



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
AGENDA FOR THURSDAY JULY 22, 10 AM
LGC, PROFILE ROOM - CONCORD**

Present: B. Frost, S. Saunders, J. Harris, J. Czysz, S. Marchant, P. Rigrod, J. LaBranche

J. Czysz calls the meeting to order at 10:12.

1. Minutes of previous meeting – May minutes are reviewed. B. Frost moves to approve with amendments, S. Marchant seconds all in favor.
2. NNECAPA Update
 - a. Conference Updates – B. Frost announces that Tom Kelly, Sustainability Office for UNH has been selected as keynote speaker. Also secured of Friday lunch speaker: Richard Walega of Region 1, Housing and Urban Development Office will speak about Reinventing a Sustainable New England. Kurt Spaulding, Region 1, EPA administrator will speak on Thursday about EPA's Ocean's Initiative. He may also moderate a panel on state climate plans. Tom Burack is also confirmed as a speaker. J. LaBranche just circulated sponsorship list. They have requested SNE Sponsor's list as well. Looking for volunteers to help. Also looking for display groups. J. LaBranche is getting responses for request for speaker and sessions. That will be worked out in August. J. LaBranche is doing an awesome job this year! Since we don't have LGC, we will need lots of on-the-ground-volunteers. We are looking at other options such as C-vent to help. J. Czysz asked B. Frost to look into the way the AIA conference was handled. B. Frost said he would like to use Paypal for payment and look to see if they will help manage registrations too.
 - b. NNECAPA Website – B. Frost lets us know that the website is about to go live. Most likely in the next week. The platform it's built on is much easier to work with. The look is clean and neat and really great.
3. Awards Follow-up – J. Czysz and J. Harris will do press release and get info up on website.
4. NRPC request to support the RPCs Livable Communities submission to HUD – B. Frost was to write a letter for J. Czysz to sign for the August 21st application. He'll get that done.
5. Annual Meeting and Fall Elections – J. Czysz suggests we do this at the NNECAPA event. NNECAPA Executive Committee Meeting is Friday morning. We could do the Annual meeting late Thursday afternoon. It will be a quick meeting because we did a lot at the Professional Development Workshop. It will be mail-in voting, minutes and budget. Someone suggested that we could do it at lunch? We'll work on squeezing it in at some point. Elections – we changed our bylaws to be able to do things online. We could use survey

monkey to do the elections. Up for reelection is Rick Sawyer, Sarah Marchant, and Christa Koehler. Rick does not want to run again. Bedford work load is high. We need to find one person to run. Sarah will run again. We need to check with C. Koehler. J. Czynsz will contact Christa. B. Frost thought we should we have a nominating committee. S. Saunders and J. Czynsz are interested. S. Saunders can contact Angela LaBreche of Meredith. There has to be some interest in legislative stuff – but it was a team effort, so that person really will have support.

6. Professional Development Update – S. Marchant explains that she is still working on the conference, and the RPC's are interested in sponsoring credits J. Czynsz got an initial email re: law lectures and responded and J. Czynsz hasn't heard back from LGC. I would think LGC needs to know if the RPCs will sponsor before she prints to announce that CM credits are available.
 - a. Partnership opportunity request with SNHPC (Dan Burden/Livable Walkable Communities) – J. Czynsz needs to get them a letter of support. The workshop will be in the spring.
 - b. Brown Bag Lunch Series – survey went out on survey monkey. Not sure what the response was. B. Frost mentions that we could start next month with a brown bag. There is a webinar that NHPA purchased that we could run. J. Czynsz offered OEP's conference room. Perhaps a Friday afternoon. J. Czynsz will confirm availability. S. Marchant will check to see if any responded to the survey. B. Frost mentions that on the 20th of August the NNECAPA exec is meeting... we could invite them, because they'll meet for the conference. B. Frost will remind us what the topic of the webinar is.
7. Officer Updates
 - a. Public Information Officer - J. Harris – no real updates. She will work on awards follow up. When does annual election ballots have to go out? She will check the Bylaws. But its about a month before the election. If we can figure out all the details, the ballot, for the next meeting, J. Harris can get the info out in late August. We'll announce results in October.
 - b. Treasurer - B. Frost – no report. But not a lot of activity. We did get the bill from LGC for spring workshop and that's been paid. We had talked about a 40th NHPA birthday party in December. Are we interested in making that our December 3rd NHPA meeting?? Rather than having it at NNECAPA. This sounds good. We'll plan on it. Discussions on when to hold the elections ensued. Lets hold elections the sooner the better to be involved in September LSR filing.
 - c. Legislative Liaison – Rick Sawyer. No report.
 - d. NNECAPA Legislative Liaison - Timothy J. Corwin, Esq. No report.
 - e. Newsletter Editor – P. Rigrod – B. Frost asked P. Rigrod to put in the keynote speakers for the NNECAPA conference and J. Harris will get P. Rigrod info on the awards winners for the newsletter.
 - f. Sustainability Coordinator – Christa Koehler. No report.
8. Other Business - J. Czynsz mentioned the survey LGC puts out regarding how they are doing with the services they provide. She discussed what other services they could provide for NHPA. Perhaps membership certificates, maintain training and participation records (this

one might be an interesting one). Who has the CM sign up sheet from the spring workshop?.
Membership brochure, logo, design website, maintain website.

9. Adjourn: P. Rigrod moves, S. Marchant seconds. Unanimous.

Upcoming meetings: August 26*, September 23, October 28*, November 25
* Teleconference Meetings