



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
AGENDA FOR THURSDAY SEPTEMBER 28, 2:00 PM
CONFERENCE CALL
603- 472-8623 AND ASK FOR THE NHPA CONFERENCE CALL**

Present: Jennifer Czysz, Pierce Rigrod, Mikaela Engert, Christa Koehler, Rick Sawyer

Absent: Jim Campbell, Ben Frost, Sarah Marchant, Kerrie Diers, Julie LaBranche

J. Czysz convened the meeting at 2:10 pm.

1. Minutes

Motion to approve the minutes of the Executive Committee meeting held on August 27, 2009 made by R. Sawyer, seconded by C. Koehler. Motion passed unanimously.

2. NNECAPA Update

a. 2009 NNECAPA Conference Update

J. LaBranche was not in attendance. C. Koehler and M. Engert reported back their experience at the conference and some “take away” lessons were noted. They were: 1) Pay attention to the venue and its location to hotels and centers of activity for ease of walking and cycling; 2) Take note about the use of local foods for breakfast, snacks, lunches, etc.; 3) Provide a balance of sessions from across all 3 states so that it isn’t state specific; 4) There is an opportunity for the 2010 NNECAPA conference to build upon some of the session at the 2009 conference (e.g. food security issues, planning for alternative economies, etc.) and 5) Ethics and Law were a big success and having real life examples at each session was useful.

b. 2010 NHPA/NNECAPA Conference

While at the conference, J. LaBranche mentioned to C. Koehler and M. Engert that a possible location for the 2010 conference may be Portsmouth. No location has been selected at this point.

3. NHPA Annual Meeting

a. Professional Development Session

This session is all set and ready to go. Besides this session, J. Czysz mentioned that B. Frost will also be providing the 2010 budget and the treasurer’s report to the membership.

b. Agenda

J. Czysz reviewed the draft agenda with the Executive Committee. She mentioned that all the information that needs to be included in the packets is due by Friday, October 2nd by 4:30 pm. The packets have to be issued the following Monday. It was also suggested that an overview of the number of AICP credits supported by NHPA at various events, recent AICP recipients, and any other professional development “statistics” would be a great addition to the agenda. J. Czysz will make note to ask K. Diers to provide this information. J. Czysz also mentioned she will send out an email with all the agreed upon tasks as soon as possible. J. Czysz also asked the group to review the Action Plan and make note of 2009 accomplishments for the membership’s review.

For items 6 & 7 on the agenda: R. Sawyer noted that the survey was back. He handed out copies and the executive committee reviewed the results. He noted that it would appear that we have an educational opportunity with the membership as most do not appear to be properly informed about legislative items. He mentioned that he wouldn’t include anything in the packet and would provide an update and overview at the meeting. C. Koehler mentioned that she will provide a report on the membership’s footprint, review the website with the policy guide and NHPA’s Sustainability Statement, and she will also provide an overview of the New England Rail Coalition. She will provide a memo for the packet that provides a brief overview and points members to the website in the hopes that they will review the contents before the meeting.

J. Czysz mentioned that she will make the changes to the bylaw in regards to elections and the requirement for a paper ballot. She suggested the change to strike the word “mail” and change it to “distributed” and/or “submitted”. Conversation arose around the ability to provide an election via online media or survey tools. Ensuring anonymous voting and security is something to look into when choosing the tool. It was also suggested that the Annual Meeting packet could also become an electronic packet in the future.

J. Czysz will also check with Erin about a projector and laptop for use at the meeting.

c. Elections

The election results will be announced at the meeting so there is no need to mail them out. P. Rigrod will confirm Shanna Saunders interest for inclusion on the ballot.

d. Packet Content

The committee reviewed the packet content. The following are the packet assignments and are due by EOB on Friday, October 2, 2009:

- Jen - Cover Letter
- Jen - Registration Form
- Jen (w/ nominee confirmations from Pierce and Rick) - Ballot
- Jen - Agenda
- Mikaela - 2008 Meeting Minutes (done!)
- Ben - 2009 Treasurer's Report
- Ben - 2010 Budget
- Jen/EVERYONE (see above) - Action Plan/2009 Progress Report
- Christa - Sustainability Memo
- Jen - Bylaw Change

4. Officer Updates

a. Public Information Officer

J. Czysz and M. Engert have been sending updates to Audrey at LGC for posting in S. Marchant's absence. S. Marchant should be returning to the group sometime before the end of the year. M. Engert offered to review the NHPA website for outdated material and will notify committee members for updates by November 13th.

b. Treasurer

No update.

c. Legislative Committee

R. Sawyer stated that there were 31 responses received out of the possible 200-ish members. It cost \$19.95 to do the survey since it contained more than 10 questions. According to the survey, the group is on track to support the ten existing bills working their way through as well as four new bills.

c. Professional Development Officer

No update.

d. Newsletter Editor

Assignments have all been given to committee members. Articles are due October 15th to P. Rigrod. The newsletter will be available by November 13th. B. Frost has the list of NNECAPA award winners and that will be included in the newsletter as well. M. Engert offered to send out a "Of Plans and Planners" information request to the membership.

f. Sustainability Coordinator

C. Koehler mentioned that she is working on the final footprint numbers for the annual meeting. It was discovered that the transportation numbers are not as large as once thought. The coefficient used to calculate that number was off.

J. Czysz asked the committee if they would like to consider meeting every other month via conference call to help reduce our footprint and to also provide more opportunity for participation. It was decided that C. Koehler will look into what tools LGC has that may be available to us for this purpose. It was suggested that perhaps we could start this in January and then meet in person in February. This is something to consider at our December meeting.

5. Old and New Business

a. NE Rail Coalition:

No update.

b. Collaboration with Surveyors and Registrars:

No update. Follow up to be done in the spring.

c. P. Rigrod made a general announcement that they would be updating the Model Groundwater Protection Ordinance and that he would be soliciting folks to assist in this effort.

6. Adjourn

A motion to adjourn was made by p. Rigrod, and seconded by C. Koehler. The motion passed unanimously. The meeting adjourned at 3:35 pm.

Upcoming meetings: October 22, November 13 Annual Meeting, December 3

Respectfully submitted,

Mikaela Engert
Secretary