



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
MINUTES FOR THURSDAY SEPTEMBER 29, 9:30 AM
LOCAL GOVERNMENT CENTER, PROFILE ROOM – CONCORD**

Present: J. Harris, S. Saunders, M. Stroop (formally Engert), S. Marchant, P. Rigrod, C. Pattison, T. Corwin, B. Frost

1. Minutes (May, July & August) – M. Stroop moves, P. Rigrod seconds, unanimous
2. NNECAPA Grant project and Awards update – P. Rigrod– the Stormwater Center got the award for their “Forging the Link” program. They are going to develop internet based learning modules for how the economics of LID infrastructure works. The project starts in January.
3. Planning & Zoning Conference sponsorship – S. Marchant explained that the UVLSRPC is hosting a conference in lieu of one of the OEP conferences. They have 70 folks who said they would attend. They aren’t budgeted for this but because of the positive feedback they are looking for sponsorship. B. Frost let everyone know that NHPA has a budget line item of \$1000 for sponsorship. They also want help to market this broadly. We can put it on our website and out to the membership through mail chimp. LGC is also doing a “Planning and Zoning basics” on the same day. There are AICP credits available for some of the UVLSRPC conference sessions and the two conferences appeal to two separate geographies. The question is how much sponsorship do they need? Registration is \$45. They need to pay for both expenses and staff time since they didn’t budget for it. P. Rigrod moves that we give up to \$1000 based on the need. S. Marchant will check. M. Stroop seconds. B. Frost abstains. All others vote in favor.

S. Marchant explains that the NH Creative Communities network has also requested sponsorship for a project where they are designing a template for integrating creative arts into the comprehensive regional planning process. B. Frost asked if either has asked for a specific amount. No, S. Marchant said they did not specify an amount. Creative communities asked for \$300 from Regional Planning Commissions. C. Pattison asked more questions about the creative communities’ effort. What is the final product? S. Marchant read from the application, network member outreach and examples. It is an IT plan to meet the needs of members and network; a creative economy tool kit. There were questions about how much of a collaboration planners will have in this effort. B. Frost spoke to the fact that some of the folks involved in this effort have backgrounds in planning. This raises a larger question of how Cities and Towns connect to their regional plans. Perhaps the audience should be geared more toward municipalities and not regional plans. Perhaps put the toolkit up on the OEP

website. M. Stroop spoke about all the other town's efforts that include art. P. Rigrod moves we appropriate \$300 with conditions that we review it, NHCF is approved, we review it and we can post on our website. M. Stroop seconded. Discussion ensued. B. Frost thought we could take this out of "grants to other organizations" in our budget. This is a great way to increase our partnerships. B. Frost moves to amend the motion to state that we authorize up to \$500 and S. Marchant checks to see what their needs are. Both M. Stroop and P. Rigrod agree to the amendment. Motion passes unanimously.

4. Annual Meeting (AMOG) and Nominating Committee - B. Frost explains that Michelle Gagne is leaving Coop Ext and Charlie French may fill in but they don't think they are in a position to present this year. Ballot and info needs to get out tomorrow in packet to membership. C. Pattison speaks about the timing of the meeting and the parking. Even though its late to accommodate parking we are still providing lunch. Price point was discussed. \$30-35 was good. Please change agenda to sustainability report rather than policy update also treasurers report should be 2012. T. Corwin asked about the legislative update. S. Marchant asked T. Corwin to get the survey out and please recap the monumental effort we made this year in writing letters and testifying. There was discussion on the Ballot. S. Marchant will get M. Stroop Christa's Koehler's report from last year as a template. M. Stroop will write something up and get it to S. Marchant who will present for her at the meeting since M. Stroop wont be there. C. Pattison will present her report, including the Citizen's collaborative.. Website is up and running. Please take the proposed bylaw amendment off the agenda. NNECAPA updates will be D. Brooks and J. LaBranche. S. Marchant will contact them and let them know. C. Pattison went over the packet. Registration with 2 hours CM including 1.5 hours of Law, sponsored by NNECAPA. Regs got to LGC, agenda, map, ballot, S. Marchant's letter, B. Frost's budget, sign in sheet, evaluation form. J. Harris will put all on website. There was discussion regarding whether to do online registration or paper registrations. Ballot will be online on survey monkey. We can do online registration with constant contact. It was decided to do an email link only and folks need to print out the registration and mail it in with payment. There will be no credit cards accepted.
5. GASB partnership update – James who presented last meeting gave us more info. J. Harris has it and will put it up on our website. S. Marchant needs advise as to how to present to membership. B. Frost thinks its too large of a project right now and his is willing to take a stab at paring it down. We need to make it sexy, tie in planners and sustainability. October 20th
6. New agenda item, Nomination of State NNECAPA Director B. Frost moves to nominate Jen Czysz as state director. M. Stroop seconds. There was discussion on the position and the responsibilities. The vote was unanimous.
7. Brown Bag Speakers - There was discussion about the first Friday in December, December 2, 2012. Chris Feurt will be discussing methods for documented and quantifying social values and methods of communication. There was discussion about taping it and putting it on our website. Can we go a bit longer? Up to an hour and 15 minutes. The timing was discussed. $\frac{3}{4}$ hour presentation and $\frac{1}{2}$ hour discussion and people can stay if they are able. There was

