

# **NNECAPA Annual Business Meeting 2010- Minutes**

Portsmouth, New Hampshire

Friday, October 8, 2010 – 8:30 AM

## **I. Welcome/President's Report**

Peg Elmer welcomed the members in attendance (approximately 70) and reported that the 2011 NNECAPA Fall Conference will be held on September 8-9<sup>th</sup> in Burlington, Vermont. The 2011 APA National Conference will be held on April 9-12<sup>th</sup> in Boston, Massachusetts.

Peg Elmer highlighted some of the chapter's key accomplishments over the past year, noting that the Executive Committee has developed a draft 2011-2016 Strategic Plan for consideration at today's meeting. The NNECAPA website has also been redesigned, and now it is much easier to find information. It is also much easier for Executive Committee members to update content and maintain the website.

Peg Elmer reported that the chapter has been developing a "Smart Growth Toolkit" which is being incorporated into the NNECAPA website. This work was funded by a grant from the APA Chapter Presidents Council (CPC).

Peg Elmer provided an overview of the APA Chapter Presidents Council, noting that the group meets twice per year. APA has been dealing with fiscal issues at the national level, and is working to consolidate chapters. However, it is unlikely that this consolidation effort will impact NNECAPA.

Peg Elmer introduced Anna Breinich from the AICP Commission and Angie Vincent from the APA Board of Directors. Anna and Angie are our national representatives and NNECAPA members should feel free to contact them with any questions about initiatives at the national level.

## **II. Action on Minutes from September 25, 2009**

Tom Kennedy moved to accept the NNECAPA Annual Business Meeting minutes from September 25, 2009. Steve Henninger seconded and the motion passed unanimously.

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

Tara Bamford provided an overview of the proposed FY 2011 Budget, noting that the Executive Committee has proposed a Reserve Fund Policy to ensure that the chapter never has less than three months operating expenses.

Tara Bamford advised that the Executive Committee has proposed a budget amendment that would double grant funding available to the chapter's three state associations. There is funding available for this, and the work that comes out of the state association grant program is valuable.

Tara Bamford reported that the Executive Committee has also proposed an Event Sponsorship Policy. The purpose of this policy is to allow for consistency in evaluating sponsorship requests. The proposed Event Sponsorship Policy provides priority to the three state associations first, and then to other non-profit, incorporated, or public organizations.

Rich Roedner moved that the FY 2011 budget be approved. Ben Frost seconded and the motion passed unanimously.

#### **IV. Professional Development Items**

Ben Frost discussed a series of professional development items, noting that the chapter receives many requests from partner organizations for assistance in obtaining Certification Maintenance (CM) credits for training sessions. NNECAPA can provide this assistance, but the chapter can only apply for CM credits on behalf of a partner organization if a NNECAPA Executive Committee member has been actively involved in planning the event. This is an APA national policy.

Ben Frost reported that free CM training opportunities are now widely available. Many of these free training sessions are webinars hosted from around the country through APA national or APA chapters. The newly-updated NNECAPA website will have information about upcoming, free CM training opportunities. The APA website is also a great resource.

Ben Frost advised that the next AICP Exam round is scheduled for November. The application window for the May 2011 exam opens in December. Nationally, there is a 63% pass rate for the AICP Exam. However, in Northern New England the pass rate has been approximately 85% over the past five years.

Ben Frost noted that specialty certifications are being introduced and the first exams will be held in May 2011. Anna Breinich reported that the first specialty certifications will be in the fields of Transportation Planning and Environmental Planning. The third will be in Urban Design.

#### **V. CPC Grant Activities/NNECAPA Website Improvements**

Sandrine Thibault provided a demonstration of the features of the newly-updated NNECAPA website. The Smart Growth Toolkit project, which was funded by a Chapter Presidents Council grant, has been completed and is now on the website.

Sandrine Thibault noted that she oversees the publication of the *Yankee Planner*, which is the chapter's quarterly newsletter. Sandrine is always looking for articles for future editions of the *Yankee Planner*.

Carl Eppich recapped the NNECAPA Photo Sharing Project, a project that was also funded by a Chapter Presidents Council grant. Carl demonstrated how the Photo Sharing Project can be accessed from the new NNECAPA website. Planners are free to use the photos to highlight good, bad, or ugly examples of architecture, signage, site design, parking layout, and more.

**VI. 2011-2016 NNECAPA Strategic Plan**

Peg Elmer recapped the proposed 2011-2016 NNECAPA Strategic Plan, noting that it is an action plan with four key themes: 1) Improving Member Communications; 2) Fostering Professional Development; 3) Enhancing Advocacy and Outreach; and 4) Streamlining Chapter Administration. Peg Elmer highlighted some of the specific action items proposed in the Strategic Plan, and once approved, the plan will be placed on the NNECAPA website.

Gerald Mylroie moved to approve the 2011-2016 NNECAPA Strategic Plan. Nate Miller seconded and the motion passed unanimously.

**VII. Other Business**

The Annual Business Meeting was adjourned at 9:30 AM.

*Prepared by Nathan Miller  
NNECAPA Secretary*