

CRPA BOARD OF DIRECTORS MEETING

January 16, 2019

IN ATTENDANCE: Anna Park, Ben Morse, Tom Tyburski, Chris Rusack, Bill Engle, Anthony Calabrese, Amy Watt, Cheryl Hancin (10:14 a.m.) Kristine Vincent and Valerie Stolfi Collins, Executive Director

I. RITUAL ITEMS

1. **ESTABLISH QUOROM:** Meeting called to order at 10:06 a.m. by Kristine Vincent
2. **MEMBER COMMENTS:** N/A
3. **CONSENT CALENDAR - APPROVAL OF DECEMBER MINUTES & JANUARY TREASURERS REPORT:** Tom Tyburski made a motion to approve the Consent Calendar. Ben Morse seconded. Chris Rusack indicated a change to the minutes to reflect \$5 or \$6 increase in membership dues depending on the category and Valerie's salary adjustment. All in favor (8-0).

II. ACTION ITEMS:

1. **Proposal to allow Executive Director to sign checks \$5,000 and under:** Valerie provided some background information. Anthony Calabrese made a motion to approve the proposal as presented. Bill Engle seconded. All in favor (8-0).
2. **Approval of Mission Statement Bylaw Amendment to be Sent to Members:** Valerie Stolfi-Collins provided some background information and included a draft amendment in the board packets. The change in mission statement is also a change to Article III of the CRPA bylaws. Although approved by the board in their acceptance of the strategic plan the change still needs to be adopted by the full CRPA membership. Per Article XV of the bylaws, the membership needs to be notified in writing or via electronic means of the amendment to the bylaws at least 30 days in advance. 2/3 of those present at a quarterly meeting or annual meeting can ratify the bylaw change. Valerie would like to bring the change to a vote at the Spring Quarterly, since it is the next CRPA meeting with 30 days prior notice. The change in mission statement will need to be reported in CRPA's tax filings for fiscal year 2019. Amy Watt made a motion to approve bringing the bylaw change to the membership at the Spring Quarterly. Tom Tyburski seconded. All in favor (8-0).

III. OLD BUSINESS:

1. **Review of Strategic Plan:** Kristine Vincent provided an overview and the Board reviewed the overarching goals set by the Strategic Plan. The group has outlined some specific Year 1 initiatives to line up with specific areas within each goal.
 - **Goal 1: Engage in Public Outreach to Promote the Positive Human and Community Impact and the Significant Economic Benefits Associated with Parks and Recreation**
 - **Economic Development:** Use survey data to show that we are a large employer and are an authority in Water Safety. Show the connection and impact of the potential proposed minimum wage increases.
 - **Goal 2: Empower and Equip CRPA's Network of Members, Vendors and Partners to Advance and Advocate for Parks and Recreation Programs and Professionals throughout Connecticut**
 - Put together Water Safety Meme's to share on Facebook; Work with Camp Committee to do Programming around Water Safety to be used for pool openings and session for Water Safety activities for a rainy day. All of this will be used on 5/8 for Water Safety day at the Capitol.
 - Attend the CCM Conference, take a booth and/or present a session
 - **Goal 3: Provide Programs, Resources and Support to CRPA's Members to Meet their Evolving Needs and Spread Best Practices in Parks and Recreation**
 - Task Quarterly Committee with surveying members on topics they would like to see
 - Potential Fall Quarterly About PR in Manchester and some of their marketing innovations

- Offering Session in Conjunction with CIRMA regarding Risk Management in Parks and Recreation with intent of attending with your Town Manager
- Promote Members Only section of website so members know to use that as a resource first and/or look into some survey functionality
- **Goal 4: Strengthen Organizational Capacity to Enhance Value to Members, Expand Impact in the Wider Community and Promote Pragmatic Sustainability**
 - Board Assignments to liaison with other committees
 - Recruiting volunteers to work on committees
 - Talking points at meetings
 - Fiduciary responsibilities – bring in \$500 to the association (through sponsorship or donation)
 - Hire within the last 6 months of the year the new part-time person
 - Membership Committee and Chair to take some pressure off the office – Mary Hill has indicated an interest in chairing this committee
 - Unpaid dues by Board Members vs. the office
- **Goal 5: Fortify CRPA’s Fiscal Foundation to Ensure Long Term Financial Stability**
 - Develop a Parks Committee within CRPA with potential discounts for maintainers on membership
 - Use other means to get information to those that may not have e-mail (text message, cell phone #'s)
 - Attracting new members; reach out to people that you know that are not currently actively involved

2. Allocation of Committee Liaisons: 11 Membership Committees & 2 Board Sub-committees

- Conference: Anna Park
- Membership: Josh Medeiros
- Camp: Anthony Calabrese
- Aquatics: Ben Morse
- Legislative: Bill Engle
- Awards: Tom Tyburski
- Golf: Matt Scofield
- Quarterlies: Jaime Krajewski
- Hot Shots: Bruce Watt
- Professional Development Board: Amy Watt
- Scholarships: Cheryl Hancin
- Personnel: Chris Rusack
- Finance: Bill Engle
- Board Members should reach out to Committee Chair and let them know you are the liaison to the committee with a Cc: to the CRPA office.

