

# CRPA BOARD OF DIRECTORS MEETING

January 22, 2020

**IN ATTENDANCE:** Ben Morse, Bill Engle, Kristine Vincent, Tom Tyburski, Josh Medeiros, Dale Izzo, & Anthony Calabrese (via phone: 2:13 pm) and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

1. **ESTABLISH QUOROM:** Meeting called to order at 2:04 p.m. by Kristine Vincent
2. **MEMBER COMMENTS:** N/A
3. **CONSENT CALENDAR:** Tom Tyburski made a motion to approve the December 2019 Minutes & January 2020 Treasurer's Report. Josh Medeiros seconded. All in favor (6-0); 1 abstention.

## II. ACTION ITEMS:

1. **Approval of 2020 Legislative Agenda:** Bill Engle made a motion to approve the 2020 legislative agenda. Ben Morse seconded. All in favor (7-0).

## III. OLD BUSINESS:

1. **Board Ambassador Update:** The president reviewed a handout which outlined the Board's role as an ambassador to the association. The handout included her challenge to the board to:
  - Speak at another town's or organization's events about CRPA or the importance and benefits of parks and recreation in general (using 2019 board-generated talking points attached to handout)
  - Member Engagement: Speak to members about getting more involved at the committee level
  - Fiduciary Responsibility: Provide the CRPA office with leads for new members, entertainers, booths, sponsors, etc.

The Board discussed having a pin for board members, creating an online submission form to request a board member to speak at a local park and recreation-ribbon cutting ceremony, and generating a certificate for any board member attending an event to present at the ceremony.

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

1. **CRPA Office Update:** The Executive Director had several meetings with board members, outside organizations, sponsors, committee chairs, etc., to plan for 2020. She strategized, conceptualized, and conducted limited research on the next steps of the strategic plan for 2020/2021, and met with the CRPA President and President-Elect to prioritize. The Executive Director also started a significant amount of preparation for the 2020 legislative session and instituted new office communications for proper delegation of duties, among other things.
2. **Membership Update:** Valerie asked the Board to reach out to folks on the list who have outstanding renewals due.
3. **Fundraising and PR:**
  - **Consignment Ticket Update:** all contracts have been signed, forms have been updated and placed online.
  - **SSCI** - conference call is scheduled later this month to review 2019 and plan for 2020.
  - **Website Sponsors** - sales are underway – 2 have sold for a total of \$600 thus far.
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

**V. NEW BUSINESS:**

**1. Review of Strategic Plan Initiatives for 2020:** The President, President-Elect, & Executive Director met to flush out ideas and choose the direction of the plan for 2020. The Executive Director reviewed the 2020 plan, in its entirety, as presented in the packet. Several goals were outlined including maintaining goals that were met last year. The main initiative for 2020 would be to:

- Unite the state's parks and recreation agencies under a coordinated statewide marketing campaign to improve the perception of municipal parks and recreation departments among elected officials and the general public.

This would be accomplished by:

- developing a statewide social media and website ad campaign centered around a 30-second video and/or jpegs to highlight the following:
- P&R programs as inclusive, affordable, and contributing to mental and physical wellness, and providing essential lifesavings services such as: swim lessons, emergency and warming and cooling shelters, and park/tree maintenance
- "The Parks and Recreation is So Much More Campaign" to modernize people's perception of P&R.

A subcommittee of the board was created to help with the messaging of this campaign. The committee includes Dale, Josh, Anthony, and Bill.

**VI. COMMITTEE REPORTS:**

- 1. Aquatics:** Committee has set their 2020 calendar and is beginning to plan the Supervisor School.
- 2. Camps:** Committee has set their 2020 calendar and is in the planning stages for Camp College.
- 3. HotShots:** N/A
- 4. Quarterly:** Next Quarterly is 1/29/20 in South Windsor.
- 5. Legislative:** See above action items - legislative agenda approval.

**VII. RESIGNATIONS & APPOINTMENTS:**

**VIII. ADJOURNMENT:**

- Bill Engle made a motion to adjourn at 2:51 p.m. Ben Morse seconded. All in favor (7-0).

