



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
LOCAL GOVERNMENT CENTER, MEMORIAL ROOM
AGENDA FOR THURSDAY DECEMBER 3, 10:00 AM**

Present: Jennifer Czysz, Mikaela Engert, Rick Sawyer, Julie LaBranche, Jillian Harris, Sarah Marchant, Ben Frost

Absent: Peirce Rigrod, Christa Koehler, Shanna Saunders

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

1. Minutes

Motion to approve the minutes of the Executive Committee meeting held on October 22, 2009 made by R. Sawyer, seconded by M.Engert. Motion passed.

2. Election Results – Executive Committee

The following are the results of the election for NHPA Executive Committee positions for 2010:

Jen Czysz – President
Mikaela Engert – Vice President
Ben Frost – Treasurer
Sarah Marchant – PDO
Rick Sawyer – Legislative Liaison
Jillian Harris – PIO
Christa Koehler – Sustainability Coordinator
Shanna Saunders – Secretary
Pierce Rigrod – Newsletter Editor

MIKAELA will get agendas and minutes for the last year to Audrey and will also give digital files to Shanna.

3. NNECAPA Update

a. 2009 NNECAPA Conference Update

October is probably going to be the month for the conference. October 14th and 15th are possible dates. The 28th and 29th are also open. The 21st and 22nd are a maybe – the Sheraton has someone on hold right now for those dates. Rooms are \$200 a night at the Sheraton in Portsmouth. Julie has a menu to send out to us and once we select meals we can get a price/quote. The Sheraton does have a

minimum room block requirement. The concern was expressed that with the price of the rooms that the requirement would be a problem if we didn't get enough people to book at the Sheraton for their stay. The Hilton is also the developer of a building right next door (Residence Inn) that will have a conference facility. It was suggested that we should probably look into that since they don't have a room requirement. Julie will call them back and get a price quote, meals, and possible numbers on a group rate for the Garden Inn. We may be able to barter with the Sheraton once we have numbers from the Hilton. Julie will start getting numbers for comparison and we'll go from there in terms of bartering. Julie asked how payment works for all of this. Ben responded that it goes through the NHPA budget. NNECAPA and NHPA write up a contract for this. NNECAPA usually contributes some money up front but NHPA has to carry most of it. Ben writes all the checks. Mikaela offered to help barter and to view the facilities with Julie if she needs help. It was also noted that Shanna expressed interest in being added to the COG.

4. NHPA Annual Meeting

a. Follow Up

Not much to follow up on. The meeting went well. Fratello's wants a survey about their facility. Have to review the evaluations from the membership.

5. Professional Development Update

a. Spring Legal Update Session

Do hour and a half with recent leg changes and a half hour on the plat law. This may be a better venue for the Registrars and Surveyors. Should do this in April so that folks can get their law credits. May combine with NHPA annual awards. Use Gmail account for the awards so that we can do digital submissions. nhplanners@gmail.com password is nhpanhpa Speakers for legal thing; Ben will speak. Maybe Cordell would be interested in speaking. Maybe Dave Connell from LGC. Rick will be slammed with the master plan update and doesn't think he could commit. Ben will line up a speaker for that. Registrars should plan on 15 minutes of review of the plat law and the hand out and 15 for Q&A.

Collaboration with Surveyors and Registrars – Status/Update

The Registrars want to talk at our conference – maybe spring legal update would be better. Maybe do a short session. Have to find out what they want. Wanted to do some follow up on the information letter we sent out in regards to the plat law. New law requires written recording of conditions of approval for site plan and subdivision – only for those that run with the plan or development of the lots (development restrictions). Not conditions required for signature.

6. Officer Updates

Public Information Officer - passing of the torch from Sarah to Jillian. Nothing new to report.

Treasurer

Monthly report and budget update

Ben handed out report. Negative cash flow for the month of about \$400. However, overall balances are healthy. Ben will help provide the link to new members for the directory in the welcome email. Jen questioned how we do this online. We haven't sent it out yet or posted it. Jillian will work on getting the ghost link to it created and circulate that. Jillian will also figure out a way to provide info on how to get a hard copy or digital copy of the directory. We should be getting money back from the RPC's for conference sponsorships – about \$400. Motion to accept S. Marchant, R. Sawyer second. Approved.

