

**Maine Association of Planners
Board Meeting
Minutes**

DATE: **Friday, March 5, 2010**
TIME: **10:30 a.m.**
PLACE: Yarmouth
 Augusta
 Others called in

Board members present: Maureen O'Meara, Judy Colby-George, Judy East, Anne Krieg, Stacy Benjamin, Bruce Hyman, Matt Nazar, MacGregor Stocco, Beth Della Valle, Colin Therrien, Fred Marshall, Rod Melanson

The meeting commenced with Beth Della Valle as Vice Chair until 10:54 AM when Maureen O'Meara joined the meeting.

1. Minutes from meeting 1/8/10

Beth amended the minutes under Item 2 NNE CAPA should be "would stifle" and not to imply that it is stifled now.

With this amendment the minutes were approved unanimously.

2. Annual meeting

Rod reviewed the plans for the annual meeting. He worked through the list-serve to generate ideas. The concept of LURC as a conference idea was discussed. It could be a single track or multiple tracks. The purpose of the meeting is to gather the association members and not completely for the topic.

Anne noted two-tracks might be a good idea to give 2 draws for people to attend.

Beth said the Board members working on it should decide what they think is best.

Matt and Stacy said that we could do a more complicated session. Stacy also offered to have the gubernatorial candidates to come talk about planning issues. The primaries are in June so this might be difficult to coordinate; however it should be considered. She felt that LURC is worthy but may not be a draw.

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Bruce offered the idea of *pecha kucha* – presenting ideas in 20 image slides in 20 seconds a slide as a way for younger planners to exhibit ideas.

Beth indicated she likes a “meatier” session with planning topics but is concerned that the membership might not want to attend.

Judy CG talked about a program called Ignite which is similar to *pecha kucha* in the GIS world as a support to Bruce’s idea.

Colin added a one day conference is okay.

Judy moved the Annual Meeting shall be from lunchtime through the afternoon meeting with Stacy. All were in favor.

The group agreed to let the organizers do the details. Maureen and Matt offered that a business meeting could occur in the late morning.

Bangor is the proposed location for the Annual Meeting.

3. FY 2011 Budget draft

Fred has circulated the budget.

Matt and Beth moved to forward the \$1500 to NNE CAPA. All were in favor of the motion.

Maureen talked about the budget for the next year, notably the CM payment for NNE CAPA as well as special projects’ line item. Web maintenance was also discussed. It was noted we may need to keep a reserve for things that come up. A budget for the annual meeting in draft form as well as setting registration fees should also be discussed. Costs for the Annual Meeting will be necessary to allow for discussion on registration fees.

4. Nominations Committee – Volunteer needed

Beth asked for a volunteer; she indicated she would help. *Stacy will lead it and Anne and Bruce will assist.* The committee will report back next month.

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Later in the meeting the group discussed the deadlines for the nominations and if it can be put into the April newsletter. The bylaws do not appear to indicate a deadline for them to be published. It would be beneficial to have this in the newsletter.

5. LPC

The DEP Site Law did pass unanimously out of committee. There is an informal sub committee of Beth, Stacy, Kris, Mac and Bruce to review state enabling legislation to see what kinds of issues we could take a pro-active stance on. The group will come back to the next meeting.

6. Awards Committee

Ruta St Dennis, Jim Fisher, and Judy make up the committee. The student nomination came in from Jack Kartez. One prospective nominee asked about past awards winners; Judy asked if we should put it on the website. Judy Colby-George said she would place the list on the website. Judy also said she will use the list-serve to obtain nominations.

7. Newsletter

The deadline is April 9th for the newsletter. The front page should be the Annual Meeting. Beth will update the LPC. Anne will discuss the lending library. Fred will include the budget and an item on climate change.

8. Membership update

Linda had requested assistance on her efforts. Bruce has agreed to help Linda as a "Junior Assistant" to the Membership role.

9. Pens

Stacy said that she wanted to give speakers a token of appreciation who give their time for programs without compensation. She thought the wooden pens are a good idea because they are made in Maine. She would like to order 20 pens with Maine Association of Planners engraved in a velvet bag with a tag explaining the source of the wood. Edwards Dam is the maker and some monies go to the River Coalition. Other members purchasing or perhaps giving a pen to the award winners was also discussed. The set up for the engraving is set, and then we order pens.

Judy and Anne moved to authorize Stacy to coordinate the purchase of 40 pens to cover speakers. All were in favor of the motion.

10. State Law conflicts consultant

Brooks is not present. He had indicated there is conflict in state law with growth management efforts. He thought hiring a consultant to list out these conflicts would be a benefit to MAP. USM Muskie School was offered as a possible host of the effort. The concept was discussed. It was noted this might be aligned with the work of the LPC. Stacy sees conflict in the current statutes within themselves. Maureen felt that this should not move forward unless a planner wants to lead the effort. It is unknown if Brooks can lead the effort. Whether this should be funded was discussed. Can we do this "in house"? Is this project larger than what we can afford? What about the technical aspects? Maureen felt it is important to document these problems as professional planners as this is what we do.

Anne moved to table this to the April meeting and ask Brooks to attend next month's meeting. A second was made by Mac. All were in favor of the motion.

11. Website

- Website audience
- Refocus front page
- Newsletter, lending library, brochure, board meetings, by laws
- \$

Maureen indicated she remained frustrated with the website. She thought it was going to be more focused on Maine professional planning on the front page. We should have the primary focus be on MAP. Some of this can be changed but some items need format work which will require.

Judy cannot change tabs, we can edit the material. We can add tabs. We had shown how it was going to be organized in advance to being finalized. This is a typical web format.

The group discussed what is working and what needs improvements. Overall the group felt it was a marked improvement over what was there before but could use some improvements.

Beth moved to modify the website to reflect the needs of the LPC. Mac seconded.

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In discussion, it was questioned if the amount of work is too much for an individual to do without compensation. It was indicated that minor revisions could be made and editions to the website but re-formatting is a different project that will take more time.

An amendment to revise the website to prominently display and organize the LPC information at a cost not to exceed \$500 without further Board approval was accepted by Beth and Mac.

All were in favor of the motion.

Judy CG expressed concern that the management of the website cannot be the same person that is updating the information as this is a lot of work for a volunteer. We need a management plan to cover these issues.

It was noted by some members that this should be an agenda item to discuss further. No further action was taken.

12. NNECAPA CM update - Maureen

Maureen asked for Board members to review a letter on the letter to NNE CAPA on CM coordination.

Mac made a motion to authorize sending the letter as written, Fred seconded the motion. All were in favor of the motion.

13. Other - Board members
• **email between meetings**

Maureen indicated she has difficulty of making decisions on email that is not time-sensitive and would prefer to make decisions at Board meetings. The group discussed the practice; no action was taken. There was general agreement that care would be taken to not introduce business in between meetings that need formal action unless the next meeting date is too late for the decision deadline.

CNU NE signed on to the form based codes workshop.

Judy reviewed the CM form for the Brownfield conference.

Maureen will ask Linda if CM credits have been sought for the Lincoln Institute; Beth will assist.

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14.*Next scheduled meeting - April 2 , 2010, 10:30 AM at satellite locations*

Potential items: Nominations Comm
 Annual meeting Location, Program, Speakers, and Costs
 Budget FY 2011
 State Law Conflicts Consultant
 Latest on Site Law and proactive projects for the LPC

Meeting adjourned by acclimation of the President at 12:25 PM

Minutes prepared by Board member Anne Krieg for Board consideration at their April 2, 2010 meeting.