NNECAPA Executive Committee Virtual Meeting Minutes
Friday September 18, 2026 – 11:00 am

EC Attendance: Jeff Levine, Erin Zwirko, Katherine Sonnick, Nancy Kilbride, Dayea Shim, Sam Durfee, Sydnie Lambert-Picard, Matt Boulanger, Shanna Saunders, Colleen Olsen, Matt Boulanger, Amanda Bunker, Emily Heymann

Guests: none

1. Call to Order

J. Levine called the meeting to order at 11:05 am.

2. Minutes

K. Sonnick made a motion that was seconded by E. Zwirko to approve the July 2026 EC meeting minutes. The minutes were approved 7-0.

3. Treasurer's Report/Budget

S. Durfee ran through the treasurer's report. He noted that we're on our full fiscal calendar year, which is always an exciting time. There are no real surprises compared to previous years, given where we are right now. He thanked N. Kilbride for bringing in the sponsorship, including sustaining sponsorship. He referenced the highlighted fields in the budget and noted that the budget is in this odd place where we carry over the highlighted fields, the expenses that occur in fall in the new fiscal year, but they're associated with the previous one just because of where our fiscal year lines up with our conference. S. Durfee concluded stating that the budget is right where we want to be in terms of fiscal position for this time of year.

The proposed budget for Oct 2026-Sept 2027 was discussed next. S. Durfee highlighted the increased dues revenue, based on the increase in membership dues. S. Durfee also noted the grant and the miscellaneous line, which would include gifts and credit card cash back. J. Levine asked about the process of approving the budget that will be put to vote at the Annual Meeting. J. Levine noted that he is proposing to add in travel expenses since APA is requiring more travel to events. J. Levine noted the $85 surplus, which is reasonable, but if there were more there should be discussion about adjusting the budget. Budget changes are due most to the conference depending on circumstances. S. Picard asked about offering a chapter grant that could be funded with any surplus funds. J. Levine agreed that it would be a good idea and could be asked to the chapter membership.

S. Lambert Picard made a motion, seconded by C. Olsen, to approve the Treasurer's Report. The motion passed unanimously.

4. 2026 NNE Conference/Scholarships/IT Grant

N. Kilbride noted that the conference is 33 days away. 433 attended last year with 280 registered so far this year. There are a fair number of people registered outside of the NNE area. She noted that 65% are registered for 2 days. The programming of the conference could be something to consider for the future, with shifting content toward days 2 and 3. She provided a sponsorship update. We received $18,500 for 2024, $29,400 for 2025, and $32,200 this year with 4 new sponsors. 32 venders have signed on so far, with a maximum of 35 spots. She shared that she has seen new sustaining sponsors as well. Three of the Mobile sessions are booked up and the other ones filling up well. C. Olsen was able to get the CM credits lined up. N. Kilbride encouraged EC members to sign up to volunteer. A NH IT person signed up but we really could use more help with laptops and IT help. The $1,000 per state scholarships are not generally being used, except for one person from Vermont. A Bunker noted that Maine has not seen any takers for the scholarship. E Zwirko thought that the Maine salary cap is too high. N. Kilbride noted that there were issues with the hotel being full. She's trying to figure out availability of nearby hotels.

5. Annual Business Meeting Agenda

J. Levine ran through last year's agenda:

Approval of last year's meeting minutes, APA updates, professional development updates, budget highlights and overview and budget vote (action item).

E. Zwirko was planning to acknowledge Ben Frost and J. Levine as FAICP members. She was going to do this during the award lunch, but she could do that during the business meeting. N. Kilbride noted that Ben has not yet registered for the conference but will reach out to him to encourage him to attend. E. Zwirko and J. Levine will discuss this following the EC meeting. J. Levine noted that the Bylaw changes should be added to the agenda and he will circulate that and put that on the website in a week or two.

6. Local Solutions Conference

J. Levine brought up the Dartmouth Local Solutions Conference that is happening in May. He referenced the email in the packet. The organizer, Christian Daniels, was wondering if NNECAPA would be interested in partnering with them. A. Bunker asked if there was any policy about sponsorship. She noted that she didn't see a clear reason for NNECAPA to do it. She shared that MAP was discussing having a sponsorship policy and she could share with the EC what MAP adopts. She also noted that the Dartmouth organizer referenced the need to set up CM credits and that is something that NNECAPA could help with. S. Durfee noted that they reached out to Nashua to be on the steering committee and S. Durfee is going to be a part of this. A Bunker thought that it would be good to have a policy on sponsorship.

7. NNECAPA Awards

E. Zwirko shared that the awards committee met. One category needs to have a tie braker and S. Durfee is the decision maker for this. She is excited to hand the awards out this year. She noted to N. Kilbride that because of timing she might have to ship to awards directly to the hotel. She shared that the new category of Great Places in New England didn't receive any nominations. They discussed trying to hype it up at the conference to hopefully get some interest in the award next year.

8. Media Training

J. Levine noted that registration is open, so far fifty people have signed up, and there is a cap of 100. He connected with the speakers and they are ready. He reminded the EC that the training is scheduled for Friday September 25.

9. Membership Update & Possible Sustaining Partners Drive

N Kilbride noted that APA hasn't sent a member update for a couple of months. The current membership number is 546, which is holding steady from the previous year.

J. Levine discussed the CPC grant for the sustaining parters drive. He is currently talking with N. Kilbride about how this would work.

10. Officer and Officer Committee Updates

a. Chapter Administrator Updates – Section renewals

N. Kilbride had no further updates to share.

b. President (& States) Updates – EYW contract renewal

J. Levine is happy to announce that NNECAPA is renewing N. Kilbride's contract for another year. He congratulated N. Kilbride for her excellent work.

c. Vice President Updates

E. Zwirko had no updates to share.

d. Professional Development Officer Updates

D. Shim talked about the AICP exam timing period. She noted that fewer people are applying. For the mentorship program, she will need to coordinate with S. Durfee and J. Levine about budget for mentorship gathering at the conference.

e. Public Information Officer Updates - Newsletter

S. Lambert-Picard noted the newsletter went out with 50% openings. She wants to talk with N. Kilbride about email lists on Constant Contact. She brought up promoting the Salmon Falls Watershed Conference. She asked if there was any concern about promoting this, noting that this is the PIO's call but she wanted to ask. She is fine to put it on groups io. S. Saunders noted that it was a geographically constrained area. It might be better for the NHAPA website.

f. Section Representatives – Matt Willams Resignation

A. Bunker noted that Matt Williams stepped down and it is not clear who would take over. E Zwirko and A. Bunker are stepping up right now to fill the void.

The EC discussed the new bylaws that reduced the number of conference committee members on the EC. That would include one representative from each state section and eliminate the conference representative except for the host.

M. Boulanger stated that VPA has an EC meeting next week. The legislative committee is working on housing and homeowner's association bylaws. The project will include the interaction between fire safety code and zoning. VPA is also planning the annual meeting that occurs in December.

S. Saunders noted that NHAPA is dealing with legislative updates and required zoning regulation updates.

11. Other Business/Future Discussion Items

J. Levine asked if a 5:15 meeting time at the conference would work for EC meeting. The EC agreed to that time.

12. Adjourn

E. Zwirko and made a motion to adjourn, seconded by S. Durfee. The EC adjourned at 12:05 pm. The next meeting is scheduled to be held at the NNECAPA conference.