



New Hampshire Planners Association
February 23, 2018 9:15 a.m.
NHMA Concord, NH

DRAFT MINUTES

Present: Sarah Marchant, Becky Hebert, Donna Benton, Shanna Saunders, Sara Carbonneau, Scott Osgood, Jodie Levandowski, Pierce Rigrod, Kerrie Diers, and Scott Osgood.

Meeting called to order at 9:20.

Minutes of December Meeting – S. Carbonneau moved to accept the minutes of the January 26, 2018 meeting. D. Benton seconded the motion; motion passed.

1. **Membership Drive** – S. Carbonneau said that she is working with B. Frost and D. Benton and will be sending personalized letters to new members. The letter will basically be the same each month but will be updated to include recent NHPA information and events. She said that she is in the process of going through the NHMA directory to make sure we have everyone who is listed as a professional planner. S. Carbonneau asked committee members to check the list on Wild Apricot to make sure all of the planners you know are also listed as NHPA members. She also suggested changing the bylaws this fall to create a free student membership for undergrads plus one year post-grad and suggested we talk with members about this at the spring conference.
2. **Legislative Breakfast** – S. Osgood said the legislative breakfast will be on March 28 or April 3 at 7:30 AM. The crossover is the 25th, so this is good timing. He said the food is less expensive this year and will be \$550, split between the organizations. S. Osgood said he will go to the breakfast and will also reach out to members of the legislative committee. He said that he doesn't have the poster. M. Connors said that he has the NHPA banner and will bring it to the next meeting. The group also decided to print an informational postcard for the event to use as a handout.
3. **NHPA Spring Conference** – J. Levandowski said she is going back and forth with conference contract to fine tune the venue. The conference will be at the Courtyard Marriot, which is a great location off of Route 101A in Nashua. The keynote speaker will be Stephen Pimpare, a professor at UNH. She said his will be a great addition to line-up, but has a speaker fee. She asked what we felt would be appropriate payment? She said that Manchester Connects did a town hall meeting and he was the moderator and a very good public speaker. He has written three books, and speaks about homelessness and gentrification. His standard fee is \$2500. B. Frost sent out a list of what we paid in the past, and suggested that \$1000 plus travel expense and hotel was typical. The group agreed that \$1500 was an acceptable rate and decided to ask NHHFA, Plan NH, Antioch, School for International Studies, and the NH Charitable Foundation for sponsorships. S. Carbonneau and B. Hebert will reach out to the organizations for sponsorships. D. Benton said that the online form on Wild Apricot has five sponsorship levels - \$2500, \$1000, \$500, \$250, and

\$150. J. Levandowski said she has last year's letter and form. The group discussed the conference budget and estimated the cost with food would be \$5000 - \$6000. There would be a \$50 registration option for Thursday night only, \$125 for both days, and \$100 for an early bird rate. The hotel cost is \$129 per night. J. Levandowski said the hotel has a very nice venue, in line with quality of the Hanover Inn. She said that in North Conway we had a gentleman from VHB, who was fantastic but there were only a few of us at his presentation. She suggested bringing him back if he's willing to present at the conference. The group discussed the conference schedule with 8:00 - 9:00 breakfast, 9:00 - 9:15 welcome/opening, 10:15 keynote, plenary before lunch, CNU New England for plenary, lunch and awards, discussion of APA Sections, concurrent sessions 2:30 - 3:30, and conference would end at 4:45. The group agreed to have the happy hour/networking at the hotel, which has a nice patio area with a fire pit. S. Marchant suggested having a raffle at the reception to keep people there. She also said CNU has asked if we could put their logo on our promotional material. CNU speakers would pay for the conference registration if they were going to attend the whole event.

S. Saunders said that award letters need to go out to encourage people to submit awards. The letters should go out towards the end of April. The committee decided to cancel the April meeting and move this meeting to May 4th because of the school vacation week. The regular May meeting would also be cancelled because of the conference. The group discussed having a session on Woodmont Commons. B. Hebert suggested contacting Colleen Mailloux. The group agreed not to have a shuttle from the hotel to Thursday night's venue.

4. **Update on NNECAPA** – S. Marchant said the draft bylaws have been circulated to the state association presidents and treasurers. NNECAPA has hired Rick Minard to draft the bylaws and facilitate the retreat. At this point, it is set up with the vice presidents of each group being the NNECAPA representative to the state sections. She said she would send the bylaws out to everyone after the retreat and the NH section bylaws would be drafted in time for the spring conference. S. Saunders said she hasn't had any new feedback recently from the membership and feedback has been generally positive.
5. **NHPA Ski Day** – D. Benton said that Tom Irving is the only one who signed up for the event. The group decided to cancel the event and discussed picking a closer location next year.
6. **Officer Updates:**
 - a. NNECAPA Liaison – S. Marchant said that APA is pushing the conference and walking college fellowship to inspire a local walking movement. Cynthia Bowen also put out a statement on Trump's budget proposal. She suggested this might be a good topic for the newsletter if we needed more content. The budget includes cuts to CDBG, HOME, arts entirely, and other social welfare programs, but no one thinks it will actually pass. K. Diers said that a notice was distributed to NNECAPA members for the state association planning grants. D. Benton will also post it on the NHPA website.
 - b. Legislative Liaison – S. Osgood said he is just keeping up with things and looking forward to crossover to see where things stand. He said all leads on a possible lobbyist have fallen through, and if you know of anyone we need to get a voice in Concord.

- c. PIO – D. Benton said that NHPR has asked us if we wanted us be interviewed on housing issues. The focus is on both small and large communities. S. Carbonneau said she could speak on behalf of a rural community, and maybe Chris Parker could speak on behalf of an urban community.
 - d. Newsletter Editor – M. Connors said he is finishing the newsletter. The group agreed we should add information about the conference and the request for award nominations.
 - e. PDO - Nothing more to update.
 - f. Sustainability Coordinator – P. Rigrod provided an overview of NHDES initiatives.
 - g. Treasurer’s Report – S. Saunders said that B. Frost sent out a treasurer’s report and they need to send a check to Hinsdale for the planning grant.
 - h. VP Report – Nothing more to update.
 - i. NNECAPA State Director – K. Diers said that the state planning grant is due April 2nd. She also mentioned the upcoming retreat to review the bylaws for the APA NNECAPA/ state sections. S. Saunders said that B. Hebert is going and there is space for one more NHPA member if anyone is interested.
 - j. Presidents’ Update – Nothing more to update.
7. **Upcoming Meetings** – Next NHPA meeting will be on March 23rd at 9:15.
- D. Benton moved to adjourn at 11:10; M. Connors seconded; all in favor. Meeting adjourned.

Respectfully submitted: Becky Hebert