



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
MINUTES FOR THURSDAY DECEMBER 8, 9:00 AM
CENTRAL NH PLANNING COMMISSION– CONCORD
DIRECTIONS AT: <http://www.cnhrpc.org/cnhrpc/directions.html>
CONFERENCE CALL LINE: 310-9300, PASSCODE IS #1111#**

Present: Shanna Saunders, Jen Czysz, Ben Frost, Camille Pattison and David Brooks, Jillian Harris, Tara Germond, Sarah Marchant

1. Minutes– Minutes were not ready. None were approved.
2. Final discussion on new Letterhead – there were two versions circulated via email. We simply need a consensus. Majority via email liked the lowercase. Everyone agreed. S. Marchant will send out a template to everyone that we will use in the future.
3. NHRPC/NHPA joint legislative breakfast – We got consensus from the Executive Committee to participate. J. Czysz said Nancy Johnson was going to coordinate the meeting. A date has not been set, Nancy was aiming for January. NHPA will be responsible for what we want to set up on a table. It is held in the cafeteria of the statehouse. What should we do for a poster. Could we plot out a map of our membership? Speak to the broader scope of planning and what NHPA's mission is. S. Saunders can draft up the other 2 sides of the tri-fold poster. Thoughts were: all Professional Development opportunities, a blurb on the upcoming conference, a couple newsletters, copies of our strategic plan, APA webinars, NNECAPA, etc. The message to legislatures is that we are willing and able to help and we are a resource for their needs and the greater good of planning across NH towns. Show range of expertise that is out there for communities. Also speak to what is planning, highlight our award winners. "Here are some award winning things happening in your state and your communities". For example, Market Square in Portsmouth won a Great Places in America award. Highlight that we are a resources. We are experts on community dialogue and education and we have a rich membership network. RPCs have a brochure that highlights who they are, what they are and what their policy objectives are. Perhaps turn the tri-fold poster into brochure. Benefits of this are when we are testifying before committee they will know who we are and they will recognize the credibility of the organization. We are non-partisan organization which strives to ensure quality planning a cross the state.
4. Scheduling for 2012 – The results are tied for the first, third or fourth Friday mornings. D. Brooks said third Friday works best for him. B. Frost cant do second Friday. P. Rigrod is the only one who didn't vote. C. Pattison cant do third Fridays. We compromised to first Friday of the month. So the next meeting is January 6th at 9AM. S. Marchant will do an email blast.

5. HNH*foundation* grant – NHPA applied for a 5 K grant to bring in a CDC speaker. The grantors wanted to give us 10K to implementation. They may want to give us 30K for mini-grants. NHPA is not a 501c3 and we need a fiscal agent. NHPA approached NHRPC, however, B. Frost at NH Housing (NHHFA) has another project that partners very well with this and thinks the workload will meld well and it wont be a large addition of responsibility. This would mean NHHFA would be the fiscal agent. J. Czysz moves we accept grant and allow NHHFA act as fiscal agent. , S. Marchant seconds. S. Saunders asks about a scope to make sure we are on the same page with NHN foundation and they don't keep adding responsibility. It is agreed. J. Czysz adds to motion that the scope can be decided via email. S. Marchant agrees. The vote is unanimously in support. NHPA will be main grantee but we will need a grant subcommittee. NH Housing will only be fiscal agent and manage grant selection. J. Czysz suggests recruiting from the general membership. S. Marchant and J. Czysz will help. Vote is unanimous. Laurie Stillman from Health Resources in Action received a similar grant in MA and she talked to B. Frost and S. Marchant about collaboration.
6. 2012 NHPA COG - B. Frost explains there was a meeting yesterday that was cancelled. He will follow up with conference call soon to make sure certain tasks are being done. D. Brooks asks about the proposed keynote speaker Majora Carter. We have tentatively secured her. B. Frost is exploring funding. Sheryl King Fisher from NE Grassroots fund is on his list for funding. UNH Law school and NH bar foundation are also folks to partner with for funding. This month is critical to see if we can bring her. C. Patterson asks about Christine Fuert who was supposed to do keypad polling may be add her to conference. D. Brooks brings up the Bynre Foundation from Hanover, they may be able to provide some funding too. B. Frost lets folks know we need 5k roughly.
7. Follow up with C. Kohler on Sustainability Coordinator – S. Marchant is trying to follow up with C. kohler and get materials for T. Germond. C. Kohler is interested in coming to January meeting and bring the stuff and talk to the board . T. Germond went through the green meeting guide but she needs more direction on her role and responsibility. B. Frost asks her if she will help him better organize the conference. He would like to add her to the distribution list for the conference. She agrees.
8. Building Code Officials, NHLand Surveyors Assoc and Fire Safety Prevention Partnerships – S. Marchant reached out to each of these groups and they are willing to work with us on bills collaboration. B. Frost and S. Saunders spoke about making sure we keep communication open and retain our independence in the legislative process. Ben spoke to the fact that we worked with NH homebuilders Assoc. before and its worked well. Its about relationship building with these new groups.
9. Newsletter Articles Due Dec 15th - Legislative Info, article about upcoming items you might be interested in as discussed at November meeting – We don't have too many articles right now. J. Czysz and B. Frost will do some on the grants. S. Marchant will write up a welcome new members/thank you old members. The Amherst Planner is retiring, lets make sure that gets in the newsletter. He has been planning in Amherst since 1961. We should remember to do recognition for our April meeting. State director usually compiles “Of Plans and Planners” for the newsletter. What else? Jen Czysz has a new position!! Tim Thompson has taken the new job in Merrimack. Cynthia may moved to Londonderry. Who took the Bedford job? Tim

Corwin is new in Dover. Somersworth will be hiring soon . Strafford hired Mathew Sullivan. T. Corwin will be writing an article re: legislative process. J. Czysz will resubmit the info on mentorship program. Maybe the NHPA exec can all sign on to be mentors in whatever they have specialties in.

10. Update Action Plan – S. Marchant did update and emailed this morning. The items in green need follow up. S. Marchant ran through them. Updates were made as appropriate.

11. Officer Updates –

- a. NNECAPA Legislative Liaison - D. Brooks – There was discussion on the sustainable communities grant. The RPCs got some money, however there is no future funding from Washington.
- b. Legislative Liaison – T. Corwin, nothing new to report
- c. Public Information Officer - J. Harris – website is getting updated. When Stacy from LGC has time. She will send out a new events and opportunities emails.
- d. Newsletter Editor - P. Rigrod – nothing to report.
- e. Professional Development Update – C. Pattison – She is looking for ideas for future brownbag lunches. Sarah from MIT is a possibility. S. Marchant said Building Code officials are doing training on green building codes and they may be able to do a condensed version for us for Feb. APA boot camp is a standing conflict.
- f. Sustainability Coordinator – T. Germond. Hopefully Christa will be here next time. T. Germond knows her and will reach out to her.
- g. Treasurer - B. Frost – B. Frost emailed the treasurer’s report last night.
- h. Vice President - M. Gyawali – Nothing to report.
- i. NNECAPA NH State Director – J. Czysz – there hasn’t been a NNECAPPA meeting yet.

12. Other Business - B. Frost revised the membership letter. It was sent out with agenda to everyone. Bylaws say we need to send out letter this time of year. Membership has been dropping. So its important to make a good case for the services we provide. S. Saunders can send to UNH S. Marchant can send to Keene State. The membership form was updated last year. S. Marchant will sent it to Erica at LGC and she will post it up online. The new form has the mentorship program on it now.

13. D. Brooks made the motion to Adjourn, T. Germond seconded. Passed Unanimously.