IV. EXECUTIVE DIRECTORS REPORT (Report with Additional Information Provided):

1. **CRPA Office Update:** Getting office prepared with computers set-up. IT update end of next week.
2. **Membership Update:** If you know anyone from 2018, look into that and reach out to them
3. **Events:** See Committee Reports

V. NEW BUSINESS:

- **Future Board Meeting Dates/Times:** Wednesdays at 1:30 p.m. with some exceptions (Valerie will send out the meeting schedule via e-mail)

VI. COMMITTEE REPORTS:

1. **Aquatics:** Aquatics Section meeting dates and locations are set for 2019. Next meeting scheduled for 2/5/19 at 10:00 a.m.
2. **Camps:** Camp College plans are in progress. The potential location is SCSU with a potential partnership and discussion to make this the permanent location for Camp College.
3. **Quarterly:** Winter Quarterly will be at Holcomb Farm in Granby on 1/3/19 in conjunction with CPA
4. **Legislative:** CRPA has printed the 2019 Legislative Brochure with copies distributed to the Lobbyist and all caucuses. CRPA has created a general statement in response to the proposed minimum wage increases expressing concern that the increase represents an unfunded mandate that would increase our costs, limit the ability to employ and thus decrease access to the neediest residents.

VII. RESIGNATIONS & APPOINTMENTS:

1. **Nomination of Josh Medeiros to fill board vacancy - Director at Large term expiring Dec. 31, 2020:** Cheryl Hancin made a motion to appoint Josh. Anthony Calabrese seconded. All in favor (9-0).

- VIII. ADJOURNMENT:** Tom Tyburski made a motion to adjourn the meeting at 11:31 p.m. Amy Watt seconded. All in favor (9-0).

CRPA BOARD OF DIRECTORS MEETING

February 27, 2019

IN ATTENDANCE: Anna Park, Ben Morse, Tom Tyburski, Chris Rusack, Bill Engle, Anthony Calabrese, Bruce Watt (1:48 p.m.) Kristine Vincent, Josh Medeiros, Jaimie Krajewski, Matt Scofield and Valerie Stolfi Collins, Executive Director

I. RITUAL ITEMS

1. **ESTABLISH QUOROM:** Meeting called to order at 1:40 p.m. by Kristine Vincent
2. **MEMBER COMMENTS:** N/A
3. **CONSENT CALENDAR - APPROVAL OF JANUARY MINUTES & FEBRUARY TREASURERS REPORT:** Chris Rusack made a motion to approve the Consent Calendar. Bill Engle seconded. 9 in favor. 0 opposed. 1 abstention (Josh Medeiros not present at January meeting). Motion passes (9-0-1).

II. ACTION ITEMS:

1. **Approval of PR Opportunity - Christmas Wish CT:** Chris Rusack provided an overview of the program. Christmas Wish in CT is a local program founded by Mike Stacy from Lite 100.5 that helps people through donations through the year and holiday season. CRPA is looking to partner with Christmas Wish in CT to help collect toys through CRPA member Towns and encourage members to volunteer for toy sorting, shopping and wrapping nights. In return CRPA would receive exposure through WRCH-FM (100.5) on air PSA's, the CRPA logo on publicity and in other marketing materials. Chris Rusack made a motion to partner with Christmas Wish in CT to help collect toys through CRPA members Towns and Vendors and encourage members to volunteer for toy sorting, shopping and wrapping nights. Tom Tyburski seconded. 10 in favor. 0 opposed. 1 abstention (Bruce Watt arrived at meeting towards end of discussion). Motion passes (10-0-1). Chris Rusack will take the lead and flush out the details.
2. **Approval of Revenue Generation Opportunity – SSCI Background Check Screening Company:** Valerie Stolfi-Collins presented a proposal where CRPA would enter into a contract with SSCI, a background screening provider. SSCI would join as a CRPA member and be provided a booth at the 2019 CRPA State Conference and Trade Show. CRPA would receive \$2,500 in the first year of the contract and \$2,000 in the second year. In addition, CRPA will receive \$1 commission on every new background check conducted on all new CRPA cities, counties and state government agencies that become SSCI clients. Josh Medeiros made a motion to approve a contract between CRPA and SSCI with maximum revenue negotiated in the best interests of CRPA. Bill Engle seconded. Valerie Stolfi Collins will clarify some details within the contract. All in favor (11-0).

III. OLD BUSINESS:

1. Review of Strategic Plan:

- **Roles & Responsibilities of a Board Member:** Kristine Vincent presented information related to the role and responsibilities of a Board member for discussion. Topics included what it meant to be ambassadors to the organization, fiduciary responsibility of Board members, forward thinking and accountability/follow through/reporting on tasks completed. Members of the Board will come back to the next meeting with additional feedback.

IV. EXECUTIVE DIRECTORS REPORT (Report with Additional Information Provided):

1. **CRPA Office Update:** Moved and configured rooms within the CRPA office, set up and networked new computers, completed software updates, completed conference calls
2. **Membership Update:** If you know anyone that has not renewed, reach out to them
3. **Events:** See Committee Reports

4. **Consignment Tickets:** Marketing for 2019 tickets has begun.
5. **Website Sponsors:** 7 website sponsors have been secured for a total revenue of \$2,100

V. NEW BUSINESS:

1. **Marketing Budget Line Item:** Discussion tabled to the next meeting.