# CRPA BOARD OF DIRECTORS MEETING

March 18, 2020

**IN ATTENDANCE BY TELEPHONE:** Anna Park, Ben Morse (out at 1:49 p.m.), Bill Engle, Bruce Watt, Kristine Vincent, Amy Watt, Matt Scofield, Tom Tyburski, Chris Rusack, Cheryl Preston 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. **APPROVAL OF JANUARY MINUTES:** Ben Morse made a motion to approve the January, 2020 Minutes. Bill Engle seconded. All in favor (10-0).
4. **APPROVAL OF MARCH TREASURER'S REPORT:** Tom Tyburski made a motion to approve the March, 2020 Treasurers Report. Amy Watt seconded. Some discussion was held. All in favor (10-0).

## II. ACTION ITEMS:

## III. OLD BUSINESS:

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

1. **Background Checks:** There are currently 3 bills: two regarding background checks and one regarding the repeal of license exemption. Currently, they don't apply to license exempt camps. CRPA is prepared in the event a response is required.

## V. NEW BUSINESS:

1. **Executive Committee Update on March/April Events:** CRPA is evaluating and moving some programs and canceling others based on the feasibility of running them during the COVID-19 pandemic. The Executive Committee will continue to meet virtually to assess as things progress.
  - CPSI has been moved to June 16-18 in East Hartford
  - Hotshots was moved to May 9
  - The Spring Quarterly was Canceled (will become the Fall Quarterly)
2. **Review of "So Much More" Video Campaign:** Valerie has asked the Executive Board to review the video campaign and provide feedback. This campaign is specifically targeted to elected officials.
3. **Coronavirus Shutdown:** Some discussion was held about childcare, summer camps, paying staff and programming during the Coronavirus shutdown. The CRPA office has created a social media campaign (#takeahikecovid) that can be used/shared by municipalities. This information as well as a COVID Resource Guide are available on the CRPA website.

## VI. COMMITTEE REPORTS:

## VII. RESIGNATIONS & APPOINTMENTS:

## VIII. ADJOURNMENT:

- Bill Engle made a motion to adjourn at 2:06 p.m. Bruce Watt seconded. All in favor (9-0).

# CRPA EMERGENCY BOARD OF DIRECTORS MEETING

April 23, 2020

**IN ATTENDANCE BY TELEPHONE:** Bill Engle, Bruce Watt, Kristine Vincent, Amy Watt, Tom Tyburski, Chris Rusack, Dale Izzo, Anthony Calabrese, and Valerie Stolfi-Collins, Executive Director

*Note: this meeting was held via conference call.*

## **I. RITUAL ITEMS**

- 1. ESTABLISH QUOROM:** Meeting called to order at 2:34 p.m. by Kristine Vincent
- 2. MEMBER COMMENTS:** N/A

## **II. ACTION ITEMS:**

- 1.** The president called on the Treasurer to provide an update on the Federal Pay Check Protection Loan Program (PPP). The Treasurer explained that the loan is forgivable based on parameters to keep staff employed at current levels. The loan must be used to pay payroll, rent, and utilities. If CRPA were required to pay the loan back or a portion of it the interest rate is 1% which would amount to about \$190. The loan would prevent CRPA from dipping into reserve accounts as it is too hard to gauge the long-term repercussions of this global pandemic.

Motion to approve the loan of \$24,025 made by Dale Izzo and seconded by Amy Watt. All in favor, no opposed. (8-0)

The Treasurer thanked the Executive Director for her hard work and extended hours preparing the documents and loan application and for doing so quickly to ensure the association was approved in the first round of available funding.

## **III. NEW BUSINESS:**

- 1.** The President provided an update to the board and explained that the Executive Committee of the Board of Directors has been holding bi-weekly conference calls to ensure the smooth operation of the association and make decisions on issues that may arise.

## **IV. ADJOURNMENT:**

- Dale Izzo made a motion to adjourn at 2:41 p.m. Bruce Watt seconded. All in favor (8-0).

# CRPA BOARD OF DIRECTORS MEETING

May 20, 2020

**IN ATTENDANCE BY TELEPHONE:** Anna Park, Ben Morse, Bill Engle (out at 2:04 p.m.), Kristine Vincent, Amy Watt, Matt Scofield, Josh Medeiros, Tom Tyburski (Out at 2:04 p.m.), Chris Rusack, Cheryl Preston, Anthony Calabrese (Out at 2:14 p.m.), Bruce Watt (In at 2:06 p.m.), Dale Izzo 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:** Thank Val and CRPA staff
- 3. APPROVAL OF MARCH MINUTES:** Tom Tyburski made a motion to approve the March, 2020 Minutes. Bill Engle seconded. All in favor (12-0).
- 4. APPROVAL OF MAY TREASURER'S REPORT:** Ben Morse made a motion to approve the May, 2020 Treasurers Report. Dale Izzo seconded. Some discussion was held. All in favor (12-0).