Haven't been filing with the Charitable Foundation as we should be. Ben will be looking into this. Ben is going to look into whether we are registered with the Attorney Generals office as a non-profit, will look at our taxes, etc, and hopefully we won't have to pay any penalties. We have to do our annual report next year as part of the requirements for being a non-profit.

Roundtable Sponsorship

Growth and development roundtable – is a group that has been facilitated and sponsored by the Charitable Foundation for the last four years. Will be doing a strategic planning process to figure out what's next. Ben is asking that NHPA serve as the fiscal sponsor so that the grant for the process can be spent. M. Engert moved the question, J. Harris seconded. Motion was approved.

a. Legislative Committee

I. Discuss process for setting legislative priorities

NHARPC questions our process. Bottom line is that we do have a process and have carried this out for the last two years in terms of setting legislative priorities based upon the membership's responses to surveys. Should we do another survey after we get the new bill language so that we can get a feel for the membership's priorities for this next round? We will send it out as soon as we get the information – right now the bills don't have the language associated with them to explain them. Linking leg priorities to the membership as well as to our strategic plan is a good idea. Ben will craft a more formal policy from his email that he sent out for us.

II. Coordination with other groups tracking planning legislation

NHARPC was thinking of taking over the coordination meetings. The thought is that these should stay at OEP since OEP is neutral. Nancy Johnson attended our meeting and mentioned that about 80 bills were identified by the NHARPC group. Mentioned that Rick will be listed on the monthly meeting invitation so that he can go if he wants to or can make it. Maybe 15 bills were eliminated since they were oriented towards specific local issues. Have to check against OEP's list, the RPC's list and we can look at these and decide which ones NHPA should support. House bill wording should be out on December 10, 2009. Senate may not have their stuff out by then. Rick reviewed legislative list. Items in bold received over 60% support from the NHPA membership. A few of the carry-overs may have died in the Senate last session. Can't set priorities yet until we get the language from the new bills. Tim Corwin wants to get involved in the legislative issues with NH. We've done subcommittee work in the past. Maybe that is how we can use him.

b. Newsletter Editor – no update

c. Sustainability Coordinator – no update

7. Old and New Business

a. Future meeting schedule and alternating teleconferences with meeting at LGC – Jen will email Christa to see if she found out anything from LGC for this. Ben offered NHFA as a possible resource. February, April and June 2010 will be teleconference meetings. Jillian website changes.

b. Next year 2010 is NHPA's 40th anniversary. December 3, 1970 was when it was created. Maybe plan a birthday party to celebrate forty years of planning in NH. Maybe have Randy Raymond come and speak on the history of planning in NH. Perhaps talk about this on January 28th meeting. December 3rd 2010 is a Friday. We could plan something then! Add under Prof Development on future agendas. Do some CM for this event too.

c. Other:

Do a retreat – two parts; look at year ahead and a strategic planning process. Have a facilitator for that process. Other things going on right now in the state that perhaps NHPA could start doing that no one else is doing – fill some needs. January 28th, 2010. 9 am to 2 pm. Have it at a different location. Sarah will look into a different location – Centennial Inn is a possibility. Get a list of folks that could facilitate and Mikaela will call and check qualifications. Ben will provide info to Mikaela. Do we want to invite the general membership? Suggested that we send info out to the membership and have them comment on it since the Strat Plan is for the EC. Do a survey monkey survey of the membership. Jillian will create this and send it out. Just want to find out what the membership thinks should be in the Strat Plan. Provide link to current strat plan. Talk about newsletter and content development. Set up conference call meeting schedule.

6. Adjourn

A motion to adjourn was made by M. Engert, and seconded by B. Frost. The motion passed unanimously. The meeting adjourned at 12:05 pm.

Upcoming meetings: January 28, February 25*, March 25, April 22, May 27, June 24

* School vacation week

Respectfully submitted,

Mikaela Engert
Secretary