VI. COMMITTEE REPORTS:

1. **Aquatics:** Aquatics Section met on 2/5/19 in East Hartford and discussed the Water Safety taskforce. Discussed the Aquatics Academy. CRPA's logo will also be on a poster that will hang in Pediatrician's offices throughout the state related to children's water safety.
2. **Camps:** Camp section meeting took place on 2/21/19. The next one is scheduled for 3/14/19 in South Windsor. The Camp College location has been finalized and will be held at Southern. The Camp Section is also working with the Aquatics Section to assist with the Water Safety Awareness initiative.
3. **Parks:** Ray Favreau has agreed to chair this committee. The initial meeting was held on 2/22/19.
4. **Quarterly:** The committee is working on the spring quarterly to be held at the New England Carousel Museum on 4/11/19.
5. **Golf Committee:** The Golf Tournament will be held at Stanley Quarter Golf Course on 9/18/19.
6. **Conference Committee:** The Conference committee is in the process of selecting a Keynote speaker and working on a conference theme.
7. **Legislative:**
 1. CRPA has submitted testimony on 6 bills so far including:
 - **Support HB 7004:** An Act Concerning Concussion Education for Coaches of Youth Athletic Activities
 - **Oppose HB 7003:** An Act Concerning a Moratorium on the Use of Recycled Tire Rubber at Municipal and Public School Playgrounds
 - **Oppose HB 5249:** An Act Prohibiting the Purchase of Artificial Turf by the State and Municipalities
 - **Support HB 5315:** An Act Requiring Kayak, Canoe and Paddleboard Operators to Wear Life Vests
 - **Support HB 5683:** An Act Concerning Water Safety Training for Children
 - **Oppose HB 5553:** An Act Requiring Automatic Pump Shut-Off Systems on Swimming Pools
 2. Several IPM bills are being watched closely though none are full drafted yet.
 3. Tobacco/Vaping bills are circulating.
 4. Predictive Scheduling: A statement of purpose bill that would prohibit sending home or canceling an employee shift without 24 hours notice.

VII. RESIGNATIONS & APPOINTMENTS:

- VIII. ADJOURNMENT:** Josh Medeiros made a motion to adjourn the meeting at 3:04 p.m. Matt Scofield seconded. Kristine Vincent indicated the next meeting will be a short meeting from 1:30-2:00 p.m. followed by a Strategic Planning Update and Brainstorming Session for Committee Chairs to be held at the Elmwood Community Center. All in favor (11-0).

CRPA BOARD OF DIRECTORS MEETING

April 24, 2019

IN ATTENDANCE: Anna Park, Ben Morse (1:47 p.m.), Bill Engle (Until 2:50 p.m.), Anthony Calabrese, Bruce Watt, Kristine Vincent, Amy Watt, Cheryl Hancin, Josh Medeiros, Jaime Krajewski, Matt Scofield and Valerie Stolfi-Collins, Executive Director

I. RITUAL ITEMS

1. **ESTABLISH QUOROM:** Meeting called to order at 1:41 p.m. by Kristine Vincent
2. **MEMBER COMMENTS:** N/A
3. **APPROVAL OF FEBRUARY MINUTES:** Matt Scofield made a motion to approve the February Minutes. Anthony Calabrese seconded. 8 in favor. 0 opposed. 2 abstentions (Cheryl Hancin and Amy Watt not present at February meeting). Motion passes (8-0-2).
4. **APPROVAL OF APRIL TREASURERS REPORT:** Bill Engle provided an overview of the treasurer's report. Valerie Stolfi-Collins indicated that IT upgrades are not yet reflected in the report. Josh Medeiros made a motion to approve the April Treasurer's Report. Bruce Watt seconded. All in favor (11-0).

II. ACTION ITEMS:

1. Approval of Job Descriptions & Hiring

- **Job Description: Program and Marketing Administrative Assistant**
- **Job Description: General Office Administrative Assistant**
- **Hiring General Office Administrative Assistant**

Job descriptions were provided for both positions and some discussion was held. Valerie Stolfi-Collins will fine tune the job descriptions based on feedback from the group, including looking into if the title of Program and Marketing Administrative Assistant can be changed to Program and Marketing Coordinator for a non-exempt employee. Josh Medeiros made a motion to approve the job descriptions and filling the vacancy with tweaks as per the discretion of Valerie Stolfi-Collins. Cheryl Hancin seconded. All in favor (11-0).

III. OLD BUSINESS:

1. Review of Strategic Plan:

- **Board Member Reports:** Kristine Vincent asked Board Members to provide a brief report on advocacy efforts since the last meeting.
- **Follow up on February Working Groups:**
 - a. **Ambassadors to the Organization:** Anna Park sent a summary e-mail with discussion notes from the previous meeting. No additional work was done.
 - b. **Fiduciary Responsibility:** Matt Scofield provided several ideas that were discussed by the group including vendor recruitment, website sponsors, raffles during quarterlies, fundraising events and golf tournament ideas.

2. **Bylaw Change:** Valerie Stolfi-Collins reported that the membership approved the new mission statement at the most recent quarterly.

IV. EXECUTIVE DIRECTORS REPORT (Report with Additional Information Provided):

1. **CRPA Office Update**
2. **Membership Update**
3. **2019 Events:** See Committee Reports
4. **2019 Fundraising & PR**
5. **Parks Update:** The committee has a roundtable meeting scheduled for 4/25 in Glastonbury to discuss Current Irrigation Trends and is also working on creating an event in Newtown in August.
6. **Legislative Update:**

