



NEW HAMPSHIRE PLANNERS ASSOCIATION
SPECIAL EXECUTIVE COMMITTEE MEETING
AT THE



2 Institute Drive Concord, NH 03301

AGENDA FOR AUGUST 17, 9:00 AM – 1230PM

COOKOUT LUNCH AND FREE PLANETARIUM SHOW TO FOLLOW (show ends at 3PM)

PRESENT: B. FROST, S. SAUNDERS, S. MARCHANT, C. PATTISON, T. CORWIN, J. HARRIS, P. RIGROD, T. GERMOND VIA PHONE

1. Minutes (July) - no minutes available
2. Annual Meeting Organizing Group (AMOG) – C. Pattison said that she and T. Germond were speaking about meeting at Crotched Mountain in Greenfield where folks would do the accessible trails outside walk in the morning, then they would have Stacy Smith talk about Agenda 21 in the afternoon. Smith's cost was quite high. If we want to do both we cant schedule it until early November. T. Germond said Janet – who does the trails - could do an indoor workshop if we wanted. T. Germond said we could split them too into two different workshops. And do the annual meeting someplace else. Folks were leaning toward having Janet do her accessibility talk and walk in Greenfield on October 12th and then holding the annual meeting in November 2 with Stacy Smith. C. Pattison spoke with about having a couple people talk to Stacy to get her up to speed on planning issues. T. Corwin and S. Saunders volunteered. B. Frost talked about a Parody video he saw on what would happen if there was no planning. He will try and get it for the Meeting. There was discussion on Budget. C. Pattison said Stacy usually charges \$2000. S. Marchant asked if her presentation could be posted and then used in newsletters etc, or if we could record her presentation as audio to post on our website. We talked about sponsors as well. C. Pattison will email T. Corwin and S. Saunders about a meeting with Stacy in early Sept. We talked about having it at Fratello's in Manchester.
3. NNECAPA Conference – We really need to move on this. LGC will not help us plan this conference. Last time we did it – when we did without LGC in Portsmouth ad Julie LaBranche Chaired the COG. Typically we get 150

attendees. Venues in the past have been Meredith, Concord, North Country Hotels. The date is early Octoberish. We won't host our own annual conference; we will only focus on the NNECAPA. B. Frost has offered to co-chair but wants help. P. Rigrod suggested an event planner. NHH has an event planner, B. Frost will check the price on that. Meredith came out as the top choice for this year's conference. S. Saunders will make phone calls to Church Landing to check prices. Some of the criteria are: Max of 200 people 2 days (Thurs/Fri), 1 night, Wed evening event, 1 large room and three break outs, and avoid Columbus day weekend.

4. Officer Updates (as necessary - pressing business) –

- a. B. Frost spoke to the Conflict of Interest policy. This needs to be adopted in order for us to be registered as an NGO at the AGs office. All officers have to sign off on it every year. The dollar amounts are statutory. This process will rarely be used here at this group. Motion to adopt the following policy: (put policy in minutes) B. Frost moved, C. Pattison seconded. All voted in favor.
- b. B. Frost spoke to the treasure's report. . The remaining production of the Majora Carter video will cost about \$6000-8000. We have to content and the film maker we just need the funding. NHPTV is very interested in running it once it is made. He is looking for sponsors. The content is her talk at the Red River Theatre, her interviewing people, as well as her morning keynote speak a the NHPA Annual Conference and finally, her visit to Steve Whitman's Permaculture site. B. Frost will need to figure out a fiscal sponsor for this. Perhaps an RPC.
- c. B. Frost said the Health Impact Assessment training on the 12th and 13 of September at LGC is being finalized. The objective is to train planners and RPC staff on completing health impact assessments. You cannot do only one day you must participate in both days.

5. Strategic Planning

- a. Volunteer roles & time commitments – S. Marchant spoke about what people's time commitment is? How much time can folks reasonably give? She said some had talked about the fact that they could give or work on one thing a quarter. S. Marchant also talked about the possibility to set up subcommittees. If anyone wants help we could always set up subcommittees for things. Just keep that in mind as we discuss items and assign tasks.

- b. Why does NHPA exist? Mission and messaging from the EC – S. Marchant spoke about our missions statement and making it more prominent in what we do. Perhaps putting it on the agendas – all thought this was a good idea. B. Frost mentioned putting it on the letterhead - on the bottom. All agreed.

- c. 2010 Strategic Goals, Objectives & Implementation Plan – The goal today is to prioritize and create an action plan to ID the Executive Committee’s top priorities, identify the responsible parties & create a timeline for completion. S. Marchant spoke about making sure this stays relevant.
 - i. Goals 1 Objective number 1 - P. Rigrod spoke about making sure communication is a high action item. S. Saunders cautioned making it the only thing we focus on as there are some groups and towns to whom this is completely irrelevant. T. Corwin thought a primer on the history of planning would be helpful – like at our 40th Annual Meeting. There was thought about trying to get videos of our brown bags and presentations. S. Saunders wanted to make sure we continued to build relationships with other organizations, as well.
 - ii. Goal 1 Objective number 2 – was discussed and it was agreed that we didn’t need to focus on this right now
 - iii. Goal 2 Objective 1 – It was discussed that partnering with professional groups under this item and the reciprocal newsletters under this items ties with the partnering item under goal 1. S. Saunders thought this would make a good subcommittee item where a couple people call a couple groups, etc, like a phone tree. She offered to take a stab at putting a list together of groups and folks we know in order to populate the tree. Chambers, Economic Dev councils, NH listens Plan NH, Landscape Architects, fire, code. T. Corwin thought putting a pdf fact sheet on our website about what is planning would be good.
 - iv. Goal 3 – Looks like we are doing well at these items.
 - v. Goal 4 – We are doing pretty well here too. T. Corwin wants to focus on sponsoring legislation this year. Wants to get more non-EC folks involved, perhaps send a new membership form or an email blast asking for interested folks. He would like to have Nancy do her weekly updates more often. Website updates more often – this brought up the fact that J. Harris is not going to renew

and we need to find someone new to do her job. We need to get this on the ballot in September. Lets make this the focus of our Sept meeting. Bring suggestions of potential EC members to September meeting. S. Marchant will reach out to Matt Monahan at CRPC to see if he is interested.

- vi. Goal 5 – Newsletter – there was a thought about dedicating a section in each newsletter to certain group: News from AIA, Etc. S. Marchant will start doing the action plan again as well so we stay on top of our projects.
- vii. Goal 6 – T. Germond did an excellent job with the conference and her potential in the future is fantastic.

So S. Marchant sees communication and partnerships as the top two priorities.

6. Other Business

7. Adjourn – P. Rigrod/J. Harris. Unanimous.

8. Eat at luncheon to thank the COG And Legislative SubCommittee. One hour planetarium show to follow lunch.