NNECAPA Executive Committee Virtual Meeting Minutes
Friday February 20, 2026 – 11:00 am

EC Attendance: Jeff Levine, Erin Zwirko, Nancy Kilbride, Emily Heymann, Matt Sullivan, Sam Durfee, Matt Boulanger, Dayea Shim, Sydnie Lambert-Picard , Colleen Olsen, Amanda Bunker (joined at 11:04 after #2) Matt Boulanger (joined at 11:16 during #5)

Guests: none

1. Call to Order

J. Levine called the meeting to order at 11:02 am.

2. Minutes

E. Zwirko made a motion that was seconded by S. Durfee to approve the January 2026 meeting minutes. The minutes were approved 7-0-1, Matt Sullivan abstaining.

3. Treasurer's Report

S. Durfee ran through the treasurer's report. He noted the conference went well so we had additional revenue sharing based on a formula (70% to NNECAPA, 10% to each section). He also noted we are still waiting for the quarterly APA rebate. He noted that our CD has made $3000 to date.

D. Shim made a motion, seconded by S. Lambert-Picard to approve the Treasurer's Report 9-0.

4. 2026 NNE Conference

Colleen Olsen was welcomed and introduced herself as the NH Conference chair. C. Olsen noted that the committee has met twice and there are subcommittees as well. N. Kilbride stated the goal is for six mobile sessions. Call for sessions have gone out 5 times, 14 proposals so far. March 2 is the deadline, will need 25 sessions and hope for 40 proposals. They may extend the deadline. Sponsor packages were mailed to 125 potential sponsors. We included 40 new NH sponsors. We have a conference sponsor and a new sustaining partner as well. For 2027, the Doubletree in Burlington is mostly complete with construction. For 2028, we have the Holiday Inn in Portland.

S. Durfee asked about session submissions.

5. Listserv/Email List

S. Lambert-Picard reported that the new Groups.io listserv has 162 members now, about half of those from the former list. Still working out the best approach to moderating the emails. The front page of the web site will need to be updated to refer to the new listserv.

6. **Work Plan for 2026**

The work plan will be discussed at the retreat.

7. **Spring 2026 Retreat/Strategic Plan**

J. Levine mentioned that the EC retreat will be held March 13-14 at the AMC Facility. Normally there is an overnight option, but people could attend just for Saturday, which would be Saturday morning and early afternoon. D. Shim noted that eight people are staying, can still add more people.

J. Levine noted that the group will need to discuss how the chapter can better serve the membership with the additional membership revenue. Conference logistics will also be discussed.

Previous years we offered Zoom, meeting room should have Wifi. E. Zwirko will bring an owl.

8. **Officer and Officer Committee Updates**

   a. **Chapter Administrator Updates**

   Membership is holding steady at 584.

   b. **President Updates**

   Ben Frost and Jeff Levine are FAICP. Still no word on the CPC Admin Grants.

   c. **Vice President Updates**

   Mike Miller from the City of Montpelier submitted the NNECAPA Plan of the Year to the Small Town and Rural Division award program. We have a page on "award winning plans" page that needs some updating, which E. Zwirko is working on.

   d. **Professional Development Officer Updates**

   2026 Mentorship Program up and running, 12 Mentors, mostly 1 one 1 mentees.

   e. **Public Information Officer Updates - Newsletter**

   The newsletter went out 2 weeks ago.

   f. **Section Representatives**

   - Vermont updates- M. Boulanger says they are getting ready for their spring conference. Some legislative echoes re: Act 250 changes.

- NH Updates- Legislative level, some proposals out there to potentially unwind some housing reform. Planning for conference and awards, some turnover at the state level. VP duties/Section rep duties to Shannon Saunders.
- ME Updates- Matt Williams is section rep and Jeannie is new president. EC position from Conference Rep could be revisited at the retreat. How do we make the conference process more sustainable?

9. Other Business/Future Discussion Items

Conference procedures and institutional processes. The EC may meet on its regular meeting date in March, pending any business.

10. Adjourn

Sam D. made a motion to adjourn seconded by D. Shim. The motion passed unanimously (8-0). The EC adjourned at 11:50 pm. The next meeting is the retreat on March 13th.