



**NEW HAMPSHIRE PLANNERS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING  
MINUTES FOR THURSDAY OCTOBER 13, 9:00 AM  
LOCAL GOVERNMENT CENTER, ROOM TBA – CONCORD  
CONFERENCE CALL LINE: 310-9300. PASSCODE IS 1111#**

PRESENT: Jen, Sarah, Mikaela, Camille, Pierce, Ben, Shanna, David

1. Minutes (September) – M. Stroop moves as amended, P. Rigrod seconds. Unanimous with one abstention.
2. Update NNECAPA Grant project and Awards – S. Marchant explains that the Creative Communities Network did not get the Charitable Foundation grant, however, they still have the support of the Regional Planning Commissions (RPCs) and still want to move forward. S. Marchant will forward emails and see if we still want to vote to support them with a \$300 sponsorship. J. Czysz explains that this tool kit is supposed to pull together resources to show RPCs how to link creative community to master planning and economics. Money would help pay for staff time. M. Stroop thinks it is wise if we ask for more info on what exactly the project is and what the deliverable is. Will they be able to do the project without the NHCF \$5000. Has their scope changed since they didn't get this grant? Is there a timeline? S. Marchant will follow up with her on the questions.

The other grant was to Upper Valley Lake Sunapee Regional Planning Commission and they are getting S. Marchant exact numbers for what they need. Potentially a lunch sponsor. The Director didn't think that the full \$1000 would be needed.

3. NHPA Mentorship program – J. Czysz said that P. Rigrod sent some edits. There were some questions about management of this program. Perhaps we should have a separate subcommittee to help manage this. J. Czysz will set up another Google account for this subcommittee. She will contact Roger Hawk Jerry Coogan, and Jack Mettee and see if they are interested in being on the subcommittee. There was discussion of the form. J. Czysz will get P. Rigrod something for the newsletter.
4. Brown Bag Speakers – P. Rigrod announced Christine Feurt will be giving the presentation and described that the presentation will be about keypad polling. The presenter is a great communicator and the presentation should be really good. This is an expensive tool. Someone mentioned that it would be great for our Association to have some and rent them out planning organizations and municipalities? There are some issues, but perhaps we can discuss. This is for December 2 at LGC. C. Pattison will get a room. It will be 45 minutes presentation with ½ hour of optional discussion afterwards. The next Brown Bag will be February 3. B. Frost asks if we should we ask the MIT professor J Czysz recommended as a keynote for the Annual Conference? It was agreed. S. Marchant asked everyone to think

about what to do in February. We might have some ideas after the annual meeting. T. Corwin needs to do his legislative survey. Perhaps we can do this at the meeting.

5. Annual Meeting - AMOG – B. Frost will send a “register now” to all membership with link to mailchimp survey, and mention that all paperwork is available online. Erica Johnson is the new contact at LGC for the conference at x 120. Erin is still here, but in a different position. C. Pattison will touch base with Erica after this meeting. She will mention that NHPA has their own Constant Contact account that we would like to use in the future. C. Pattison asked about what to hand out. Nothing! We decided to do it all digitally. And everything is online. We will hand out the treasurers report. Everything else we will put up on a powerpoint. There was discussion about the deadlines for registration and whether mail registration was a good idea this year. S. Marchant reviewed the agenda for the meeting. M. Stroop will do a quick write up for the sustainability report. For legislative policy we will do a quick show of hands survey, and recap all the work by the subcommittee. C. Pattison will do a Professional Development write up. J. LaBranche should be doing a NNECAPA update, with D. Brooks. Lets squeeze in the mentorship item under other business. B. Frost mentioned that under legislative policy updates we should speak to federal legislation. Transportation and HUD funding, etc. There will be an article in the newsletter too about this. M. Stroop asked about Nancy Johnson and perhaps we should check in with her. Lets ask her to come to the November meeting and give us an update. Do we know if we are gearing up for another tough year. B. Frost will contact her and cc S. Marchant. J. Czynsz told Darleen Forst 30-45 for her CSPA speech and B. Frost can then speak for an hour. S. Marchant asked about equipment at Fratellos. They have screen. We need to provide laptop and projector. B. Frost asked about a budget. C. Pattison will forward it to him. Its based on 50 people with extra for equipment.
6. 2012 NHPA Conference - COG – B. Frost will be chair. He will ask Sarah Carbonneau to co-chair. B. Frost will also ask Vanessa Gould and Chris Northrop to be on the committee. B. Frost asks about location and date. He was thinking Concord. Holiday Inn has a pretty good meeting space. He is not sure if there are breakout rooms he will stop in today and check it out. We also got marketing stuff from Attitash. Concord is more central. S. Marchant thinks late April, early May for good weather for Mobile workshops. There are a couple other conferences in the spring. P. Rigrod spoke to the Watershed conference which will be in March. Jackie Colburn is helping to organize it. APA is in LA in May. Check LGC and AIA calendars for other conferences. Theme? We’ll think about that next month.
7. NHPA Structure discussion (what role should NHPA play: extent NHPA should play in covering for lack of State level planning, opportunities, staffing and general organization) – S. Marchant expounded on her thoughts. M. Stroop mentioned that we continually talk about management and time constraints. Should we try to be a chapter of NNECAPA? Should we try and hire an executive director? What role should we be playing how do we decide what to take on. J. Czynsz said that in most other associations ask for volunteers from the membership to serve as liaisons. Exec Board will look at draft materials for voting etc. and direct the liaison on how to vote. For examples, the Lakes and River Advisory Board form OEP. S. Marchant thought it would be good for a list of these organizations. S. Saunders thinks that’s great to engage the membership. We also need to make sure we have a management person ready to keep track of all the updates. J. Czynsz will start a list of organizations and circulate it to make sure it is well fleshed out. She also mentioned that we may find our private sector

