



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
LOCAL GOVERNMENT CENTER, MEMORIAL ROOM
AGENDA FOR THURSDAY AUGUST 27, 10:00 AM**

Present: Jennifer Czysz, Kerrie Diers, Mikaela Engert, Christa Koehler, Julie LaBranche, Rick Sawyer, Jillian Harris - guest

Absent: Jim Campbell, Ben Frost, Sarah Marchant, Pierce Rigrod

J. Czysz convened the meeting at 10:00 am.

1. Minutes

Motion to approve the minutes of the Executive Committee meeting held on July 23, 2009 made by R. Sawyer, seconded by M. Engert. Motion passed.

2. NNECAPA Update

a. 2009 NNECAPA Conference Update

Registration for Belfast is coming in slow – only fifty people have registered at this point. Information about the speakers will be sent out shortly.

b. 2010 NHPA/NNECAPA Conference

It was previously suggested that the 2010 conference be shifted to the spring to keep it in separate fiscal years from the APA National Conference. It was determined that it would be better to keep it in the fall. Massachusetts would like to “piggyback” with the NNECAPA conference for their members. Possible dates for the NNECAPA conference in 2010 are September 16th, 17th, 23rd, and 24th.

J. LaBranche mentioned that volunteers would be needed – probably 4-5 at a minimum. She would need more than that to help with set up of sessions and details during the conference. J. Czysz mentioned that Julie may want to consider getting commitment from about 10 people total. It was suggested that perhaps she contact the RPC's and NHPA membership for volunteers and for the COG. Information for the conference will be posted on both NHPA's and NNECAPA's websites when it is available. Help with deciding tracks and a theme is needed, as well identifying individual sessions, food, graphic design, registration, etc.

c. Awards Nominations Submitted

The Innovative Land Use Guide was submitted for project of the year. J. LaBranche reported that it was selected by NNECAPA for this award. J. LaBranche indicated that should email to NHPA the winners of the NNECAPA awards after she reviewed her NNECAPA notes.

3. NHPA Annual Meeting

a. Professional Development Session

The ethics session is all set to go. Ben and Anna will be giving that presentation.

b. Agenda

J. Czysz made a draft agenda for the group to review. C. Koehler agreed to talk about sustainability and the Executive Committee's policy, as well as the NH Rail Coalition. There will be an overview of legislative policies, what NHPA has supported and what has been passed, as well as discussion about new priorities. It was decided that an email or survey monkey would be devised to check in with NHPA members about legislative priorities in the next few days for inclusion at the annual meeting.

b. Elections

Two new names are needed for the ballot. Potential nominees to still contact: Matt Monahan (Jen); Shanna Saunders (Pierce). Potential nominees thinking about whether they'd like to be on the ballot: Meena Gyawali & Angela LaBrecque. We need to identify a potential nominee who definitely wants to be on the ballot – confirm that Jillian is definitely interested. The list of names for the ballot must be finalized by September 18th.

c. Other

Jillian offered to find a map for the annual meeting that can be included in the packet of information being sent out.

Contract with Fratello's was signed.

4. Officer Updates

a. Public Information Officer

S. Marchant is on maternity leave. J. Czysz has the member distribution list. Audrey will provide updates to the NHPA website for us.

b. Treasurer

B. Frost emailed the treasurer's report. See attached email and PDF attachments from Ben. Overall, we are in very good shape financially.

A question was raised about the APA CD's and payment for those in terms of available money. It was understood that the cost would be split with the RPC's and that OEP would house them. J. Czysz would follow up with B. Frost to make sure we have enough money to cover our portion.

K. Diers made a motion to accept the treasurer's report; R. Sawyer seconded. Motion approved.

c. Legislative Committee

Most of the group's discussion occurred under the Annual Meeting agenda item on this topic. The question was raised when Nancy's contract would have to be renewed and how much that would be this upcoming year.

d. Professional Development Officer

a. Webinars will be followed up on for credit.

b. December – should a legal update for 1.5 CM credits be made available?

c. Municipal Law Lectures – should we try to get those registered with CM credits for planners? Currently, CM credits are not available. It was agreed that we should get credits for it and J. Czysz would find out if we could do that for this year's series or if we would have to wait until next year.

d. Newsletter Editor

Newsletter went out. Articles from other people would be helpful – especially from members. Articles are due at the end of September; however, it was decided to push that due date back to October 15th. Suggested article topics include one on Cool Monadnock, the State Climate Change Plan, and a Legislative Update.

f. Sustainability Coordinator

The carbon footprint (2008) for our meetings at the LGC is 1.25 tonnes of CO₂e. It is estimated that our commuting is approximately .33 tonnes. Christa mentioned that she needs to add the conference and the change in the membership directory from paper to electronic formats to make the footprint complete. The 2009 numbers will be done in the next few months.

Christa mentioned that no invoice has been received for the Native Energy offsets. She also mentioned that it would be a good idea to check the bylaws for the requirement to vote via paper ballot as that would be another way to reduce our carbon footprint.

5. Old and New Business

a. NE Rail Coalition:

Summit was held in Burlington. A letter was sent to the Governor to support the expansion of the rail network. Another was sent to the USDOT for ARRA funds for high speed rail in the region. NHPA signed both letters in support of the effort. There is another meeting in September that Christa will try to get to.

b. Collaboration with Surveyors and Registrars:

The fact sheet was posted and an email containing it was sent to NHPA members. It was decided that follow up would be done in the spring on this issue to do outreach and identify a PDO opportunity.

6. Adjourn

A motion to adjourn was made by R. Sawyer, and seconded by K. Diers. The motion passed unanimously. The meeting adjourned at 11:35 am.

Upcoming meetings: October 22, September and Nov/Dec meetings TBD.

Respectfully submitted,

Mikaela Engert
Secretary