

NHPA Executive Board 2009 Action Plan

Action	Officer(s)	Deadlines/Timing	2009 Accomplishments
Membership development - engage in a coordinated effort to increase membership and review membership renewals to see if there has been any attrition due to the dues increase.	Treasurer VP	Ongoing	RPCs reminded to sign up new staff members. No apparent attrition attributable to dues increase.
New Member Information Review - direct outreach to new planners in the state with an accompanying mentorship for younger planners all alone in a municipal position.	Treasurer, VP, PDO, PIO	Summer 09	Outreach is done on an ad hoc basis as we receive new member sheets from LGC; coordinated plan of outreach needs to be developed by Ex Comm.
Review Membership Registration forms to see what planner's interests are and if there is any response from those willing to volunteer and assist the exec board with various NHPA activities.	Treasurer VP	Summer 09	List has been reviewed on an as needed basis
Survey AICP planner's in NH to figure out what trainings they would attend if they could get credits and also identify current legislative priorities for members	NNECAPA Ex-Officio PDO	Summer 09	Discussion at Ann Conference Fri lunch focused on desired training topics.
Continue to offer small PD workshops (e.g. audio and CD conferences)	NNECAPA Ex-Officio PDO	Ongoing	NHPA/NHARPC/OEP joint effort on APA Advanced Intensive Audio Conference Series (2009-2010) Sponsored CM Credits for the 2009 Law Lecture Series
Engage planners and other professional (e.g. municipal lawyers) to discuss what changes should be made to planning and zoning statutes, including the smart growth statutes.	Legislative Liaison	Spring & Summer 2008 2009 legislative session	2009 legislative priorities set and posted online; NHPA testified on 8 bills during the 2009 session.
NHPA Annual Spring Conference 2009 (Lebanon, NH)	PDO, COG, etc	June 4 & 5, 2009	Over 75 attendees & 15 CM Credits offered
NHPA/NNECAPA Annual Conference 2010 (Note: April 9-13, 2011 is the APA Conference in Boston)	Ex-Officio, PDO, COG	Late Spring 2010	Planning has begun; currently looking for COG members – contact Julie LaBranche if interested
Annual Meeting (Manchester, NH)	President, PDO, AMOG	November 13, 2009	48 registered attendees and speakers, 1.5 Ethics CM Credits available
Executive Committee Elections	Nominating Committee	Fall 2009	Ballots distributed with Annual Meeting packets; Results to be announced at the Annual Meeting
Annual Awards	President, PDO, VP and PIO	Submissions Feb 27; Announcement @ Ann Conf; Forward to NNECAPA summer 09	NHPA Awardees: Michael Behrendt (Professional Planner); R Mark Adams (Citizen Planner); Keene 10% Challenge (Project); Keene Community Vision (Plan)

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Newsletter - continue quarterly publications and consider whether there should be a newsletter editorial board to assist in the process	Newsletter Editor	Publication Dates: Spring-3/09, Summer-6/09, Fall-9/09, Winter-12/09	Winter 08/09, Spring & Summer 09 Done Fall 09 due out in November Ex Comm working to generate article contributions from the membership
Summarize and report on all 2009 legislation	Legislative Liaison, Ben, Jen	Either Summer or Fall Newsletter 2009	Summary of bills of interest to NHPA members drafted for the Fall 2009 newsletter
Establish priorities for the 2010 legislative session	Legislative Liaison	Summer/Fall 2009	Legislative survey distributed to members summer 09; Summary of results posted online and to be presented at the annual mtg
Develop a sustainability initiative/work to integrate sustainability into NHPA's day-to-day functions and events.	Sustainability Coordinator	Winter 2009	Adopted NHPA Sustainability Policy Guide; 2008 footprint complete; 2009 footprint in process; Sustainability web page complete
Develop resources, partnerships and collaborations to enhance sustainability planning for NH Planner's Association members.	Sustainability Coordinator	Fall 2009	Resources are continually being added to the sustainability webpage; sustainability an ongoing theme for sessions at the annual conference; Became a member of the New England Rail Coalition; working on a partnership with CACP webinar training for 2010
Strengthen connections between NHPA and other professional associations	PDO, PIO	Ongoing	Through all planned trainings, conferences, and events
Plan Recording Initiative – Collaborative effort with the NH Land Surveyors and Registrars to facilitate a consensus building or educational effort surrounding what should/shouldn't be filed with plats and deeds	PIO, PDO	Ongoing	Jen, Kerrie and Sarah attended 12/4/08 Land Surveyors Meeting Guidance document on Plan Recording available online at NHPA website ("What is the Plat Law?") – completed summer 2009 Exec com to plan outreach for 2010
Prepare and maintain an annual budget; prepare monthly financial reports	Treasurer	Ongoing	Updated drafts presented; 2010 proposed budget to be presented at 11/2009 Annual Meeting
Pursue obtaining 501(c)(3) status for NHPA	Treasurer	Anticipate applying in 2010	Need to develop three years of budget figures before legitimate application could be rendered; Ex Comm needs to discuss pros/cons of status.
Update the Membership Directory	Treasurer	Annual Conference – June 4 and 5, 2009	Done; repeat annually? Request has been made for return to sponsored publication. Ex Comm needs to evaluate the pros/cons of various formats (paper, PDF online, password protected searchable database online).
Regular website updates of all dated materials including minutes, presentations, newsletters, ex comm. action plan, etc	PIO	On going	Website is continually growing visit www.nhplanners.org