

**New Hampshire Planners Association
Executive Committee
December 11, 2003, *Approved January 9, 2004***

Present:
President Kerrie Diers, Jim Campbell, Christa Koehler, Nancy Larson, Jamie Steffen, Steve Whitman, June Hammond Rowan

Roll Call:
The meeting was called to order at 9:00 a.m.

Introductions:
Introductions were made as new members are on the committee.

Minutes of Meetings on 10/9/03 & 12/13/03:
The minutes of October 9, 2003 and November 13, 2003 (annual meeting) were reviewed. Campbell made a motion to accept both. Whitman seconded the motion and all were in favor.

Treasurer's Report:
Steffen reported that was little activity so there was no new Treasurer's Report. He noted that he needs to finalize the NNECAPA conference budget with Mark Fougere. Membership dues are still coming in.

Membership for 2004 was discussed. NHMA will send out an invoice soon. Diers will write a letter to go with the membership form and will coordinate the mailing with NHMA.

Membership Directory:
Whitman reported that the Membership Directory may be done today. One problem is that the Executive Committee has changed. It was agreed that the directory should be sent out with the 2004 membership form and President's letter. The letter should note that there is a new Executive Committee.

Member Handbook:
Diers reported that it had been decided that the Member Handbook should be posted on the website rather than printed. She will work with NHMA on this.

The website was discussed. In the past, it has been difficult to get NHMA to maintain the site and some members have suggested that NHPA should have its own site. It was agreed to continue to work with NHMA for now. Rowan will send recent approved minutes to NHMA for them to post.

Newsletter:
The format of the newsletter was reviewed. Larson provided a sample newsletter for the new editors. The schedule for printing the newsletter was also discussed. The Committee decided that the goal will be 2-3 newsletters per year with the next one in late winter or early spring.

Advertising rates have been \$40 per newsletter or \$100 for 4 per year. As it is unlikely that 4 per year will be completed, the rates will be revised to just \$40 per issue.

Suggested articles for the next newsletter included the restructuring of the Office of Energy and Planning and the future of LCHIP.

Annual Meeting:
The Committee discussed changing the format and location of the annual meeting, as attendance has been poor the past few years. Whitman will develop some ideas, possibly having the meeting on a Friday with lunch and a speaker and time for networking.

Thank you to Lori Walter:

Rowan distributed a draft letter of thanks to Lori Walter at NHMA. It was agreed that this should be sent.

Legislative Issues:

There are many LSR's (Legislative Service Requests) this year. Whitman reminded everyone to let Ben Frost know if you want to receive his Legislative Update. This is a good way to stay on top of the issues.

HB 803 was discussed. This bill will help create new ways of funding for downtown areas. It was agreed that NHPA should support this bill. Rowan will ask Frost to draft a letter of support from NHPA.

Larson mentioned that Karen White asked her to have NHPA write a letter of support for Carol Murray. The letter should go to the Governor and Council. It was agreed that Carol had supported good transportation planning and deserved NHPA's support. Larson will ask Karen to draft a letter.

SB 95 was discussed. Frost should brief the Committee on this issue, and all upcoming legislative issues, at the next meeting.

Spring Conference:

NHPA will sponsor a spring conference. It was decided that Waterville Valley is the best place to hold the conference. Rapp will work with Lori Walter on the conference. Tentative dates are May 20-21, 2004.

Other Business:

Whitman reported on attendance at the recent APA audio conference.

Diers stated that she had gotten Carol Ogilvie a certificate of appreciation and gift certificate as a thank you for all her years as NHPA President.

Next Meeting:

The Committee discussed changing the meeting time and will meet on the second Thursday of the month at 10:00 a.m. at NHMA. In case of bad weather, the President will determine if the meeting will be canceled. Rowan will develop a list of phone numbers.

Respectfully Submitted,
June Hammond Rowan
Secretary