

**MAP Board of Directors Meeting
April 2, 2010 (By Teleconference)**

Present: Hugh Coxe, Beth Della Valle, Maureen O'Meara, Rod Melanson, Judy Colby-George, Rebecca Schaffner-Tousignant, Helen Edmonds, Stacy Benjamin, Matt Nazar, Mac Stocco, Fred Marshall, Bruce Hyman, Judy East

Agenda Items:

1. Approval of Meeting Minutes.

Motion: Approve minutes from the March 5, 2010 meeting. **Second.**

Passed: 10:0:3 (H. Edmonds, R. Schaffner-Tousignant, H. Coxe abstaining)

2. Annual Meeting. Rod Melanson and Mac Stocco.

- The annual meeting will be at the Chewonki facility in Wiscasset on June 11. Rod and Mac are seeking Board approval for the proposed registration costs and facility fee. Food costs are \$16/per person, and the facility cost is \$300. Rod circulated a draft registration form.
- Fred Marshall will collect registration forms and checks, and also keep track of how many people sign up for the tour, which is space limited.
- Rod and Mac will circulate information on sponsorship levels and benefits. (\$250 sponsorship, \$125 for non-profits). Board members agreed to contact potential sponsors. Chewonki will be given an automatic sponsorship because they have given us a good rate. Sponsors will be limited to the number of logos that can fit well on the MAP homepage.
- Topics are listed on the draft agenda. Beth noted that three LPC members have volunteered to prepare an RFP for a consultant to look at the "state law conflicts" issue discussed at the last meeting. After some discussion about the feasibility of timing, it was decided that the annual meeting is a good opportunity to get this process started.

Motion (H. Coxe): The Board will ask the LPC committee to draft the RFP to get the process started and define the issues. **Second** (B. DellaValle).

- Maureen noted that we also need an estimated cost. The LPC committee should present the RFP and projected cost to the Board.

Amended Motion (H. Coxe): The Board will ask the LPC committee to draft the RFP as well as present the projected cost to the Board. **Second** (J. Colby-George).

- Board members felt that it should be feasible to have this information ready to review by the next meeting.

Passed: Unanimous.

- Maureen suggested that there should be a higher late-registration fee for non-members. The fees should cover our costs for the events. The Board agreed that all of the proposed fees should be increased by \$10.

Motion (S. Benjamin): Approve the suggested registration fee schedule, with a \$10 increase across the board. **Second** (M. Nazar).

Passed: Unanimous.

(B. Hyman left the meeting at 11:00 am.)

3. **Budget.** Fred Marshall

- Fred noted that membership renewals are running somewhat low. Stacy questioned why this is the case, if we are reporting 130 members. Bruce will be taking over membership secretary duties from Linda, and will give a report next month.
- Maureen suggested that the annual meeting expense be reduced to \$1500, and an additional \$1000 be moved to “special projects.” Mac indicated that \$1500 for the annual meeting is probably very generous for this year, although the budget item is for next fiscal year.
- Rebecca noted that the CM cost may decrease to zero next year. The NNECAPA Executive Board met last week, and it appears that the “umbrella” registration issue will be resolved. All three state organizations should be able to use the NNECAPA registration as long as a NNECAPA member is involved in planning the particular event. The policy has not been written yet, but for FY10 this would decrease the CM cost to \$500.

Motion (J. Colby-George): Recommend the budget for approval by the membership, with the changes suggested by Maureen. **Second** (M. Nazar).

- Beth suggested suggested an amendment to the motion, and that additional website expense of \$1000 would be a good idea, and could be shifted from cash reserves. Stacy seconded this amendment.

Passed: Unanimous.

4. **Board Nominations.** Stacy Benjamin

- Stacy has prepared and circulated the slate and thanked Bruce for his help with this item.
- Maureen suggested removing the column on the slate of officers indicating “public or private sector.” This was agreed.
- Stacy agreed to staff the registration table at the annual meeting to ensure that only members receive ballots.

Motion (B. DellaValle): Approve the slate of Board members and officers.

Second (M. Nazar).

Passed: Unanimous.

5. Legislative Policy Committee. B. DellaValle

- The LPC’s work tracking specific bills is complete.
- The LPC’s second set of comments on the draft Growth Management Rules has been filed.
- MDEP’s proposed Site Law rule amendments are still in draft form. LPC involvement will continue, and Beth hopes to work on comments over the summer when formal rulemaking begins.
- The LPC will have its “retrospective” meeting on April 7.
- Beth is looking into options to reduce conference call costs.
- The Board thanked Beth for all of her hard work on the LPC.

6. Awards. Judy East.

- Judy reported that the slate of nominees is full and nominations have closed. We have received submissions in all categories.
- Fred Marshall will provide payment for award plaques.

7. Newsletter. Rebecca Schaffner-Tousignant

- Newsletter topics are already listed on the agenda. Awards nominations can be removed. Beth asked that election bylaws also be removed, as she may not have those ready in time. She will add an item regarding the form-based codes workshop.
- CM credits are anticipated for the Brownfields conference. Judy East will provide a short piece on this event.
- Beth noted that she is still working on CM credits for the film session MAP co-sponsored.

8. **Membership.** Tabled.

9. **Gift Pens.** Stacy Benjamin

- Stacy will place the order for these pens and have them ready for the annual meeting speakers.

10. **NNECAPA Follow-up.** Rebeccah Schaffner-Tousignant.

- Rebeccah reported on the most recent NNECAPA Executive Board meeting, which was very productive. She sent around the Surface Transportation Policy Guide, and has received no comments yet. The Board discussed some updates to the strategic plan. The Board also noted that state association newsletters should try to include information relevant to citizen planners as well as professionals. Rebeccah feels the Board is trying hard to resolve the issue with CM credits, and recognizes the unique nature of this chapter. The Board also discussed possible grants for state conferences.

11. **Website.** Judy Colby-George

- Judy has worked to improve the LPC content on the website.
- The Board noted the need for an “editorial czar” for the website. Matt agreed to act as “web content coordinator” and will assist and coordinate with Judy.

12. **Other**

- Beth provided an update on planning for the form-based codes workshop. Several sponsors have already been lined up. There is a need for perhaps 3 more speakers. The planning committee has not yet set a date, but the event will likely take place in the fall.
- Maureen noted that MAP receives a letter each year regarding MAP’s participation in the MMA conference; she has provided this information to Beth.

13. **Next scheduled meeting - May 7, 2010.**

Meeting adjourned, 12:00 pm