## II. ACTION ITEMS:

- 1. Approval of Final 2019 Budget to Actuals (Taxes Filed):** Valerie Stolfi-Collins provided an overview. Taxes have been filed. Due to COVID-19 and the shutdown of the state the CRPA Treasurer & Executive Director recommend holding off on any transfer of money as the association has already dipped into the 2019 profit to operate in 2020. Due to the uncertainty of the association's remaining 2020 events CRPA will likely need these funds to operate for the remainder of 2020 into 2021. Bill Engle made a motion to hold off on the transfer of money. Cheryl Preston seconded. All in favor (12-0).

## III. OLD BUSINESS: N/A

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

- 1. Social Media Toolkit:** Many agencies are using it. Will be working on a water safety campaign as well. The resource page is being updated frequently as things change.
- 2. DEEP:** Working with DEEP to develop some guidelines
- 3. Consignment Tickets:** CRPA had begun taking orders prior to the COVID shutdown and anticipates refunds for most of them.
- 4. Event Postponements:** NAYS (changed to webinar), CPSI (postponed to October), Hot Shots (canceled)
- 5. Conference:** Conference calls with Mohegan Sun to re-negotiate conference. 30 day cancelation policy and any deposits would roll to 2021. Pushed back next deposit date to October. Reduced to \$8,800 deposit. Reduced room rental fees. Renegotiated hotel and meal rates. Talked to committee about speakers that don't have to fly in so we don't risk them not being able to come.
- 6. Parks Field Day:** Planned for August 12, 2020 in Newtown
- 7. Golf Tournament:** Planned for September 23, 2020 in New Britain
- 8. Fall Quarterly:** Spring Quarterly postponed to Fall Quarterly

## V. NEW BUSINESS:

- 1. Review of "So Much More" Video Campaign:** Changes have been made to the video. In the process of doing the voice over and script (on hold for now).
- 2. Brief Updates from Board Members:** Staff provided updates on camps, parks, facilities and pools in their communities. Josh Medeiros provided an update on NRPA.

## VI. COMMITTEE REPORTS:

**VII. RESIGNATIONS & APPOINTMENTS:**

**VIII. ADJOURNMENT:**

- Josh Medeiros made a motion to adjourn at 2:31 p.m. Matt Scofield seconded. All in favor (9-0).

# CRPA BOARD OF DIRECTORS MEETING

July 29, 2020

**IN ATTENDANCE BY TELEPHONE:** Anna Park, Ben Morse, Bill Engle, Kristine Vincent (In at 1:49 p.m.), Amy Watt (Out at 2:24 p.m.), Josh Medeiros, Tom Tyburski (Out at 2:39 p.m.), Chris Rusack, Anthony Calabrese, Cheryl Preston, Bruce Watt, Dale Izzo and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- 1. ESTABLISH QUOROM:** Meeting called to order at 1:33 p.m. by Tom Tyburski
- 2. MEMBER COMMENTS:** Thanks to Val and CRPA staff for their hard work during the pandemic keeping members informed.
- 3. APPROVAL OF MAY MEETING MINUTES:** Bill Engle made a motion to approve the May, 2020 Minutes. Bruce Watt seconded. All in favor (11-0).
- 4. APPROVAL OF JULY TREASURER'S REPORT:** Bill Engle provided a brief update. Investments have been fairly volatile. Overall, investments are steady and financial advisors recommend staying the course with conservative investments. Valerie Stolfi-Collins indicated the July 2020 Budget to Actuals does not provide a clear picture as CRPA reports their budget on an accrual basis not a cash basis. The document shows what has been invoiced and expended not what we has collected. The following provides a clearer picture:

|  |                |
|--|----------------|
| • Webster Checking                                     | \$ 188,188.62  |
| • April - August Expenses                              | \$ 33,391.90   |
| • Held for refunds: CPSI, SQ, Consign Tix, Conference  | \$ 51,589.00   |
| • PPP Loan (already accounted for in checking account) | \$ (24,025.00) |
| • Remaining funds after Aug 30, refunds, & PPP Loan    | \$ 79,182.72   |

This shows that we continue to dip into 2019 profit (+10,379.92 from May 2020 due to CPSI running virtually in July). Dale Izzo made a motion to approve the July, 2020 Treasurers Report. Ben Morse seconded. All in favor (11-0).

