



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
AGENDA FOR FEBRUARY 1, 2013, 9:00 AM
@**

**CORNERSTONE ASSOCIATION MANAGEMENT FOR 9:00 (9:15 START)
53 REGIONAL DRIVE, SUITE 1, CONCORD NH 03301.
CONFERENCE CALL LINE : CALL 310-9300, PASSCODE 1111#**

PRESENT: C. Pattison, T. Corwin, M. Freidman, S. Marchant, B. Frost, M. Monahan, P. Rigrod, T. Germond

1. Minutes (July, August, September, October, and December and January)

July minutes were reviewed. C. Pattison moves to approve. T. Corwin seconds. The vote is in favor with B. Frost abstaining

August minutes were reviewed. There was discussion about the second page need to link to the new policy. B. Frost moves to approve. C. Pattison seconds. The vote is in favor

Sept minutes were reviewed. C. Pattison moves to approve. B. Frost seconds. The vote is in favor

October minutes were reviewed. B. Frost moves to approve. S.Saunders seconds. The vote is in favor

Dec minutes were reviewed. C. Pattison moves to approve. M. Freidman seconds. The vote is in favor with B. Frost abstaining

2. EC Officer Duties – S. Marchant sent this out and did anyone have any changes? T. Corwin and P. Rigrod had a couple changes. If others do please email to S. Marchant. Perhaps we should amend the bylaws to reflect any changes.

3. Membership lists - need to be updated in house, on gmail, mailchimp, survey monkey etc. S. Marchant spoke about the fact that M. Monahan is the new public relations officer. M. Monahan did speak to J. Harris and S. Marchant will speak to him as well. There are all different lists at all the email services we use. B. Frost thinks you can link Gmail and mailchimp. There was discussion as to whether messages were getting through to folks in html format. S. Saunders will ask folks she knows what may catch in peoples spam filters. Folks at home may also have to realign their network spam filters to allow NHPA emails to get through. Should we do a membership drive? S. Saunders thinks we need to think about this soon because of the Cornerstone expense. B. Frost spoke about the NNECAPA conference last year bringing in 14K in profit all because of

NHPA MISSION STATEMENT: THE NEW HAMPSHIRE PLANNERS ASSOCIATION PROMOTES, ASSISTS, AND SUPPORTS THE PROFESSIONAL PLANNER IN THE GOAL OF ACHIEVING PLANNING EXCELLENCE TO IMPROVE THE QUALITY OF LIFE TODAY AND TOMORROW IN NEW HAMPSHIRE'S COMMUNITIES.

sponsorship. S. Saunders spoke to Southern APA chapter and strong private company membership and sponsorship? M. Freidman spoke about the “related professional” category on the membership form. Should we try and build that category. Should the COG have a subcommittee for sponsorship. Everyone thought this was a great idea. B. Frost let folks know COG will meet on 14th of Feb at 2PM location tbd. M. Freidman brought up the idea of students helping with sponsorship. She has seen them work at this on other projects and they do a great job.

4. Student Mentorships and the new PIO – M. Freidman said she is working on trying to get students to become NHPA members. M. Freidman reviewed the mentorships that exist. We are trying to get it up on our website so folks can match up on their own mentorships because we are not going to broker. M. Freidman was saying that students most want resources to find out about internships. What about AICP training or scholarships. Yes, that too. B. Frost does a training each year. M. Freidman thought it would be great if he was able to do that at UNH. B. Frost also asked folks what they thought about offering a poster session at our annual conference. S. Marchant said she has seen these either where you have to walk through to get to food, or they are displayed at lunch. It’s a great student level benefit. M. Freidman said there is a Planner Club now at UNH that was speaking about having a jobs fair where planners can come talk about their jobs etc. M. Freidman will work on this.
5. Planning Book Discussion Group – B. Frost explained this came out of one of the internship pairings. There was interest at NNECAPA but the travel aspect was questionable. They thought the State Associations could host. C. Pattison thought that the Windham planner Elizabeth Wood, who broached the idea, was interested in championing it. There was discussion about whether it could be call in, facetime or skype, because of travel issues. P. Rigrod thought about tying it into conferences. A session on new books or a chance for local authors to discuss the book. M. Freidman would be happy to talk to Elizabeth to get the program up and running. B. Frost and T. Corwin will help. Perhaps partner with independent bookstores and local libraries. M. Monahan moves to support B. Frost seconds. All in favor.
6. NNECAPA State Rep - Jen Czysz is done and we need to find a replacement. M. Freidman called Joanna Whitcomb who is the campus planner at Dartmouth and she doesn’t have time to do it. S. Marchant passed out her bulleted list explaining what the NNECAPA Rep does. B. Frost pointed out that this list doesn’t include conference organizing and it should. T. Corwin brought up asking Elizabeth (who was interested in the Book Club) to see if she is interested. D. Brooks is out on paternity leave and has not yet reached out to Jonathan Edwards from Hanover.
7. T. Corwin brought up the idea of a “Speakers Bureau”. Something Chris Parker was interested in. The list could be used by other towns to pull from or for our conferences. M. Freidman spoke about the fact that UNH has one. Lets add this to the agenda for next month.
8. Newsletter – P. Rigrod said that he only has an article or two. T. Corwin has given a legislative update article. B. Frost brought up the Conway v. Rines Excavation case. T. Corwin will write that article. There could be an article on the Leg Survey. S. Saunders and T. Corwin will pull this together. Final date for submission Feb 8th and we’ll turnaround by 15th.