- HB5 315 AN ACT REQUIRING KAYAK, CANOE AND PADDLEBOARD OPERATORS TO WEAR LIFE VESTS died due to inaction in the Environment Committee. **CRPA Supported.**
- HB 5683 AN ACT CONCERNING WATER SAFETY FOR CHILDREN JFS unanimously from the Children’s Committee to the House Calendar. **CRPA Supported.**
- HB7003 AN ACT CONCERNING A MORATORIUM OM THE USE OF RECYCLES TIRE RUBBER AT MUNICIPAL AND PUBLOC SCHOOL PLAYGROUNDS died due to inaction in the Planning and Development Committee. **CRPA Opposed.**
- HB 5249 AN ACT PROHIBITING THE PURCHASE OR USE OF ARTIFICAL TURF BY THE STATE AND MUNICIPALITIES died due to inaction in the Environment Committee. **CRPA Opposed.**
- HB 5004 AN ACT INCREASING THE FAIR MINIMUM WAGE JF from the Labor Committee to the House Calendar (9-5). **CRPA Opposed.**
- SB 2 AN ACT INCREASING THE FAIR MINIMUM WAGE JF from the Labor Committee to the Senate Calendar (9-5). **CRPA Opposed.**
- HB 7191 (Governor’s Bill) AN ACT INCREASING THE FAIR MINIMUM WAGE JF from the Labor Committee to the House Calendar (9-5). **CRPA Opposed.**

V. NEW BUSINESS:

1. **Regionalization:** Valerie Stolfi-Collins shared an article concerning the proposed regionalization of Southbury and Middlebury Parks and Recreation Departments’. Several pieces of legislation have been introduced regarding this concept. The group recommends allowing communities to make decisions for themselves regarding regionalization.

VI. COMMITTEE REPORTS:

1. **Aquatics:** Valerie Stolfi-Collins provided information on the Water Safety Social Media Toolkit and Aquatics Safety Manual developed by CRPA in conjunction with several departments and individuals. The group is preparing for Water Safety Day at the Capitol and the Lifeguard Training Event.
2. **Camps:** Camp College will be held at Southern on 6/1/19.
3. **Conference:** The conference logo and theme has been set (Break Through to Success). The group is working on finalizing the schedule of sessions and has begun to recruit vendors. A Sunday night activity is also being planned.
4. **Golf:** The Golf Tournament will be held at Stanley Quarter Golf Course on 9/18/19.
5. **Hot Shots:** Was held on 4/6/19.
6. **Parks:** See Executive Director’s Report.
7. **Quarterly:** The Spring Quarterly was held at the New England Carousel Museum on 4/11/19. The group is in the process of planning the Summer Quarterly scheduled for 6/6/19.
8. **Legislative:** See Executive Director’s Report

VII. RESIGNATIONS & APPOINTMENTS:

- VIII. ADJOURNMENT:** Jaime Krajewski made a motion to adjourn the meeting at 3:01 p.m. Matt Scofield seconded. All in favor (11-0).

CRPA BOARD OF DIRECTORS MEETING

May 22, 2019

IN ATTENDANCE: Anna Park, Ben Morse, Bruce Watt, Kristine Vincent, Amy Watt, Jaime Krajewski, Tom Tyburski (Out at 2:20 p.m.) and Valerie Stolfi-Collins, Executive Director

I. RITUAL ITEMS

1. **ESTABLISH QUOROM:** Meeting called to order at 1:38 p.m. by Kristine Vincent
2. **MEMBER COMMENTS:** Several Board member commented that Board meetings in the afternoon are difficult to attend. Might be better to switch back to mornings in the future.
3. **CONSENT CALENDAR:** Bruce Watt made a motion to approve the April Minutes and May Treasurers Report. Ben Morse seconded. 7 in favor. 0 opposed. 1 abstention (Tom Tyburski not present at April meeting). Motion passes (6-0-1).

II. ACTION ITEMS:

1. **Approval of 2018 Profit Allocation (75% to Investment Account; 25% to Capitol Improvement Account):** Amy Watt made a motion to move \$38,356.48 into the Investment Account and \$13,914.85 into the Capitol Improvement Account. Jaime Krajewski seconded. All in favor (7-0).

III. OLD BUSINESS:

1. Review of Strategic Plan:

- **Board Member Reports:** Kristine Vincent asked Board Members to provide a brief report on advocacy efforts since the last meeting.
- **Follow up on February Working Groups:**
 - a. **Ambassadors to the Organization:** Anna Park will reach out to the group to create 4-5 bullet point message about CRPA.
 - b. **Fiduciary Responsibility:** Matt Scofield provided a report highlighting ideas that were discussed by the group including vendor recruitment, website sponsors, raffles during quarterlies, fundraising events and golf tournament ideas.

IV. EXECUTIVE DIRECTORS REPORT (Report with Additional Information Provided):

1. CRPA Office Update

- Valerie Stolfi Collins reported there were 11 grant submissions for the mini grant through the Consumer Product Safety Division to run swim lessons.
- Valerie Stolfi Collins was invited to give a speech outlining CRPA's water safety campaign during Water Safety day at the Capitol.
- CRPA created the Parks Field Day flyer for exhibitors, sponsorships and attendees that will be held in Newtown.

2. Membership Update

3. 2019 Events: See Committee Reports

4. Legislative Update:

- HB5 315 AN ACT REQUIRING KAYAK, CANOE AND PADDLEBOARD OPERATORS TO WEAR LIFE VESTS died due to inaction in the Environment Committee.
- HB 5683 AN ACT CONCERNING WATER SAFETY FOR CHILDREN currently sits on the Senate Calendar.
- HB 5553: AN ACT REQUIRING AUTOMATIC PUMP SHUT OFF SYSTEMS ON SWIMMING POOLS died due to inaction in the Public Safety and Security Committee.
- HB7003 AN ACT CONCERNING A MORATORIUM OM THE USE OF RECYCLES TIRE RUBBER AT MUNICIPAL AND PUBLOC SCHOOL PLAYGROUNDS died due to inaction in the Planning and Development Committee.

