



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
LOCAL GOVERNMENT CENTER, MEMORIAL ROOM
AGENDA FOR THURSDAY OCTOBER 22, 10:00 AM**

Present: Jennifer Czysz, Jim Campbell, Mikaela Engert, Christa Koehler, Rick Sawyer, Ben Frost, Julie LaBranche

Absent: Peirce Rigrod, Sarah Marchant, Kerrie Diers

J. Czysz convened the meeting at 10:15 a.m.

1. Minutes

Motion to approve the minutes of the Executive Committee meeting held on September 28, 2009 made by M. Engert, seconded by C. Koehler. Motion passed. J. Campbell, J. LaBranche, and B. Frost abstained.

2. NNECAPA Update

a. 2009 NNECAPA Conference Update

B. Frost reported that the CM credits for the conference have been approved. There is still a glitch with the ethics and law sessions as they aren't being counted for some reason by APA. APA is aware of this issue and they are trying to correct it. A survey monkey survey was also created and sent out to attendees for feedback. The results will be compiled soon.

b. 2010 NHPA/NNECAPA Conference

J. LaBranche looking into Mass/CT/RI chapter collaboration. She will call Peg Elmer to see who to contact at that chapter. Discussion ensued in regards to registration fees for a conference that would include this chapter. B. Frost reported that the last time this kind of collaboration occurred members were charged \$150 and non-members were charged \$200.

J. LaBranche indicated that she is still looking at Portsmouth as a possible location. The Sheraton can handle up to 300 people, but won't commit to using the ballroom unless blocks of rooms are secured. The Sheraton is also expensive. NNECAPA is still aiming to have the conference in the third week of September. Other suggestions for venues included the Mt Washington Resort and the Red Jacket Inn in Conway. M. Engert suggested looking into Keene as there is the infrastructure available to host this kind of conference, but it would be in a non-traditional format if Keene State College has facilities. J. LaBranche will work on charting out the requirements of possible venues.

Ben did a rough budget – it costs about \$35,000 for the conference. Ben will try to find the financial info for Julie that he used to create the budget.

M. Engert will contact Mary Jensen, Sustainability Coordinator for KSC, and will find out who to contact at KSC so J. LaBranche can find out about the possibility of having the conference in Keene. A loose COG has been formed. C. Koehler will help with sustainability issues, B. Frost will help with money, M. Engert can help brainstorm ideas. Tim Corwin, new NHPA member, expressed interest in the COG. Nate Miller, Dylan Smith or Brian Groth is interested in becoming COG members. J. Czysz offered to help with the graphics, if needed. J. LaBranche will send an update in about a week to the Executive Committee. B. Frost mentioned that Stacy Doll should be approached to present. Other ideas on sessions and tracts included an overview of the APA white paper on climate and energy into planning, rural transportation issues, food security, climate change adaptation planning, etc. Focus should be on the real nuts and bolts of how to do these things since past conference have been “big picture” oriented.

3. NHPA Annual Meeting

a. Professional Development Session

B. Frost and A. Breinich are all set for this presentation. B. Frost mentioned he will use the Belfast presentation and retool to make it NH specific. AV is all set. J. Czysz will talk to Fratello’s about AV for the meeting for the Executive Committee so that we can do a walk through of the website. She will also inquire about internet and confirm the food. B. Frost offered to bring his equipment too. We will need to check on the availability of a mic, podium, and screen.

b. Agenda

J. Czysz reviewed the agenda with the group and who will be responsible for each section.

c. Elections

This is set to go. We will have to do a reparative vote for R. Sawyers’ term; it is supposed to be a 1 year term, not a 2 year term. B. Frost will draft the language for that vote.

d. Registration Compensation

B. Frost indicated that the group may want to consider compensating two registrations for the executive committee members of the Vermont and Maine Planners Associations. This way, they can come and see how we do our meeting. The group thought this was a great idea. J. Czysz will send info to both associations.

e. Other

J. Czysz asked if anyone wanted to help out with registration at the annual meeting. J. Czysz, J. LaBranche, and R. Sawyer offered to help out. Folks should be there at 11:45. LGC will do everything else for us and J. Czysz will be able to pick up everything we need the day before.

