

**MINUTES**  
**NNECAPA Executive Committee Meeting**  
**NH Office of Energy and Planning- Concord, NH**  
**Wednesday, August 3, 2011**

**I. Introductions**

Participants were Peg Elmer, Ben Frost, Nate Miller, Sharon Murray, Kris Hultgren, Polly McMurtry, Tara Bamford, Sandrine Thibault, Carl Eppich, David Brooks, and Anna Breinich.

**II. Minutes from May 19th**

Polly McMurtry moved that the minutes of May 19<sup>th</sup> be approved as submitted. Ben Frost seconded, and the motion passed with Sandrine Thibault and Carl Eppich abstaining.

**III. Treasurer's Report**

Tara Bamford provided an overview of the year-to-date Profit-and-Loss Report, noting that the quarterly payment from APA has been received and the Chapter Presidents' Council grants have been closed out.

Tara Bamford led the Executive Committee in a discussion of proposed FY 2012 budget. The Executive Committee agreed on the following budget assumptions:

Related to Revenues:

- Assume an APA/AICP rebate (including chapter-only dues) of \$13,492 based on actual revenues from the previous four quarters;
- Assume interest revenue of \$40 based on FY 2011 actual interest revenue;
- Assume revenue of \$100 from sales of the AICP study guide based on FY 2011 actual sales revenue;
- Assume that there will be no chapter-level spring professional development workshop, and therefore, no revenues from that event;
- Assume \$2,000 in revenues from the Fall Chapter Conference based on average actual conference revenues from the past three years;
- Assume no revenues from Chapter Presidents' Council (CPC) grants or other special projects, as it is unlikely that NNECAPA will be awarded a CPC Grant in FY 2012.

Related to Expenditures:

- Assume \$2,000 in expenditures related to the Fall Chapter Conference to provide up-front assistance to the state chapter, if needed;
- Assume \$200 for newsletter publication costs, potentially including Constant Contact for electronic publication;
- Assume \$1,250 for umbrella CM registration costs and other professional development expenses, based on FY 2011 actual costs;

- Assume \$3,800 for the costs of participating in national meetings/chapter presidents meetings, based on FY 2010 actual costs (because the FY 2011 national conference was held in nearby Boston);
- Assume \$200 for the cost of awards, based on FY 2009, 2010, and 2011 actual costs;
- Assume \$1,000 for maintaining the NNECAPA website, including the costs for domain registration, content management, and technical support;
- Assume \$2,000 for student outreach activities, including chapter conference attendance subsidies for students;
- Assume \$2,000 for Executive Committee meetings, which will include a strategic planning retreat;
- Assume a \$500 contribution for the proportional costs of NNECAPA participation at the APA National Conference reception;
- Assume \$100 for the purchase of updated AICP Exam study manuals, based on previous years actual expenses;
- Assume \$500 for FAICP nominations to offset the costs of up to five nominees.

Related to Special Projects and Sponsorships:

- Assume an expense of \$3,000 for FY 2012 state association grants;
- Assume an expense of \$3,000 for project/event sponsorships occurring throughout Northern New England in FY 2012.

Tara Bamford will send a revised draft budget, which incorporates these assumptions, to the Executive Committee for review.

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

**IV. 2011 Fall Conference Updates**

Polly McMurtry reported that conference organizers are in the process of registering sessions at the upcoming Fall Conference in Burlington for CM credits. Additional sponsorships are also needed.

Polly McMurtry noted that arrangements/reservations are being finalized for the keynote speaker. Currently, 56 people have registered, which is encouraging given that we are still five weeks away from the start of the conference.

**V. Student Outreach Committee**

This agenda item was tabled to the next Executive Committee meeting.

**VI. Nominating Committee**

With Carl Eppich moving to the role of President, and Julie LaBranche moving to Vice President, there is an opening for New Hampshire State Director. The remaining New Hampshire-based Executive Committee members will be running for re-election in their

current positions, including Nate Miller as Secretary, David Brooks as New Hampshire Legislative Liaison, and Ben Frost as Professional Development Officer.

Ben Frost will reach out to New Hampshire Planners Association members to try to find a volunteer for the New Hampshire State Director position.

## **VII. State Association Grant Updates**

Peg Elmer reported that the Vermont Planners Association has submitted a grant application to the chapter. The Maine Association of Planners and the New Hampshire Planners Association are still developing their applications.

## **VIII. Communications/Website**

Sandrine Thibault reported that things are going well with the new website. There have not been any unexpected technical issues or bugs, and feedback from membership has been positive.

Carl Eppich asked about the possibility of developing a NNECAPA Facebook page. Executive Committee members discussed the relative pros, cons, and time commitment of maintaining a Facebook page. Anna Breinich recommended that the chapter also consider developing a LinkedIn page. The APA Small Town and Rural Planning Division recently developed a LinkedIn page, and it has been well-received.

Carl Eppich reported that he would be willing to take the lead in developing a Facebook page for the chapter. The Executive Committee agreed to discuss this further at their September Meeting.

## **IX. Legislative Initiatives Update**

Sharon Murray reported that APA has distributed a survey to all legislative liaisons seeking input on which bills to track and chapter opinions on proposed legislation. APA is currently tracking the surface transportation reauthorization debate, and has asked for support for complete streets legislation.

Kris Hultgren provided updates related to a series of legislative initiatives in Maine. The newly-elected administration is seeking to eliminate the state entity that oversees land use in unincorporated areas of the state. Maine's Informed Growth Act is also being reviewed, and substantial elements of the legislation are being considered for repeal.

David Brooks reported that the New Hampshire state budget passed without the Governor's signature. The budget includes cuts to the New Hampshire Office of Energy and Planning and the Land and Community Heritage Investment Program.

David Brooks noted that the New Hampshire Legislature recently passed a bill that would limit a municipality's ability to require sprinklers for certain types of residential development. The Governor vetoed that bill, but the veto was overridden by the Legislature. Another recently-introduced bill seeks to dissolve the state's nine regional planning commissions.

## **X. FAICP Nominations**

Peg Elmer reminded the Executive Committee that APA is soliciting nominations for FAICP consideration. The Executive Committee discussed five potential FAICP nominees from Northern New England.

## **XI. Adjournment**

Ben Frost moved to adjourn the meeting. Sharon Murray seconded and the motion passed unanimously.