NNECAPA Chapter Annual Business Meeting
Wednesday, November 5, 2025 – 7:30 AM Holiday Inn by The Bay, Portland, Maine
Members in Attendance, 345

1. Welcome and Call to Order

The 2025 NNECAPA Chapter Annual Business Meeting was called to order by Jeff Levine, chapter president, at 7:50 AM. Jeff thanked the Conference Committee, Events Your Way, the Executive Committee, and the Sustaining and Conference Sponsors for their support. Jeff noted that over 450 attendees were present at the conference. That is an increase of 25% from the previous year.

2. Review and Approval of 2024 Annual Meeting Minutes

The minutes from the 2023 Annual Business Meeting were presented. Jim Fisher made a motion to accept the minutes. Joan Walton seconded the motion. All present voted unanimously in favor.

3. National Updates

Jeff noted that APA is going to a new IT platform, so their systems will be down in December. That means that the NNECAPA systems will be down as well as we piggyback on them.

Jeff noted that there has been a lot of discussion about the AICP Code of Ethics in this political climate. APA remains committed to DEI in the profession with no changes announced despite external challenges.

Jeff noted that the AICP exam will be changing, and he will talk more about that when he touches on professional development.

4. PDO Updates

Jeff discussed the mentorship program, and thanked Dayea for her work organizing that as well as all the mentors and mentees.it has been a really great success. He asked if any of the members were interested in the program, they contact the Executive Committee or Dayea Shim directly.

Jeff shared that NNECAPA is also going to be doing webinars through Ohio APA. We are obligated to present at least one webinar a year. He noted that if anyone has a topic that they think is worth presenting as a webinar, please reach out to the EC. Members get access to all their webinars, with CM credits available.

He noted the change in the AICP exam cycle. AICP exam window expanding to six months next year, replacing previous two short windows.

5. Dues Structure

Jeff noted that the membership approved a new dues structure tied to APA percentages, not flat fees. He noted that APA dues are slated to increase by 4% next year. He reminded the attendees that chapter-only memberships remain available. He stated that the budget includes new line item for special projects, funded by dues adjustments. The dues adjustments will kick in until mid-year on average because it happens when memberships are renewed.

6. Review and Vote on NNECAPA Annual Budget

Jeff introduced the proposed budget, which projects $126,750 in revenue, mainly from APA/ASCP rebates and chapter conference. Major expenditures include $65,000 for chapter conference, website/listserv upgrades, FAICP application assistance, and professional development. The budget includes funds for switching to a professional listserv provider, budgeted at $250–$500/year. The total operating expenditures are estimated at $126,665, with a projected $85 surplus. We have implemented cash management strategies: certificates of deposit for interest and a 2% cash back credit card. He thanked the treasure, Sam Durfe for his work on the chapter finances.

Jeff opened the floor for questions. No questions were asked.

Ben Frost made a motion to accept the budget. James Burden seconded the motion. All present voted unanimously in favor.

7. Adjourn

The meeting adjourned at 8:05 AM.