



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

DRAFT MINUTES

Present: Sarah Marchant, Becky Hebert, Shanna Saunders, Sara Carbonneau, Scott Osgood, Jodie Levandowski, Kerrie Diers, Ben Frost and Scott Osgood.

Meeting called to order at 9:15.

**Minutes of December Meeting** – S. Marchant moved to accept the minutes of the February 23, 2018 meeting. K. Diers seconded the motion; motion passed. S. Osgood stated that the date of the Legislative Breakfast should be changed in the minutes from the 28<sup>th</sup> to the 27<sup>th</sup>.

1. **Membership Drive** – S. Carbonneau said that she has reached out to three new members and sent welcome letters. She suggested featuring new members in the newsletter with a head shot and bio. She also said that if you know of any new planners in the state, please send their names to her. She would like to make an effort to reach out directly to new planners to invite them to join NHPA. The group also discussed amending the student membership rate. We will need to keep this on the radar for the Annual meeting because this will require an amendment to the bylaws. The amendment would allow undergrad students to join NHPA for free. S. Carbonneau also suggested highlighting a planner in each newsletter. This is something that MAP and NHMA are doing in their newsletters.
2. **Legislative Breakfast** – S. Osgood said the legislative breakfast will be on March 27<sup>th</sup> at the State House. The breakfast will start at 8:00 but he will need to be there at 7:00 to set up. The group discussed materials for the table including the NHPA banner, postcards, the brochure on “what do planners do?” and a postcard to advertise the NHPA spring conference. S. Osgood has emailed Legislative Committee members but no one has volunteered to attend. B. Hebert and S. Saunders offered to help with the event.
3. **NHPA Spring Conference** – J. Levandowski said the conference materials are updated and ready to go. B. Frost did a mass mailing for sponsorships in the past, and will send another letter for this conference. The save the date cards should be arriving in the mail any day. The registration is also up on the website. S. Marchant will send an email on Monday or Tuesday with the link the registration and the hotel information. St. Anselm’s College will be hosting the ethics session and the reception will be at the Flight Center from 5:00 to 6:30. Open items include payment for the keynote speaker and whether or not there will be a mobile tour in Nashua. CNU is sponsoring the plenary session. S. Marchant said that there is a great sculpture symposium in the downtown. She could update a presentation on this and combine an indoor session with a trolley tour for a mobile workshop. S. Carbonneau said that PlanNH will be sponsoring the event at \$750. She also

mentioned a NH Charitable Foundation grant that is available for non-profits to help with restructuring. She thought this might be applicable to the NHPA/APA Sections discussion. She asked if CNU would sponsor the conference. S. Marchant said that CNU is excited to partner with NHPA but cannot offer monetary sponsorship. J. Levandowski said the venue is expensive and it will be important to reach out to sponsors. The list will be posted on google docs and everyone should sign up for a few sponsors. B. Frost said the mailing is ready to go out to the sponsors. M. Connors said that he will add a full page spread to the newsletter advertising the conference. S. Marchant said there will be approximately an hour between 1:30 and 2:30 to discuss the NHPA/NNECAPA Sections with the membership. J. Levandowski said the awards will be given out at the lunch.

4. **Update on NNECAPA** – S. Marchant said the NNECAPA retreat was very productive. The group worked hard to discuss and revise the draft bylaws. Rick Minard just sent a revised copy of the bylaws along with revised bylaws for the state sections. The group has developed a solid timeline for implementation and will be signing a MOU to formalize the timeline and process. NNECAPA will also be fronting money to help with the transition and to assist with next year's conference planning. The task force will continue to work out a plan for shared costs and revenues. M. Connors has been asked to prepare an informational flyer to help educate members about the transition from state associations to the APA Sections. S. Saunders said she would like to poll the membership one more time before signing the MOU and the final vote. The goal is to have the MOU signed by July 1<sup>st</sup>. The group needs to determine how organizational memberships would work, especially for the organizations who do not pay for their staff's APA membership.
5. **NHPA Awards** – S. Saunders said that the deadline for awards is April 20<sup>th</sup>. The group discussed possible candidates for lifetime achievement awards. VPA has also asked NHPA to weigh in on their awards. The group had previously decided to decline helping VPA with ranking their award submissions but the email asking for assistance came in before we could communicate this to VPA. S. Saunders asked members to review the submissions via Dropbox and send comments to her by email.
6. **Officer Updates:**
  - a. **NNECAPA Liaison** – S. Marchant said that there is good news with the federal budget. The budget was increased to include money for CDBG and HOME programs as well as funding for the arts and humanities. NNECAPA will be changing the conference planning format with a standing conference committee. This year's conference is in Maine at Lookout Point. Dar Williams will be performing. The venue has cabins and each state association is being asked to bring a state themed cocktail. Wednesday night MAP will be celebrating their 50<sup>th</sup> anniversary.
  - b. **Legislative Liaison** – S. Osgood said that crossover is happening this week. Of the 56 bills being tracked 20 are dead and the remaining 36 are still on the table. He said that OSI organized a meeting with DOT and DES to discuss legislative priorities. He said the bill creating the demographer position passed the house.
  - c. **PIO** – S. Marchant is covering for Donna while she is away on maternity leave. B. Frost said that he is also checking the NHPA email account.

- d. Newsletter Editor – M. Connors said the newsletter ready to send out. He needs S. Saunders to sign a letter from the President. 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 – No update.
  - g. Treasurer's Report – B. Frost said that he will provide a quarterly report at the next meeting. The current fund balance is over \$30,000 and most membership renewals are in.
  - h. VP Report – S. Carbonneau said that the new student member may want to attend the conference. Is there a student rate? The group agreed that we could waive the registration fees if she volunteered to help at the registration table.
  - i. NNECAPA State Director – K. Diers said that the state planning grant applications are due in early April. She has not received any applications yet.
  - j. Presidents' Update – Nothing more to update.
7. **Upcoming Meetings** – Next NHPA meeting will be on May 4<sup>th</sup> at 9:15.
- S. Marchant moved to adjourn at 11:10; M. Connors seconded; all in favor. Meeting adjourned.

Respectfully submitted: Becky Hebert