- HB 5249 AN ACT PROHIBITING THE PURCHASE OR USE OF ARTIFICIAL TURF BY THE STATE AND MUNICIPALITIES died due to inaction in the Environment Committee.
- HB 7004 AN ACT CONCERNING CONCUSSION EDUCATION FOR COACHES OF YOUTH ATHLETIC ACTIVITIES died due to inaction in the Public Health Committee.
- SB 864 AN ACT CONCERNING LIABILITY FOR INJURIES OCCURRING IN SKATEBOARD PARK OR DOG PARK MAINTAINED BY A MUNICIPALITY died due to inaction in the Judiciary Committee.
- HB 5004 AN ACT INCREASING THE FAIR MINIMUM WAGE House passed 85-59; Senate Calendar passed in concurrence 21-14.
- SB 2 AN ACT INCREASING THE FAIR MINIMUM WAGE JF from the Labor Committee to the Senate Calendar (9-5).
- HB 7191 (Governor’s Bill) AN ACT INCREASING THE FAIR MINIMUM WAGE JF from the Labor Committee to the House Calendar (9-5).
- HB 5999 AN ACT CONCERNING PESTICIDE REGULATION IN THE STATE House referred to the Finance, Revenue and Bonding Committee 5/10/19
- SB 764 & HB 6924 AN ACT PROHIBITTING ON CALL SHIFT SCHEDULING JF from Labor and Public Employees Committee to the House Calendar – vote 9-4.
- HB 5165 AN ACT REQUIRING BACKGROUND CHECKS FOR PROSPECTIVE YOUTH CAMP EMPLOYEES Referred to the Appropriations Committee and JFed back to the House Calendar 5/13/19

V. NEW BUSINESS:

1. **Grant Update:** See Executive Director’s Report (CRPA Office Update).
2. **Board Discussion Topic:** The group discussed the potential minimum wage increase and what they have been doing to prepare.

VI. COMMITTEE REPORTS:

1. **Aquatics:** Ben Morse provided an update. The Aquatics Academy will be held at the Wethersfield Community Center on 5/23/19.
2. **Camps:** Camp College will be held at Southern on 6/1/19.
3. **Conference:** Anna Park provided a report. The conference Keynote has been set. Vendor packets have gone out.
4. **Quarterly:** Jaime Krajewski provided a report. The Summer Quarterly is scheduled for 6/6/19 at the Glastonbury Boathouse. Planning is underway for fall.
5. **Legislative:** See Executive Director’s Report

VII. RESIGNATIONS & APPOINTMENTS:

VIII. ADJOURNMENT: Ben Morse made a motion to adjourn the meeting at 2:41 p.m. Amy Watt seconded. All in favor (6-0).

CRPA BOARD OF DIRECTORS MEETING

July 31, 2019

IN ATTENDANCE: Anna Park, Ben Morse, Bruce Watt, Kristine Vincent, Amy Watt (In at 1:40 p.m.), Jaime Krajewski, Matt Scofield, Tom Tyburski, Josh Medeiros and Valerie Stolfi-Collins, Executive Director

I. RITUAL ITEMS

1. **ESTABLISH QUOROM:** Meeting called to order at 1:35 p.m. by Kristine Vincent
2. **MEMBER COMMENTS:** N/A
3. **CONSENT CALENDAR:** Tom Tyburski made a motion to approve the May Minutes and June Treasurers Report. Matt Scofield seconded. 8 in favor. 0 opposed. Motion passes (8-0).

II. ACTION ITEMS:

1.

III. OLD BUSINESS:

1. Review of Strategic Plan:

- **Board Member Reports:** N/A
- **Follow up on February Working Groups:**
 - a. **Ambassadors to the Organization:** Anna will e-mail talking points that Val sent over to group.

IV. EXECUTIVE DIRECTORS REPORT (Report with Additional Information Provided):

1. **CRPA Office Update:** Val reported there were approximately 125 applications. 8 interviews. Called back 4 people for second interviews yesterday. 2 candidates stood out after interviews.
2. **Membership Update:** 2018 is closed out and 2019 is being collected.
3. **Grant Update**
4. **2019 Events, Fundraising and PR:**
 - Parks Field Day Next Week on 8/7/19
 - Conference Packets will be mailed out by Monday next week
 - Consignment Ticket Sales are Underway
 - Christmas Wish CT was successful with 16 Parks and Recreation Departments participating. Toys will be collected by Nick McGuffie from Dunning and delivered to the storage facility.
 - Water Safety Local Events: 16 Towns participated
 - Southern CT Advisory Committee – Valerie Stolfi-Collins has been asked to sit on Advisory Committee. Josh Medeiros and Anna Park have also been asked to sit on the committee.
5. **Legislative Wrap Up:**
 - **Water Safety Task Force:** CRPA continued to work on the Connecticut Commission on Women, Children and Seniors' Legislative Task Force. Several initiatives including a water safety survey, water safety outreach program and pool safety grant program were accomplished.
 - **Public Act 19-4** was enacted which increases the minimum wage as follows:
 - 10/1/19: \$11/Hour
 - 9/1/20: \$12/Hour
 - 8/1/21: \$13.Hour
 - 7/1/22: \$14/Hour
 - 6/1/23: \$15/Hour
 - 10/15/23 and every October 15th thereafter the Commissioner of Labor is to announce minimum wage effective January, 2024 and every January thereafter.
 - **Special Act 19-21:** Establishes a water safety pilot program to teach children water safety on dryland in 15 municipalities.

