



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
AGENDA FOR THURSDAY OCTOBER 28, 10 AM
CONFERENCE CALL
603- 472-8623 AND ASK FOR THE NHPA CONFERENCE CALL**

Present: R. Sawyer, J. Czysz, S. Marchant, C. Koehler, S. Saunders, B. Frost

J. Czysz calls the meeting to order

1. **Minutes of previous meeting** – The decision is made to continue to next meeting. Please send S. Marchant any remaining comments!! Discussion ensued on scheduling the next meetings. Decision was made to hold the next NHPA meeting on the 16th to announce officer election results and then the new President would run the January meeting.
2. **NNECAPA Update** - Conference Wrap up. There was a good response to the survey. Good comments about the venue and lectures. All totaled there were 250 registered members, 50 of those were speakers. This year we had many walk ins. NHPA members all thought it went well. B. Frost mentioned that using “Constant Contact” was helpful in managing registration. It was well worth the investment. The database will be available to Vermont Planner’s Association for next year. All APA Credit lectures were all approved prior to the conference except the law credit. We need to know if the membership is interested in a NHPA conference in 2011 or are most people going to the APA conference in Boston. It was decided to do a separate email survey to find out. J.Czysz will talk to J. Harris about getting this out very soon. Discussion ensued on possible topics for the NHPA conference. B. Frost threw out a possible interest in chairing the COG. Typically the conference is in May. APA National will be April in Boston. There was discussion as to whether to do a one day or a two day. If it is two days we should locate it centrally so there is less need for overnight cost.
3. **Annual Meeting and Fall Elections** - J.Czysz is working on the save the date card. Venue is secured at the Common Man Restaurant . Time is set from 2-4:30; 2-3pm will be the workshop, 3 – 3:30pm will be the meeting, 3:30 – 4pm is the reception. We don’t have confirmation from Randy Raymond. We’ll send the save the date anyway. Even if Randy falls through there are some others who we could call to contribute. J.Czysz wants to nail things down this week or next because print materials must go out by Nov 10th – 17th according to or bylaws. It is helpful that it will go via email. Food – S. Marchant can help get the food taken care of. We would like to offer coffee snacks and birthday cake. J.Czysz will need to put together a budget. S. Marchant will put a budget together in email and get it out to NHPA exec. For fall elections we need more interested individuals for the ballot. S. Marchant and S. Saunders will make some phone calls. Agenda for annual meeting will

include wrap up on conference, minutes, elections, updates from officers. J.Czysyz will email out a draft agenda, B. Frost will circulate a draft budget.

4. Professional Development Update

- a. Partnership opportunity request with SNHPC (Dan Burden/Livable Walkable Communities) – coming up in the spring
- b. Brown Bag Lunch Series – next one will be in February.
- c. B. Frost talked about APA's intensive Webinars. We have offered these in the past at OEP and attendance is pretty good. About a dozen people show up. B. Frost will email a link to people and we'll chose which ones we want to do.
- d. There are free webinars from the Utah group – Ethics topics area. There was some interest in doing a group site because some of these have filled up. Do we want to do it? AICP may not give credits for group sites – although they have never denied it as far as B. Frost knows.

5. Officer Updates

- a. Public Information Officer - J. Harris. There was nothing to report. B. Frost will take over mail chimp and log in while J. Harris is on maternity leave. Updates to Audrey Bentley at LGC for website will be done on an individual basis.
- b. Treasurer - B. Frost ran through the conference budget. All bills are in and paid. Total expense were \$37,000. A record expenditure. Income was \$36,000 with outstanding receivables of about a \$1000. In large part thanks to sponsors, \$5400 have paid, \$1100 are still outstanding. Half of conference registrations were received through paypal. We had a lot of students. Major expense was the facility and food, which was 30K. This includes 1 reception, 2 breakfasts, and 2 lunches. The reception at the Gaslight was \$1400. Buses for remote workshops were \$1000, The film was \$1300. AV rental for the whole conference was \$1600.
- c. Legislative Liaison – R. Sawyer, This year there were 197 bill requests. Nothing directly related to Planning . one of zoning of west Hollis woods subdivision, another – installation of solar panels. Tim will spearhead review of these. J.Czysyz saw one appealing energy efficiency districts that were just formed. We haven't really focused on energy but we might want to take a look.
- d. NNECAPA Legislative Liaison – T.Corwin.. There was nothing to report.
- e. Newsletter Editor – P.Rigrod. Articles are due tomorrow.
- f. Sustainability Coordinator – C. Koehler. She will complete a carbon footprint at the annual meeting on the 10th. She has other numbers for NNECAPA conference. She will email us all. Nothing happening on NE rail coalition group – grappling with rail from NYC to North Station. The question is should it stop there or continue?

6. Other Business. J.Czysyz has info re: tax exempt status she needs to get to B. Frost. If a couple folks can come early on the 10th to help set up that would be great. We'll get confirmation if LGC will man the check-in desk. R. Sawyer, J.Czysyz, B. Frost and S. Saunders volunteer to show up early to help.

7. Adjourn – B. Frost motions to adjourn, S. Marchant seconds. The vote is unanimous

Upcoming meetings: December 10 NHPA Annual Meeting
December 16, January 27*, February 24
* Teleconference Meetings