

MINUTES

NNECAPA Executive Committee Meeting

Darby's Restaurant, Belfast, ME

Friday, September 23, 2009 – 5:30 p.m.

I. Introductions

Present were Ben Frost, Peg Elmer, Nate Miller, Herb Durfee, Carl Eppich, Anna Breinich, Rebeccah Schaffner, Sandrine Thibault, Julie LaBranche, and David White.

II. Minutes from August 21, 2009

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

III. Treasurer's Report

Herb Durfee recapped the proposed FY 2010 Budget. The proposed budget has not changed since being approved by the Executive Committee in August. Peg Elmer noted that she sometimes receives questions from members about why we are not spending down the Certificate of Deposit. Herb advised that revenue streams have been strong, and this has allowed for newer initiatives to be funded without drawing down the CD. For example, the student activities budget has been increased to \$2,000 this year. However, Herb noted that upcoming activities like the Executive Committee retreat may require drawing on the CD.

IV. Ballot Results

Peg Elmer reported on the recent voting results related to bylaws changes. The voting results will be presented to the membership at the NNECAPA Annual Business Meeting on September 25th.

- 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.

V. 2009 Annual Conference Logistics

Rebeccah Schaffner noted that the details for the Reception and awards ceremony have been finalized. The Awards Sub-Committee of Tara Bamford (Vermont), Nate Miller (New

Hampshire), and Rebecca Schaffner (Maine) recently met via teleconference to select this year's award recipients.

- Plan of the Year- Vision for the City of Keene, NH
- Project of the Year- New Hampshire Innovative Land Use Handbook
- Professional Planner of the Year- Dana Farley
- Citizen Planner of the Year- Scott Mapes

Rebecca reported that a Certificate of Merit will also be awarded to the Maine Department of Transportation for the Gateway 1 Corridor Study. As Tara Bamford will not be able to attend this year's conference, Nate Miller and Rebecca Schaffner will share the task of presenting the awards.

Peg Elmer reviewed the agenda for the Annual Business Meeting, noting that Herb Durfee will be providing his last Treasurer's Report. Tara Bamford will be replacing Herb as Treasurer following the Annual Business Meeting. Peg Elmer also noted that, because Tara Bamford will not be able to attend this year's conference, she will provide the membership with an overview of the Chapter Presidents Council (CPC) grant application. Ben Frost and Anna Breinich will field questions about the AICP Certification Maintenance Program, and Sandrine Thibault will recap the work of the Student Programs Sub-Committee.

Ben Frost reported that there will be a slight delay in receiving CM approval from APA for the conference sessions. The Maine Association of Planners (MAP) is working to resolve this issue, and CM credits should be approved shortly.

Peg Elmer discussed potential dates for the upcoming Executive Committee retreat. Executive Committee members agreed that a Friday-Saturday retreat would be preferable. Peg advised that she would look into the possibility of scheduling the retreat for the weekend of March 6 or March 13, 2010.

VI. Professional Development Items

Ben Frost provided a recap of current CM training opportunities, noting that he has been involved in planning a series of workforce housing webinars scheduled for this winter. Peg Elmer noted that the NNECAPA Chapter will be sponsoring a training webinar on the Agricultural Economy. The webinar is scheduled for December 2010, and Peg asked that a Sub-Committee be formed to prepare this webinar. Carl Eppich, Anna Breinich, and Peg Elmer volunteered for the Sub-Committee.

Ben Frost advised that October is National Planning Month, and recommended that the NNECAPA Chapter consider ways of promoting the planning profession over the course of the month. Sandrine Thibault advised that she will work with her colleagues at the City of Burlington, Vermont to garner press coverage during National Planning Month. Ben Frost advised that the New Hampshire Department of Environmental Services would also be working on getting press coverage.

Ben Frost reported that FAICP nominations are currently being solicited and are due in the month of December. Members of the NNECAPA Executive Committee have already

received a list of eligible AICP members. Peg Elmer asked if anyone knew of a forthcoming FAICP application from Northern New England. Ben Frost advised that he was not aware of any forthcoming FAICP applications.

VII. Other Business

Rebecca Schaffner reported that two vans have been rented for the mobile workshops, and asked that anyone who may be interested in serving as a volunteer driver contact her.

Sandrine Thibault moved to adjourn the meeting, and Ben Frost seconded. The motion passed unanimously. The meeting adjourned at 7:00 PM.

*Prepared by Nathan Miller
NNECAPA Secretary*