partners are willing to do this because it meshes with their marketing and networking. P. Rigrod speaks about working this into building collaboration. S. Marchant thinks we are doing well collaborating on a task specific basis and this would be build the long term collaboration. J. Czysz talked about speaking to the membership about this because this may mean larger membership fees. Do they want greater collaboration? The other thing is then how do we report to the membership on collaboration? Let them know what we have done so far. Ask the membership if they are with us so far on some of the changes we have made. We need them ask them if they are with us to make this happen. We should throw out the idea of if the EC needs staff. What does the membership think of that? S. Saunders asked if perhaps we should do an open EC meeting instead of broaching this at the Annual meeting and not having time to really flesh it out. Perhaps we should start the discussion at the annual meeting and we'll follow up with a session at the annual conference. Perhaps do one survey of 5 big questions. B. Frost mentioned that one of those questions has to be APA chapter-ship. There was discussion about this weighing pros and cons. S. saunders also broached whether we wanted to offer opinions on legislative issues. Perhaps an option piece in the Newsletter ever once and a while when we feel the need.

#### 8. Officer Updates –

- a. NNECAPA Legislative Liaison – David Brooks - Jason Jordon emailed David requesting input on what impacts federal requirements, HUD, DOT, EPA have on municipalities. Also there is going to be a series of school citing webinars Oct 18, 25 and Nov 1 put on by PreservationNation.org. Each one is an hour. They will speak to Federal siting standards. J. Czysz asked if this was tied to the work Preservation Alliance did. It was incremental Planning, but it's there. D. Brooks will forward to Executive Committee and we'll circulate to membership. At federal level there is a big anti planning movement and APA is working on toolkits and talking points for planners to get the facts out there on what the importance of planning is. APA national is working on that most heavily. There was discussion about all the federal cuts proposed. The word “sustainable” is a killer. Its all about jobs and the economy. The state also has the option to take 50% of the federal TE funds and put it back in highway funds. They have not taken this option yet but there is talk that they may.
- b. Legislative Liaison – Timothy J. Corwin – No report.
- c. Public Information Officer - Jillian Harris - no report.
- d. Newsletter Editor – Pierce Rigrod – Newsletter review will start tomorrow. The executive committee has been a good editorial committee. We still need to be reaching out for content form others. J. Czysz asked about making sure Of Plans and Planners is on the website – get the info to J. Harris
- e. Professional Development Update – Camille Pattison – B. Frost mentioned that we need a new location for the APA webinars from 4-5: 30. The next one is on social media and ethics. The speaker is awesome. Its November 9<sup>th</sup>. B. will check on options, preferably free. B. Frost will email out the schedule and the topics.
- f. Sustainability Coordinator – Mikaela Stroop – no report.
- g. Treasurer - Ben Frost - B. Frost presents the monthly report. Our membership is down. Reflection of the economy. Position cuts. We need better outreach to outlying towns and new staff. Numbers are good. Jen moves to accept the treasurers report, David seconded. The vote was unanimous in favor.
- h. Vice President – Jen Czysz - no further report.
- i. NNECAPA NH State Director – Julie LaBranche. No report.

9. Other Business

- a. Meeting schedule – next meeting is November 10<sup>th</sup> at 9am.
- b. Cindy Heath is presenting with B. Frost at an upcoming conference at a session that NHPA is sponsoring. She is asking for an honoraria and expenses. We have money in our budget under conference sponsorship. But we don't typically pay honoraria. We can pay for expenses, mileage and food.
- c. P. Rigrod asks if for the annual meeting to include the Winnepesaukee Gateway. We decided that perhaps its better for the NHPA conference. Perhaps a theme for our conference is something to the effect of resilience in the light of the darkness... etc.
- d. There was discussion about should we keep the November meeting in light of the Annual Meeting.
- e. J. Czysz updated the group about her research on insurance for conferences. She spoke with K. Diers and there were questions about the cost benefit. Primex was offered as a good product. LGC does not provide insurance for affiliate members, but highly recommends groups do get it. Primex does cover NGOs. J. Czysz has heir cost list but feels she needs to call for more details. NH Center for Non profits also offers a package, since we are a member. She can look up details. Yes folks wanted her to do that.

10. C. Pattison moves to Adjourn. D. Brooks seconds. The vote was unanimous in favor.

Upcoming meetings: December 8, January 12