discussion about what she should talk about. P. Rigrod will flesh out and send it out to all of us. If we do CM we need a month in advance. And C. Pattison needs a couple weeks to get postcards out. Lets shoot for 14th of Oct. P. Rigrod will get C. Pattison bio, description, contact LGC about hosting and can they tape it? Other options: the MIT professor, Sarah Slaughter who speaks about planning for disaster relief, and Cindy Heath. M. Stroop spoke about a project she knows about where the planner from Sweden is coming here and could we get them to speak to our membership. P. Rigrod asked about feedback on the last Brown Bag. B. Frost took the evaluation forms and he will let us know.

8. Creative Communities Network Funding Request. See above.
9. NHPA Structure – We will talk about this next month. M. Stroop will send out some ideas before the next meeting.
10. Officer Updates –
 - a. NNECAPA Legislative Liaison – David Brooks – no report.
 - b. Legislative Liaison – Timothy J. Corwin – he is working on the survey.
 - c. Public Information Officer - Jillian Harris - no report
 - d. Newsletter Editor – Pierce Rigrod. There was discussion about what to put in the newsletter for of plans and planners. Folks will send him info. Fall newsletter is coming together. Deadline is 30th. M. Stroop will write an article. Annual meeting, Kitty from NOAA is interested in submitting an article, upcoming workshops? And Brownbag lunch. UNH grant. J. Czyns has been talking about doing an article on the history of planning. One on the mentoring program – J. Czyns will do this. B. Frost will do legal article before Saturday. J. LaBranche will write an article. Shoreland changes by Jay Arube. The Governor appointed a water sustainability commission and all state departments are to submit could we tie in GASB stuff too. This is what M. Stroop will write about.
 - e. Professional Development Update – Camille Pattison – most all has been covered today
 - f. Sustainability Coordinator – Mikaela Stroop - She needs to get offsets for conference done. She will work with B. Frost to get that again.
 - g. Treasurer - Ben Frost – B. Frost passed out proposed budget. The structure is the same. There was discussion on some of the line items: dues, annual conference, directory, NNECAPPA planning grant. There was discussion about the 25K threshold for IRS and 501(c)(3) status. Balance in bank last month is about \$9600 . Proposed budget includes increase in mailing and supplies and printing for all the postcards for Brown Bags and other networking advertising. We aren't paying for AICP CM credit because they come now under NNECAPPA. They have an unlimited sponsorship. Board mileage or Board meetings are for retreats and for folks who's employers don't pay for their mileage. Lets bump up awards and recognitions to \$500. We broke the bank on that this year but it was really nice. We need to do things like this. There are bank fees. We discussed changing banks. We are at Bank of America. M. Stroop moves to accept the budget with amendment P. Rigrod seconds. The vote was unanimous.

B. Frost also announced some exciting news. Healthy NH gave us 5K for planner training for 40 people 2 day training, CDC folks will come up for it. One slot reserved

for each RPC (that's 9) and some slots reserved for public health officials. And they gave us an additional 5K for implementation.

- h. Vice President – Jen Czysz – J. Czysz is not here but S. Marchant mentioned that she presented her mentorship idea over email. If everyone could look at it by Monday and S. Marchant will give J. Czysz a yeah or nay. That we want to implement it as presented. J. Czysz wants to present at the annual meeting. P. Rigrod thinks this is great in making connects to college students or even high school students. DES has a “conservation corps” that helps with installation on public property. We can add this to the action plan.
- i. NNECAPPA NH State Director – Julie LaBranche – B. Frost said the conference was really successful. Budget was not in yet . Attendance was good. Carl Eppich is new chapter pres. J. LaBranche will be VP. Carl is still in Portland.

11. Other Business

- a. Meeting schedule – next meeting is October 13th
- b. B. Frost asked that 2012 annual conference be put on next month's agenda. We need to secure location and date. P. Rigrodis on, M. Stroop on, B. Frost will consider co-chairing. S. Marchant on, C. Pattison is on, J. Czysz should be on. Lets ask Sarah Carbaneau. S. Marchant will email J. Czysz and see if she is interested in co-chairing. Locations were discussed, Attitash, Holiday Inn in Concord – lots of good planning in Concord to showcase. April/May timeframe.

12. Adjourn. Tim moves, S. Saunders seconds. Vote is unanimous.

Upcoming meetings: October 13, November 10, December 8