V. NEW BUSINESS:

- 1. General Office Admin Assistant Interviews:** 125 applications. 8 interviews. Called back 4 people for second interviews yesterday. Down to 2 candidates.
- 2. Board Discussion Topic - Newington's Kindness Counts Campaign:** Newington Parks and Recreation has a program where people can be nominated to receive a kindness award and will be given a sign to place on their lawn. Bruce Watt reported that his Town may be interested in participating and has gotten the packet of information from Newington. Other Towns have been contacting Newington about modeling a similar program in their communities. Valerie Stolfi-Collins will ask Bill DeMaio to provide a brief presentation at a quarterly presentation about the program.

VI. COMMITTEE REPORTS:

- 1. Aquatics:** 16 Towns participated in the presentation at the state capitol. Val will ask for event photos from participating groups.
- 2. Awards:** Packets have been sent out via e-mail a couple of times. Nominations have begun to come in. This is also a Hall of Fame year.
- 3. Camps:** Committee was discussing the basketball game to Mohegan Sun. Valerie Stolfi-Collins has asked if they are willing to meet about the game and will provide an update.
- 4. Conference:** Committee has not met since the last Board meeting. Conference packets will be mailed out next week. Exhibitors and sponsorship sales are coming in.
- 5. Golf:** Marketing is out. Raffle prize letters are out.
- 6. Hot Shots:** Mohegan hosted Hot Shot winners (provided a ticket for each winner) of each category and put them up on the jumbotron at the game.
- 7. Parks:** Park event in coming up.
- 8. Quarterly:** Planning is underway for fall. Looking at doing a full day walking tour in Manchester with stops along the way for discussion about how some of the spaces have been transformed. Looking at October 8, 9 or 10.
- 9. Legislative:** See Executive Director's Report

VII. RESIGNATIONS & APPOINTMENTS:

- VIII. ADJOURNMENT:** Bruce Watt made a motion to adjourn the meeting at 2:417 p.m. Ben Morse seconded. All in favor (9-0).

CRPA BOARD OF DIRECTORS MEETING

September 11, 2019

IN ATTENDANCE: Anna Park, Ben Morse, Bruce Watt, Kristine Vincent, Amy Watt, Bill Engle, Anthony Calabrese, Cheryl Hancin, Jaime Krajewski, Matt Scofield (1:53 p.m.), Tom Tyburski, Josh Medeiros and Valerie Stolfi-Collins, Executive Director

I. RITUAL ITEMS

1. **ESTABLISH QUOROM:** Meeting called to order at 1:40 p.m. by Kristine Vincent
2. **MEMBER COMMENTS:**
 - Jaime discussed looking at Board election process including streamlining the information required of each nominee and also looking into the possibility of doing electronic voting. Will look into it for next year.
3. **APPROVAL OF JULY MINUTES:** Amy Watt made a motion to approve the August, 2019 minutes with the following change: meeting adjournment time should be 2:47 p.m. Ben Morse seconded. All in favor. Motion passes (11-0).
4. **APPROVAL OF SEPTEMBER TREASURER'S REPORT:** Bill Engle provided an overview. Investments are in good shape. CRPA is financially stable. Josh Medeiros made a motion to approve the September Treasurers Report. Ben Morse seconded. All in favor. Motion passes (11-0).

II. ACTION ITEMS:

1. N/A

III. OLD BUSINESS:

1. **Review of Strategic Plan:**
 - **Board Member Reports:** Board Members provided reports
 - **Follow up on February Working Groups:**
 - a. **Ambassadors to the Organization:** Anna Park provided talking points that the group came up with and asked the Board to take a look at them and provide feedback/changes.

IV. EXECUTIVE DIRECTORS REPORT (Report with Additional Information Provided):

1. **CRPA Office Update:**
2. **Membership Update:** Ongoing
3. **2019 Events:**
 - Parks Field Day went really well. Doubled the attendees and exhibitors from the event in 2018. Sponsors for the first time.
 - Fall Quarterly with Manchester (sponsored by NSCI) to be held on 10/10/19
 - Conference planning is going well. Booth and sponsor sales are on target, ad sales are down
 - Consignment Ticket Sales are ongoing
 - Awards nominations were low until the day they were due
 - Donated 4 pallets of toys to Christmas Wish CT on 8/13/19 from 17 towns/organization - advertising through e-mail, social media and on-air recognition

V. NEW BUSINESS:

1. **General Office Admin Assistant:** Board was introduced to Carol French who has been on board for 4 weeks
2. **Board Discussion Topic Minimum Wage:** Some discussion was held among the group. Valerie will speak to the Legislative Committee and ask them to craft a statement to review with the Board for the next meeting.

VI. COMMITTEE REPORTS:

1. **Aquatics:** N/A
2. **Awards:** Met yesterday. Notifications will go out shortly. The group had a discussion about tweaking things for next year with the ABCD award and having a separate volunteer award. In addition, will likely eliminate the youth leadership award.
3. **Camps:** N/A
4. **Conference:** Update provided.
5. **Golf:** Next week. Numbers are better than reflected in the packet. Need more golfers
6. **Hot Shots:** N/A
7. **Parks:** See ED Report
8. **Quarterly:** See ED Report. Tentatively have schedule for some of the 2020 events
9. **Legislative:** February start date for session – group will gather prior to that time

VII. RESIGNATIONS & APPOINTMENTS:

- VIII. ADJOURNMENT:** Josh Medeiros made a motion to adjourn the meeting at 2:47 p.m. Jaime Krajewski seconded. All in favor (12-0).

