

**New Hampshire Planners Association
Executive Committee
May 25, 2006 Draft**

2005 Executive Committee Members Present:

Christa Koehler, Jim Campbell, Rebecca Hebert, Jamie Steffen, Jennifer Czysz, Sandrine Thibault, Angela Vincent

Secretary, R. Hebert called the meeting to order at 9:40 a.m.

Minutes:

J. Steffen made a motion to approve the minutes of the April 27, 2006 meeting as amended; the motion was seconded by J. Czysz. Motion passed 5/0.

Treasurer's Report:

J. Steffen reported that there was no new activity and no expenditures since the last meeting. Discussion ensued regarding the depositing of checks into the account and whether or not the LGC will receive checks from sponsors for the NNECAPA conference. A Vincent will follow-up with the LGC regarding sponsor's checks. Clay Mitchell and Jeff Taylor should fill out a sponsor form for off-setting the conference.

NNECAPA Update:

A. Vincent provided an update of the Conference Organizing Group's progress. Discussion included the following:

- NNECAPA 25 th anniversary, this year is not the 25 th anniversary but we could mention the fact that the organization has been around for over 25 years.
- The contract for the conference should be scanned to keep a digital record of the agreement and a copy should be sent to the secretary and the LGC, registration forms will go out in the next couple of weeks, checks should be made out to NHPA, NHPA gets \$750 from NNECAPA for the conference, and sponsors checks should be made out to NHPA,
- The invoice for Native Energy should go to the Treasurer; the final press release for Native Energy was forwarded to K. Diers. A copy of the press release should also be forwarded to J. Czysz for the website.
- Keynote speakers will be Fred Kent and Lew Feldstein.
- The COG is looking for promotional items for conference bags and gift baskets. The gift baskets will be placed on the tables. Local businesses will be contacted for donations. Extra gift baskets could go to the speakers as a token of appreciation. A. Vincent will contact Tuckerman's Brewery for a donation. A. Vincent is looking into the price of organic cotton or hemp T-shirts with conference logo.
- Wednesday night the Town of Meredith will sponsor a beach party/BBQ; if it rains the party will move to the community's recreation center.
- Rooms have been blocked out for the conference dates.
- John Edgar has organized two events, a trip to the Hamlin Conservation area and tour of the downtown. Both events will take place on Friday afternoon.
- The next NNECAPA conference will be in Portland, Maine and the event will be combined with the Society for American City and Regional Planning History. This will be a four day event from Oct. 25 -28.
- C. Koehler will be the contact for the NNECAPA awards, J. Czysz will send out a letter/request for nominations, the request will also be posted on planlink with a link to the website, July 14 th is the deadline for entries. Nominations should be sent to C. Koehler's home address, winners for NHPA will be forwarded to NNECAPA

J. Campbell joined the meeting.

Website News: J. Czysz provided an update on the website.

- LGC is working on the page counter and moving the NHPA closer to the top of the list on a Google search.
- The "Of Plans and Planners" page needs to be updated along with the President's Message.
- The final press release for the Meredith Grant needs to be posted.

- The minutes are up-to-date except for the month of April.
- Dead links need to be removed and a NNECAPA page added.
- The events page needs to be updated. J. Czynsz will check the OEP's website for more recent events to add to the site.

Newsletter: Table to the next meeting.

Strategic Plan: Table to the next meeting.

Professional Development: The Strategic Plan Goal III, Objective #5 is to "Develop a program to hold quarterly forums with affiliate organizations to address topics of interest to multiple professionals." The group discussed the quarterly forums. Is this too often? Should this be done biannually? Goal should be to develop a program to hold forums with affiliate organizations.

Legislative Update: Table to the next meeting.

New Business / Old Business:

- Membership Directory
- Annual meeting will be October 20th with back-up dates of October 19 th and 13 th. The meeting will be held at the Local Government Center. A. Vincent motioned to provide food at the meeting. C. Koehler seconded. Motion passed. 7/0
- Mileage Reimbursement Policy was discussed. Reimbursement should be paid quarterly, by the 30 th day of March, June, September, and December. C. Koehler motioned to adopt the Mileage Reimbursement Policy as amended. A. Vincent seconded. Motion passed. 7/0 R. Hebert will distribute policy and reimbursement form.
- NHPA should send letters out to encourage new memberships.
- Jim, Kerrie, and Ben terms are up for re-election. Elections should be placed on the next meeting's agenda.

Next Executive Committee Meeting:

The next Executive Committee meeting will be June22, 2006 at 9:30 am at the Local Government Center.

Adjourn:

The meeting adjourned at 11:30 am.

Respectfully Submitted,
Rebecca Hebert, Secretary