4. Officer Updates

a. Public Information Officer:

J. Czysz thanked everyone covering for Sarah. She will be back effective at the annual meeting. J. Czysz talked briefly about NHPA election process with J. LaBranche.

b. Treasurer:

Report is from August till now. We gained two more memberships. We also met our budgeted goal for organizational memberships; one short for individual memberships. Our CD account is healthy as well is the checking account. Cash flow is good. Expenses are down because we didn't publish the directory. B. Frost will send out the treasurer's report to us via email since he was accessing it remotely at the meeting. Treasurer's report indicates that total expenditures from August 27, 2009 to October 21, 2009 were \$857.44. Total revenues were \$87.50. While this results in a negative cash flow for the time period, overall NHPA available case is 10,474.31. M. Engert made a motion to accept the report. C. Koehler seconded. Motion passed.

c. Legislative Committee:

R. Sawyer updated the group. Legislative Service Requests (LSRs) are in – no information on the bills yet as only the titles are given. They are usually available online just before the New Year. Seven hundred LSRs were submitted (for the House) – the Senate request period is still open. We will be looking to sponsor a bill about the role of alternates on land use boards based on the plan link discussion as we are approaching a Senator to sponsor it. Ten bills carried over from last year and we will keep following them. Two LSRs are on workforce housing. Three are definitely planning related. J. Cysz and R. Sawyer mentioned the need to check OEP's numbers for the bills as they don't appear to be matching up correctly.

d. Professional Development Officer: In the future, we may want to make this its own agenda item as the PD items seem to be growing and encompassing more than just the officer's duties.

1. Legal Update for Professional Development Session – In early 2010 perhaps. B. Frost has done the legal update for the last two OEP conferences. He thinks it would be a great idea to reduce the presentation to a 1.5 credit law thing for planners and offer it in the early spring sometime. B. Frost will float some dates. Could do the workshop at LGC at the end of the day with refreshments.
2. NNECAPA serve as CM umbrella – has to be substantial involvement by NNECAPA in order for events to be considered covered by NNECAPA CM credits. Need to get a handle on what sessions we've sponsored, number of credits, and do a financial analysis of that to see which would be the better option financially. We also have to find out what the requirements are for "substantial participation" under APA's requirement for co-sponsorship. Some sessions we've sponsored: Law lecture, 2009 annual conference, NHPA spring conference, Energy Conference. We should brainstorm list of potential partners and identify who can we co-sponsor with in the future? This item will be placed on the December agenda for further discussion.
3. Energy Planning webinars for AICP credit – C. Koehler mentioned that in 2010 there will more webinars offered by Clean Air-Cool Planet – one specifically for planners. She asked if we would like to offer them for AICP credit. She also asked how much to charge as a nominal fee would help pay the speakers. Suggestions were maybe charge \$10 or less. Don't want to bring experts in for free – would like to charge a nominal fee. Have NHPA be a sponsor and keep the first go around NH specific. C. Koehler will put together some ideas and bring that back to the group in December.

e. Newsletter Editor:

The newsletter will be out soon. Any stories left out there to write should be given to P. Rigrod as soon as possible.

f. Sustainability Coordinator:

C. Koehler will identify and seek out sustainable venues that meet our policy (new project/assignment) for future meetings and conference.

Website changes – C. Koehler still has to finish making it final and will post the carbon footprint as soon as it is done.

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:

C. Koehler noted that there is a push for the House of Reps to endorse the 2010 transportation appropriations bill to adopt the amount appropriated at 4 billion. She indicated that there is word that the final amount may come out at 1 billion instead.

b. Collaboration with Surveyors and Registrars:

This item will be a holdover to remind us that we need to revisit this in the spring. It was suggested by B. Frost that we do a workshop on it; combined with the legislative session. That session could be made into a 2 hour law session with a ½ hour devoted to the plat law.

c. Other:

No other items to discuss.

6. Adjourn

A motion to adjourn was made by J. Czysz, and seconded by J. Campbell. The motion passed unanimously. The meeting adjourned at 12:00 pm.

Upcoming meetings: November 13 Annual Meeting, December 3

Respectfully submitted,

Mikaela Engert
Secretary