

**New Hampshire Planners Association
Executive Committee
April 24, 2003, *Adopted June 26, 2003***

Present:

Vice President Kerrie Diers, Nancy Larsen, Jamie Steffen, Steve Whitman, June Hammond Rowan

Roll Call:

Diers opened the meeting and conducted the roll call.

Minutes of Meeting on 1/30/03:

The minutes of the meeting on 1/30/03 were reviewed and Whitman made a motion to approve the minutes. The motion was seconded by Steffen and passed unanimously.

Treasurer's Report:

Steffen presented the Treasurer's Report. It was noted that NHPA's funds are similar to a year ago. Funds from membership have been deposited. Rowan made a motion to approve the report. Whitman seconded the motion and all were in favor.

Strategic Plan:

The Committee reviewed the most recent version of the Strategic Plan, which had been prepared by Ogilvie (copy attached). A typographical error was noted on page 1 (Medial should be Media). Whitman made a motion to adopt the plan with this correction. The motion was seconded by Steffen and all were in favor.

Distribution of the plan was discussed. The Committee felt it would appropriate to try to post it on the website, include it in the newsletter, publish it in the member handbook with the Bylaws, distribute it at the NNECAPA conference and the NHPA Annual Meeting.

Diers suggested that each member of the Executive Committee should take responsibility for working on a section of the Strategic Plan. The consensus was that assigning a section to each position on the Executive Committee was a good approach to assuring the plan gets used. If a person cannot come to a meeting, they would be responsible for sending a report about their efforts on the section of the Plan they have been assigned. The Strategic Plan could also be used for setting meeting agendas.

It was decided that at the next meeting the Committee will work on assigning tasks to positions. Diers and Rowan will work on this prior to the next meeting.

Newsletter:

Larsen reported that a newsletter had been put together and sent to NHMA, but it had not been published. She apologized for this. Larsen will work with Emerson on reworking the information and have a newsletter published by late May. This issue will include an explanation about why there isn't a NHPA conference this spring (due to the NNECAPA conference in September) and the dates of the NNECAPA conference.

The Committee discussed the need for a newsletter in July which would include registration information on the NNECAPA conference.

Larsen asked if the newsletter ad rates should stay the same. Rates currently are \$100 for 4 issues and \$40 for 1 issue. The Committee agreed that they should stay the same.

NHPA Membership:

Steffen reported that 139 members had paid for 2003. Rowan distributed a list from NHMA of members that paid in 2002, but had not yet paid in 2003. The Committee reviewed this list against Steffen's list of paid members and found some errors. Steffen will work with NHMA on correcting these errors and sending a reminder to those who have not joined not 2003.

The Directory was discussed and the Committee agreed it was important to publish a directory. Whitman and Diers volunteered to work with NHMA on this. They will try to prepare a draft for the next meeting in June for the Executive Committee to review. The goal will be to have the directory completed in time to include with a mailing for the July newsletter.

NHMA:

The Committee discussed assistance from NHMA. Steffen provided information about who to contact for different topics. Lori Walters is helping with the NNECAPA conference details and registration, Amy Waterstrat is the contact for membership information, Marsha Lamarre helps with the newsletter, and Audrey Bentley is the contact for the website.

Website:

No progress has been made on the NHPA website. Rowan will contact NHMA to see if we can get recent meeting minutes and the Strategic Plan posted on the website. If NHMA cannot provide this service, the Committee will look into hiring someone to create and maintain a website for NHPA.

NNECAPA Conference:

The fall NNECAPA conference will be September 25 & 26 at the Holiday Inn in Concord. Mark Fougere and Laura Scott have done a great job in planning the conference. The draft agenda was reviewed by Whitman. The cost of the conference will probably be \$90 (plus room cost).

NHPA Elections:

NHPA elections will be held this fall. A nominating committee will need to be formed this summer. Rowan will develop a timeline of what needs to be done before the annual meeting and present this at the next meeting.

It was suggested that brief job descriptions of the positions on the Executive Committee would be helpful.

Suggestions for new members were Ben Frost for Legislative Committee Chair and Angela Rapp for Newsletter Editor. Representation from the northern part of the state should be sought.

Legislative Issues:

Whitman reported that Ben Frost maintains a spreadsheet on pending legislation. The state budget and impacts on the Office of State Planning was discussed. The consensus of the Committee was that the NHPA Executive Committee should write a letter to Governor Benson about the importance of maintaining OSP. Rowan will work with Ogilvie on this.

Next Meeting:

The next meeting will be on JUNE 12, 2003 at 9:00 a.m. at OSP.

Respectfully Submitted,
June Hammond Rowan
Secretary