## II. ACTION ITEMS: N/A

## III. OLD BUSINESS: N/A

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

- 1. CRPA Office Update:** DECD ReOpening Guidelines; DEEP; Webinar for Mayors; CPSI Virtual; Conference; Yoga in the City Filmed Segment; Water Safety Social Media Campaign; School Usage Advocacy with CCM; Loan forgiveness application; Consignment Tickets.
- 2. Membership Update:** Lots outstanding; Some business members not renewing due to budget constraints.
- 3. Events:** CPSI turned into a blended learning experience with 75 registrants; Camp College converted to an Online Resource; Spring Quarterly postponed to Fall; Possible Virtual Fall Quarterly; Golf Tournament is a GO.
- 4. Legislative Updates:** N/A

## V. NEW BUSINESS:

- 1. CRPA 2020 Conference:** Renegotiation of contract with decrease to rental rates and hotel room. No food and beverage minimums; waived cancelation fees; 30 day out clause; deposits that we have prior to will be moved to 2021. Significantly reduced deposit to \$8,800. Led to reduction in costs to

vendors; brochure printing cost; reduction in attendees and booths; revised sponsorship packages; COVID safety page; zero risk refund policy for vendors; transition to virtual

2. **Brief Updates from Board Members:** Members provided brief updates on current summer programming and upcoming fall programming.

**VI. COMMITTEE REPORTS: N/A**

**VII. RESIGNATIONS & APPOINTMENTS: N/A**

**VIII. ADJOURNMENT:**

- Josh Medeiros made a motion to adjourn at 2:38 p.m. Cheryl Preston seconded. All in favor (10-0).



# CRPA BOARD OF DIRECTORS MEETING

September 30, 2020

**IN ATTENDANCE BY ZOOM:** Anna Park, Ben Morse, Bill Engle, Kristine Vincent, Anthony Calabrese, Dale Izzo, Amy Watt,, (Out at 2:30 p.m.) Josh Medeiros, Tom Tyburski (out at 2:01 p.m.), Chris Rusack (Out at 2:40 p.m.), Matt Scofield, Cheryl Preston, Dale Izzo and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

1. **ESTABLISH QUOROM:** Meeting called to order at 1:31 p.m. by Kristine Vincent
2. **MEMBER COMMENTS:** Golf Tournament kudos
3. **APPROVAL OF JULY MEETING MINUTES:** Tom Tyburski made a motion to approve the July meeting minutes, Bill Engle seconded. All in favor (13-0).
4. **APPROVAL OF SEPTEMBER TREASURER'S REPORT:** Bill Engle provided a brief update. Dale Izzo made a motion to approve the September, 2020 Treasurers Report. Matt Scofield seconded. All in favor (13-0).

## II. ACTION ITEMS:

1. **Approval of Curt Vincente Lifetime Membership:** Valerie Stolfi-Collins indicated that Curt is retiring from Mansfield and meets all the criteria. The Awards committee recommends that Curt receive a Lifetime Membership. Josh Medeiros made a motion to approve a Lifetime Membership for Curt Vincente. Bill Engle seconded. All in favor (13-0).

## III. OLD BUSINESS: N/A

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

1. **CRPA Office Update:** Executive Director worked with the Governor's staff, the State Department of Labor, and Office of Early Childhood (OEC) to advocate for an extension, beyond the summer, of the 15-year-old employment statute for municipal childcare programs; Worked with DECD to advocate for Flag Football and Winter and Fall sports; Worked with DECD on draft guidelines for skating rinks; Participated in a conference call with CCM Executive Director to discuss park and recreation's role in providing child care during the hybrid school year and possibly partnering with the Dalio Foundation for funding for internet connectivity issues and partnering with SDE on staffing issues; Participated in two Zoom meetings with the conference app company to research and configure options for in-person, hybrid, and virtual conferences; Transition the Spring Quarterly to the Fall Quarterly; Worked on various components of the Golf Tournament
2. **Membership Update:** 179 memberships pending; lost 41 members and gained 52 members. Many long term vendor members not renewing due to loss of revenues.
3. **Consignment Tickets:** CRPA had begun taking orders prior to the COVID shutdown; only 77 tickets sold compared to 11369 in 2019.
4. **Yoga in the City:** Provided content for video.
5. **Events:** CPSI Virtual Learning sessions have been very successful during COVID.