CRPA BOARD OF DIRECTORS MEETING

October 23, 2019

IN ATTENDANCE: Ben Morse, Amy Watt, Cheryl Hancin, Jaime Krajewski, Matt Scofield, Tom Tyburski, Josh Medeiros and Valerie Stolfi-Collins, Executive Director

I. RITUAL ITEMS:

1. **ESTABLISH QUOROM:** Meeting called to order at 1:42 p.m. by Tom Tyburski
2. **MEMBER COMMENTS:** N/A
3. **APPROVAL OF CONSENT CALENDAR - SEPTEMBER MINUTES & OCTOBER TREASURER'S REPORT:** Amy Watt made a motion to approve the September 2019 minutes & October Treasurer's Report. Matt Scofield seconded. All in favor. Motion passes (7-0).

II. ACTION ITEMS:

1. **Lifetime Membership for Sal Cucia:**
Motion to Approve a Lifetime Membership for Sal Cucia made by Ben Morse and seconded by Jaime Krajewski. All in favor. Motion passes (7-0).

III. OLD BUSINESS:

1. **CPSC Pool Safely Grant Update:** The Executive Director stated that The CT Legislative Taskforce on Water Safety Awareness, our partner and lead in applying for the grant, was recently notified that we did not qualify for the grant. While this decision is disappointing, the taskforce hopes to reapply in the future if another grant cycle is announced. The Executive Director has already notified all eleven towns that participated in the grant application process.

IV. EXECUTIVE DIRECTOR'S REPORT (Report with Additional Information Provided):

1. **CRPA Office Update:** The Executive Director participated in several conference calls since last meeting to sell memberships and/or booth space. She met with CT Sun to help them improve their camps day, met with Nomads to add their bowling to the 2020 consignment ticket program, drafted the minimum wage and EEE resources guides, attended a NSPN training on fundraising and the NRPA conference in Baltimore. The Executive Director sold four booths at the NRPA conference to the CRPA Conference.
2. **Membership Update:** Ongoing, the office is trying to make a push now to get all overdue receivables paid.
3. **2019 Events:**
 - Golf Tournament -see update below.
 - Fall Quarterly - Manchester, CT - 10/10/19 was well attended and there was great feedback on the topics. These topics can be expanded on for future sessions - potentially Conference 2020.
 - Conference planning is going well. Booth and sponsor sales are at or above target, ad sales are down significantly despite efforts of the committee and board. Attendance is on target compared to last year.
 - Awards - see update below with addition that the Board has requested to let the South Windsor Monday Night Social Club Speak at the awards ceremony.
 - Consignment ticket sales are finalized and sales are up by about 1,000 tickets.
 - Four 2020 events have been planned thus far: Winter Quarterly, Entertainment Showcase, CPSI & Parks Field Day.

V. NEW BUSINESS:

1. **Ambassadors to the Organization:** The board discussed their role as ambassadors to the organization at conference such as networking at the Sunday night social, greeting attendees in pre-function prior to the keynote, thanking sponsors personally, and visiting exhibitors. Josh Medeiros

was asked to be a liaison to the NRPA CEO as he already knows her. Josh Medeiros also mentioned that as a director on NRPA's board they were tasked with networking and reporting back about their conversations with select NRPA members at their conference. The Executive Director will put together a similar plan for our November conference and create a survey monkey survey which will be sent to the board on the Monday of conference. This will allow them to report back in real time on who they have spoken to.

2. **Board Discussion Topic Minimum Wage & EEE Resource Guides:** the board discussed uses for the guides and discussed field closure procedures, how they came to closure decisions in their towns and if towns even decided to close at all.
3. **NRPA Conference Highlights:** The Board briefly discussed their experiences in the exhibit hall and at sessions and expressed some disappointment with the exhibit hall layout, the sessions, and the city as a whole this year.

VI. COMMITTEE REPORTS:

1. **Aquatics:** N/A
2. **Awards:** Postcard-sized nomination slips for the 2020 awards will be available at each seat during the awards ceremony. The committee will then follow-up over the winter with a reminder to get the information packets in to those who handed in the nomination slips at this year's ceremony.
3. **Camps:** N/A
4. **Conference:** Update provided.
5. **Golf:** the tournament hosted 107 golfers and sold \$5,190 in sponsorships. The committee raised \$9,700 in total this year. The Golf tournament chair has decided to step down after five years of running the committee. Jonathan Paradis and Jonathan Cooper will take over as co-chairs.
6. **Hot Shots:** N/A
7. **Parks:** The Parks Committee has a roundtable meeting tomorrow with about 50 people expected to be in attendance. The committee has also met to plan the 2020 calendar which will consist of two roundtables/trainings and the Parks Field Day in August. A total of three events for the year.
8. **Quarterly:** See ED Report. The Winter Quarterly will be January 29, 2020, in South Windsor and will consist of a Minimum Wage Roundtable and a training on Sustainable CT and their Matching Grant Fund.
9. **Legislative:** February start date for session – group will gather prior to that time.

VII. RESIGNATIONS & APPOINTMENTS: N/A

- VIII. ADJOURNMENT:** Josh Medeiros made a motion to adjourn the meeting at 2:41 p.m. Jaime Krajewski seconded. All in favor (7-0).



CONNECTICUT RECREATION & PARKS ASSOCIATION

ANNUAL BUSINESS MEETING

November 25, 2019

Mohegan Sun Conference Center, Uncasville, CT

IN ATTENDANCE: Executive Board (Anna Park , Ben Morse, Bruce Watt, Anthony Calabrese, Jaime Krajewski, Matt Scofield, Bill Engle, Amy Watt, Josh Medeiros, Tom Tyburski and Kristine Vincent), General Membership, and Valerie Stolfi-Collins, Executive Director

ROLL CALL: Meeting called to order at 12:34 p.m. by Kristine Vincent.

