit expires during FY 2010, and the Executive Committee will need to determine how best to reinvest those funds.

Jim Upham moved to approve the proposed FY 2010 budget. Nate Miller seconded and the motion passed unanimously.

## **IV. Professional Development Items**

Ben Frost recapped a series of ongoing professional development items, noting that the number of free CM training opportunities is growing rapidly. Recently, the Utah APA chapter began coordinating a series of free training webinars. In 2010, over 20 of these free webinars have already been scheduled. However, the sessions are limited to 1,000 participants, so it is best to register early. NNECAPA will be sponsoring two of the webinars this year: 1) A session on Workforce Housing Challenges in January; and 2) A session on Local Agricultural Economies in December.

Ben Frost advised that ethics and law CM credits remain the hardest to find. However, those opportunities are also beginning to increase. Ben reported that the Vermont Law School is building a NNECAPA lending library of training materials, which will be open to all members of the chapter.

Ben Frost noted that, with the deteriorating economy, some members have asked about financial hardship criteria for APA and AICP dues. Ben advised that the hardship criteria are

posted on the APA and AICP websites. Similarly, some retired members are letting their APA and AICP memberships lapse because of concerns over dues. Ben noted that APA and AICP have substantially reduced rates for retired persons, and retirees should consider this arrangement rather than letting their memberships simply lapse.

Ben Frost reported that AICP will be instituting new specialty certifications in 2010. The first specialty certifications will be in Transportation Planning and Environmental Planning.

## **V. CPC Application**

Peg Elmer advised that NNECAPA has been successful in securing Special Projects funding from the Chapter Presidents' Council (CPC) of the APA. The chapter's most recent awards were for the Northern New England Planners' Exchange and the Photo Sharing Project.

Peg Elmer reported that NNECAPA would be submitting another funding application to the CPC for the development of a "Smart Growth Toolkit" for rural towns in Northern New England. The purpose of the project is to identify the tools that exist (both regulatory and non-regulatory) in Northern New England for small towns to incrementally increase density of development in appropriate "growth" areas and decrease it in rural areas. These tools would then be marketed to Town Planners and Citizen Planners through a website with links organized by logical applications/goals. Available content will include links to background information on the relevant topic, appropriate models, and presentations.

Peg Elmer noted that the grant application was developed in cooperation with the three state planning associations (MAP, NHPA, and VPA). The CPC grant awards will be announced in December.

## **VI. Other Business**

Sandrine Thibault encouraged members to submit their own articles for future editions of *The Yankee Planner* newsletter.

Julie LaBranche reported that, as New Hampshire State Director, she would be leading the effort to plan next year's NNECAPA Annual Conference. Julie asked that anyone interested in volunteering to help plan the event contact her.

Jim Fisher moved to adjourn the Annual Business Meeting at 9:15 AM. Herb Durfee seconded and the motion passed unanimously.

*Prepared by Nathan Miller  
NNECAPA Secretary*