NHPA MISSION STATEMENT: THE NEW HAMPSHIRE PLANNERS ASSOCIATION PROMOTES, ASSISTS, AND SUPPORTS THE PROFESSIONAL PLANNER IN THE GOAL OF ACHIEVING PLANNING EXCELLENCE TO IMPROVE THE QUALITY OF LIFE TODAY AND TOMORROW IN NEW HAMPSHIRE’S COMMUNITIES.

We should do an article on the appointment of Meredith Hatfield as OEP director. B. Frost will do an article about this. M. Freidman thought mentioned Joanne Cutillo as interim Director would be good. All agreed. Wrap-up from Annual Meeting – C. Pattison has surveys. This would be an article about reviewing what she presented. And wrapping up with keep your base knowledgeable and knowing what you do. S.Saunders will do. M. Freidman will Edit S. Marchant has been sending updates on upcoming events to Cornerstone. P. Rigrod will add this section too. Also needed are:

- a. Wrap-up from Annual Meeting – C. Pattison has surveys. This would be an article about reviewing what she presented. And wrapping up with keep your base knowledgeable and knowing what you do. S.Saunders will do. M. Freidman will Edit
 - b. NHPA's switch to Cornerstone – S. Marchant will do this.
9. Annual Awards – S. Marchant explained that M. Monahan and M. Freidman should be working on this. There are two parts. The subcommittee is tasked with soliciting the awards and then coordinating the submissions. At the last meeting there was discussion about VT and the folks there not applying because they think the results are pre-determined. The thought was we would vote on VT's submission and they would vote on ours. There seemed to be interest in that. We have no problem getting submissions. S. Marchant thought our application submissions were great as far as content. The submission deadline needs to be this spring – we should get this in the newsletter. We typically give folks 4 weeks for the submission. M. Freidman and M. Monahan will organize and reach out to Jill or S. Saunders if you need help. Jonathan Edwards from Hanover and Carol Ogalvie from Peterborough should be acknowledged this year for lifetime achievement as they have retired.
10. HIA Training – B. Frost said they have contracts in place for grants for audits with two RPC's Lakes and Southern RPCs. Lakes for 9K for the WOW, Rails with Trails, and Southern has 16K for 2nd street from Bedford town line to the Mill Building before Granite Street.
11. Legislative Survey Results – We got 50 respondents. T. Corwin thought we should come up with a written strategy from the results. Tara found the survey confusing. There was discussion about the level of survey monkey we have. Both M. Monahan and B. Frosts organizations have higher levels we might be able to piggy-back on. There was discussion about some of the questions. We should have asked some background info on who answered the survey – were they from small towns or cities? M. Freidman asked about the title of the survey. The title Legislative Survey may be a turnoff.
12. S. Marchant mentioned that someone talked to her about the NHPA writing legislation regarding abutter notices. How can we get info to abutters more efficiently with plans or more info etc. There was discussion of the issue. Perhaps best practices rather than legislative changes. B. Frost will draft a question on Plan link.
13. Defining Professional Planner in 30 seconds or less – **Homework:** Answering the question: What do you do? BECAUSE OF TIME THIS WAS PUT ON THE NEXT AGENDA

NHPA MISSION STATEMENT: THE NEW HAMPSHIRE PLANNERS ASSOCIATION PROMOTES, ASSISTS, AND SUPPORTS THE PROFESSIONAL PLANNER IN THE GOAL OF ACHIEVING PLANNING EXCELLENCE TO IMPROVE THE QUALITY OF LIFE TODAY AND TOMORROW IN NEW HAMPSHIRE'S COMMUNITIES.

14. Officer Updates –

- a. NNECAPA Legislative Liaison - D. Brooks – not present.
- b. Legislative Liaison – T. Corwin – The Leg Sub Com met last week and assigned support or opposition to Planning related bills. We then choose which ones to prioritize and those get letters. These include HB215 – Affordable housing. We priority opposed. HB347 - Cottage Developments. We wrote a letter about the fact we liked the idea but thought it should be in the innovative handbook not the statute. Several other bills were discussed.
- c. Public Information Officer - M. Monahan Nothing more to report.
- d. Newsletter Editor - P. Rigrod. Nothing more to report.
- e. Professional Development Update – C. Pattison – she met with Lebelles Winery about hosting an event. An evening event 4-7 pmish. We thought we could charge people \$40. This place was very expensive. B. Frost said looking at the budget – S. Marchant said they were thinking of doing an annual meeting type meeting with bylaw changes and budget etc. We typically get 50 people at our annual meetings. Tentative date was April 29 or 30. This time was picked because it's the 5th week of the month so the thought process was that there wont be conflict with already scheduled board meetings. Peter Lockland, Bernie Waugh and Tim Bates have done a session on simplex. How about if we can get someone from Mitchell Group, T. Corwin will ask Chris Bolt. B. Frost said we have budgeted 1000 for annual meeting and 1500 for professional workshop. S. Saunders and S. Marchant and T. Corwin will come up with a brief mission statement for speakers. No need for any annual meetings items. We'll call this one annual professional development because there is no spring conference. We'll do a reminder postcard. Do we want to present our awards at this meeting? YES! Do we want to do a brown bag lunch this spring too? No. Lets focus on this. The idea of talking about the Concord Maine Street for a topic for August was discussed.
- f. Sustainability Coordinator – T. Germond. No report.
- g. Treasurer - B. Frost – Still working with Cornerstone to get all information transferred over. .
- h. Vice President - M. Freidman. Nothing more to report.
- i. NNECAPA NH State Director - Vacant

13 Other Business

14 Adjourn. T. Corwin moved, Ben seconded. All in favor.