1) WELCOME COMMENTS:

- Kristine Vincent welcomed the General Membership and provided a brief update about the Association and progress on implementing the Strategic Plan (handout distributed at tables).

2) APPROVAL OF MINUTES OF 2018 ANNUAL MEETING MINUTES:

- Bill Engle made a motion to accept the 2018 Annual Meeting Minutes. Jonathan Paradis seconded. All in favor.

3) ACKNOWLEDGEMENT OF PAST PRESIDENTS:

- Past Presidents were acknowledged.

4) ACKNOWLEDGEMENT OF CURRENT COMMITTEE CHAIRS:

- Committee Chairs were acknowledged.

5) INSTALLATION OF BOARD OF DIRECTORS

- Newly elected officers were installed.

6) OUTGOING AND INCOMING PRESIDENTS' COMMENTS

- Kristine Vincent shared comments with the group.

7) NRPA UPDATE – KRISTINE STRATTON, NRPA PRESIDENT & CEO

- Kristine Stratton discussed goals and several initiatives of NRPA for the coming year.

ADJOURNMENT: Marty Sitler made a motion to adjourn the Annual Meeting at 1:09 p.m. Craig Bowman seconded. All in favor.

CRPA BOARD OF DIRECTORS MEETING

December 18, 2019

IN ATTENDANCE: Anna Park, Ben Morse, Bill Engle, Bruce Watt, Kristine Vincent, Amy Watt, Matt Scofield, Tom Tyburski, Anthony Calabrese, Chris Rusack, Josh Medeiros (In at 1:39) and Valerie Stolfi-Collins, Executive Director

I. RITUAL ITEMS

1. **ESTABLISH QUOROM:** Meeting called to order at 1:33 p.m. by Kristine Vincent
2. **MEMBER COMMENTS:** N/A
3. **CONSENT CALENDAR:** Amy Watt made a motion to approve the October, 2019 Minutes & December, 2019 Treasurer's Report. Matt Scofield seconded All in favor (10-0).

II. ACTION ITEMS:

1. **Approval to Close the CRPA Office on Christmas Eve:** Bill Engle made a motion that if Christmas Eve falls on a Monday-Thursday then the CRPA office will be closed on Christmas Eve. Tom Tyburski seconded All in favor (10-0).
2. **Approval of 2020 Budget:** Valerie e-mailed the proposed budget to the group for review. Bill Engle made a motion to approve the 2020 budget with changes as presented by Valerie Stolfi Collins to increase the hourly pay rates for the Administrative Support 1 and Administrative Support 2 positions. Matt Scofield seconded. Some additional discussion was held. All in favor (11-0).

III. OLD BUSINESS:

1. **Board Ambassadors at Conference (thank sponsors personally; visit exhibitors):** The group shared feedback from conference vendors including things that went well and things that could be improved. Possible suggestions included:
 - Extended exhibit hall on Tuesday and offer Park Maintainer only for exhibit hall
 - Awards ceremony in the evening on Monday
 - Diversify sessions and include more professional/paid speaker sessions

IV. EXECUTIVE DIRECTORS REPORT (Report with Additional Information Provided):

1. **CRPA Office Update:** Made several office supply purchases including iPad, card reader, LCD projector and blue tooth speakers.
2. **Membership Update:** Valerie asked the Board to reach out to folks on the list that have outstanding renewals due.
3. **2019 Events:**
 - **Conference:** Very successful year with increased exhibitors and sponsors.
4. **2020 Events**
 - **Winter Quarterly:** South Windsor on 1/29/20 with 2 sessions.
 - **Entertainment Showcase:** East Hartford on 2/20/2020
 - **NAYS' CYSA Certification:** Coventry on 3/18/20
 - **HotShots:** Old Saybrook on 3/28/20
 - **CPSI:** East Hartford from 3/31/20-4/2/20
 - **Parks Field Day:** Newtown on 8/12/20
5. **Consignment Ticket Update:** Mystic and CT Science Center still ongoing.

- V. **EXECUTIVE SESSION:** Tom Tyburski made a motion to go into Executive Session at 2:32 p.m. Ben Morse seconded. All in favor (11-0). Bill Engle made a motion to come out of Executive Session at 2:38 p.m. Tom Tyburski seconded. All in favor (11-0).

VI. NEW BUSINESS:

1. **Executive Director Wage Increase:** Josh Medeiros made a motion to approve a 3% COLA and 1% Merit Increase for the Executive Director. Bruce Watt seconded. All in favor (11-0).

VII. COMMITTEE REPORTS:

1. **Aquatics:** N/A
2. **Awards:** Awards event went well.
3. **Camps:** Met last Wednesday. Discussed minimum wage, field trips, camp college.
4. **Conference:** Wrap up taking place on Friday.
5. **Golf:** Jon Paradis will be taking over as the chair for the event next year.
6. **HotShots:** Date is set for 3/28/20 which is one week earlier because of Easter. CT Sun is back as the sponsor. Committee is working on the other sponsors.
7. **Parks:** N/A
8. **Quarterly:** Next Quarterly is 1/29/20 in South Windsor. Minimum wage and afternoon session is CT Sustainable CT.
9. **Legislative:** Group is planning to meet in early January.

VIII. RESIGNATIONS & APPOINTMENTS:

IX. ADJOURNMENT:

- Bill Engle made a motion to adjourn at 2:44 p.m. Amy Watt seconded. All in favor (11-0).