



32 Main St., #150
Montpelier, VT 05602
www.vermontplanners.org

Officers

Mark Kane, ASLA
President
802-862-0098
mkane@segroup.com

Kate McCarthy, AICP
Vice President
kmccarthy@vnrc.org

Steve Lotspeich, RL
Treasurer

David W. Rugh, Esq.
Secretary

Alex Weinhagen
Legislative Liaison
VT & NNECAPA Rep.

Brandy Saxton, AICP
NNECAPA Rep.

Past President
Sarah Hadd

At-Large Members

K. Dana Hanley

Paul Conner, AICP

Rod Francis

Peg Elmer Hough, AICP

Amanda Holland, AICP

Seth Jensen

VPA EC Meeting Minutes

November 6, 2017

GoToMeeting Call-In

Executive Committee members present: M. Kane, K. McCarthy, S. Lotspeich, D. Rugh, B. Saxton, S. Hadd, D. Hanley, R. Francis, P. Hough, A. Holland and S. Jensen

VPA Members: None

Meeting began at 1:00 p.m.

1. Announcements & Agenda Modifications

None.

2. Budget Review and Adoption for Annual Meeting

S. Lotspeich reviewed the proposed 2018 budget. It's similar to past budgets. Steve projected 2017 revenues and expenses, though those figures aren't complete yet. The proposed 2018 budget is a bit more "normal" than 2017 because there's no NNECAPA conference. There's a bit of a dip on the dues side, though the organization is working on growing membership. In 2018, we're keeping Spring and Fall Conference expenses at the usual level. VPA is anticipating a \$1,000 grant for Act 250 Working Group and Commission intern and other projects. This budget does propose another transfer from reserves in the amount of \$2,000. The organization may not have to use the reserves, but the transfer is there so there is a buffer to ensure a balanced budget.

On revenue side, the Administrative Services expenses have dropped because we haven't incurred significant administrative expenses in 2017. S. Hadd says VPA will need some more money for administrative services in 2018 due to the need to separately invoice organizational members, including working with the webmaster. Over the past few years, dues revenue has decreased, so M. Kane suggested raising dues in the range of \$5-\$10 per member to off-set some of the new administrative service expenses and to keep due revenues at about \$6,000 per year. Per the motion below, the EC approved a dues increase that will be presented to the membership at the Annual Meeting. S. Lotspeich suggested raising the Administrative Services line item from \$300 to \$500, which should give VPA enough cushion. D. Rugh and M. Kane suggested raising the amount of Awards line item to \$800 to accommodate Awards reception at the Statehouse and award plaques. Legislative stipend line item includes sharing a legislative intern with VNRC and the \$1,250 legislative liaison stipend. P. Hough discussed anticipated expenses for VPA Spring Conference on Act 250 and planning for resilience, and M. Kane said that some of the NNECAPA grant could be used to cover travel expenses for conference speakers.

Action: Motion to approve and submit to the membership the 2018 budget as presented by S. Lotspeich but with an increase to the Administrative Services line item to \$500 and the Awards line item to \$800 for consideration and approval at the Annual Meeting: 1) D. Rugh; 2) D. Hanley. *Motion passes unanimously.*

Action Motion to present to membership raising dues by \$5 per individual member to \$45 and by \$15 for organizational members to \$140: 1) D. Rugh; 2) K. McCarthy. *Motion passes unanimously.*

3. 2018 Work Plan Review and Adoption for Annual Meeting

M. Kane presented a revised 2018 Work Plan. Significant revisions to the 2017 Work Plan were to eliminate discussion of the NNECAPA conference since VPA will not be hosting the conference in 2018 and to make provisions for the new the Act 250 Working Group and Act 250 Commission. D. Hanley commended the inclusion of support for the Legislative Liaison in the 2018 Work Plan due to concern that chairs of VPA's committees bear a disproportionate amount of the work load for each committee. A. Holland suggested revisions to the names in the officer table.

Action: Motion to approve and to submit to the membership the draft 2018 Work Plan for consideration and approval at the Annual Meeting: 1). S. Lotspeich; 2) A. Holland. *Motion passes unanimously.*

4. 2018 Slate of Officers

P. Hough presented the proposed 2018 Slate of Officers at the October EC meeting. M. Tuttle is nominated by the EC as VT NNECAPA Director, but VPA doesn't need to take action. A. Weinhagen was removed from the Slate because his position is a two-year term contemporaneous with the legislative biennium, and we're in the second year of the biennium in 2018.

Action: Motion to approve and to submit to the membership the proposed 2018 Slate of Officers for consideration and approval at the Annual Meeting: 1) K. McCarthy; 2) R. Francis. *Motion passes unanimously.*

Action: Motion to formally nominate M. Tuttle as VT Director to NNECAPA: 1) R. Francis; 2) B. Saxton. *Motion passes unanimously.*

Next Meeting: VPA's Annual Meeting November 17, 2017 – St. Leo's Hall, 109 Main St., Waterbury, VT beginning at 1:00 p.m.

5. Adjourn

Action: Motion to adjourn: 1) D. Rugh. 2) R. Francis. *Motion passes unanimously.* Meeting adjourned at 1:46 p.m.