

**New Hampshire Planners Association  
Executive Committee  
August 27, 2003, *Approved October 9, 2003***

**Present:**

Vice President Kerrie Diers, Nancy Larson, Jamie Steffen, June Hammond Rowan

**Roll Call:**

The meeting was called to order at 9:05 a.m. Vice President Diers chaired the meeting.

**Membership Directory:**

Chris Northrop reported for Steve Whitman who was unable to attend the meeting. Northrop stated that Amy Waterstrat from NHMA would like to complete a draft if the directory done today. The section on NHPA members will be done from the membership database. Previously, there has been a section on "Town and City Planners". There is incomplete data for this section.

Amy Waterstrat joined the meeting and the Committee discussed how to address the "Town and City Planners" and other sections. It was decided that the "Town and City Planners" section will include a listing of towns and planning departments that have planners that are either NHPA members or are listed in the NHMA database. Changes to other sections were discussed with Amy.

NHMA will work on preparing a draft of the directory and Whitman and Diers will review it. The goal is to complete the directory for distribution at the NNECAPA conference in September.

**Minutes of Meeting on 6/26/03:**

The minutes of the meeting on 6/26/03 were reviewed and Steffen made a motion to approve the minutes. The motion was seconded by Rowan and passed unanimously.

**Treasurer's Report:**

Steffen distributed a treasurer's report. Costs for the NNECAPA conference were noted. There will also be costs in the next month for the printing of the NHPA directory. Diers made a motion to accept the report which was seconded by Larson and all were in favor.

Steffen noted that there are currently 143 NHPA members.

**Strategic Plan:**

The Committee reviewed Rowan's proposed strategic plan assignments to committee members (attached). It was the consensus of those present that the Public Information Officer could also be assigned responsibility for the website. It was also the consensus that these assignments should be "unofficial" and used for Executive Committee's purposes only. It should not be adopted as part of the strategic plan.

**General NHPA Executive Committee Issues:**

The Committee discussed the lack of attendance at the meetings. It was suggested that going back to regular monthly meetings might help. Rowan will send out an email to everyone about this and find the best day to meet.

It was noted that if a member of the Executive Committee cannot fulfill their responsibilities to the Committee, they should let the President and Committee know so that a replacement could be found.

**Newsletter:**

Larson is waiting for a president's message for the newsletter. Without help, it has been difficult to produce the newsletter. The Committee noted this is a big task and Larson has done a good job.

**NHPA Membership:**

Steffen reported there are 143 members.

**Member Handbook:**

Diers offered to work with NHMA on producing the Handbook which will have the Strategic Plan and the Bylaws. Rowan will email Diers files for these.

**NHMA Agreement:**

The status on the NHPA agreement with NHMA is unknown. Rowan will work with Ogilvie on two possible changes and see if it has been signed.

**NNECAPA Conference:**

The fall NNECAPA conference will be September 25 & 26. It was decided that we should have a NHPA meeting then. Rowan will let Laura Scott know.

**NHPA Elections:**

NHPA elections will be held this fall. Rowan will work with NHMA on sending out the ballots, probably with the letter about the annual meeting. Ogilvie and Moldoff are on the Nominating Committee and their progress is not known. It was suggested that the Nominating Committee should send out an email to NHPA members or on PlanLink to see who might be interested in serving on the Committee. They will need to communicate by email with the rest of the Committee on their proposed nominations.

**Legislative Issues:**

There is a hearing in impact fee issues on September 9. The proposed downtown legislation was briefly discussed. No decisions were made.

**Other Business:**

The APA Audio Conferences are coming up. It was agreed that these would be good to sponsor if OSP could set up running them. Rowan will look into this.

The NHMA conference in November needs to be planned for. We will have a session at the conference and the NHPA Annual Meeting. An agenda is needed.

**Next Meeting:**

The next meeting was not scheduled.

Respectfully Submitted,  
June Hammond Rowan  
Secretary