## V. NEW BUSINESS:

1. **CRPA 2020 Conference:** 76 registered (34 overnight); 37 booths (40 vendors overnight); sponsorships doing well; 20 award nominations; had a discussion about in-person conference.
2. **School Usage:** Cheryl Preston indicated that it would be helpful if CRPA could get involved regarding use of schools for fall/winter legislatively as most BOE's are not allowing outside use of schools. Valerie Stolfi-Collins indicated that CRPA can try but realistically may not manifest into anything due to fall and winter challenge to keep schools cleaned and because use of schools is not considered childcare as it was during the summer

3. **CRPA Zoom:** Several Board members suggested a CRPA Zoom roundtable clarifying DECD and DPH guidelines would be helpful to Towns. Ben Morse and Cheryl Preston will organize an outline and provide information to Valerie Stolfi-Collins.
4. **Discussion Platform:** Val will look into options for some sort of discussion platform with the current website company and other platforms that can provide a similar option.
5. **Brief Updates from Board Members:** Members provided brief updates on current summer programming and upcoming fall programming.

**VI. COMMITTEE REPORTS: N/A**

**VII. RESIGNATIONS & APPOINTMENTS: N/A**

**VIII. ADJOURNMENT:**

- Bill Engle made a motion to adjourn at 2:43 p.m. Cheryl Preston seconded. All in favor (10-0).

# CRPA BOARD OF DIRECTORS MEETING

October 21, 2020

**IN ATTENDANCE BY ZOOM:** Ben Morse, Bill Engle, Kristine Vincent, Anthony Calabrese, Dale Izzo, Amy Watt, Josh Medeiros, Tom Tyburski, Matt Scofield (out around 2:00 pm), Cheryl Preston, Bruce Watt, and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

1. **ESTABLISH QUOROM:** Meeting called to order at 1:34 p.m. by Kristine Vincent
2. **MEMBER COMMENTS:** N/A
3. **APPROVAL OF SEPTEMBER MEETING MINUTES:** Bill Engle made a motion to approve the July meeting minutes, Dale Izzo seconded. All in favor (11-0).
4. **APPROVAL OF OCTOBER TREASURER'S REPORT:** Bill Engle provided a brief update. Ben Morse made a motion to approve the October, 2020 Treasurer's Report. Amt Watt seconded. All in favor (11-0).

## II. ACTION ITEMS:

1. **Approval of Final CRPA "So Much More Video":** Motion to move forward with the video to share via the Annual Meeting, on the CRPA website, and social media but to hold off on any purchased advertising campaigns made by Anthony Calabrese. Discussion surrounded holding off on the purchased advertising campaign given COVID-19 and timing. Motion seconded by Cheryl Preston. All in favor (11-0).

## III. OLD BUSINESS: N/A

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

1. **CRPA Office Update:** Executive Director contacted the State Department of Education and CCM's CEO and advocated for an extension, beyond the summer, of the 15-year-old employment statute for municipal childcare programs to work only on days where there is no school or only during afterschool hours; participated in a conference call with new liaison at Department of Economic and Community Development (DECD) to get clarification on phase 3 public event group gathering numbers and sports sector rules indoor group gatherings; participated in a conference call with CCM Executive Director, OEC Commissioner Beth Bye, representatives from SDE, and two superintendents to discuss park and recreation's role in providing child care during the hybrid school year and to plan a joint webinar with CRPA, SDE, OEC, & CAPSS; created a two-part webinar series and researched and presented on both webinars in conjunction with SDE and OEC; redrafted the "So Much More" video campaign script and reordered slide; started the process of applying for the PPP loan forgiveness; handled the board nomination and ballot process, awards nomination and selection process, and researched and obtained a quote for a forum for the CRPA website. Other items can be found on the Executive Director's Update provided to all members of the board.
2. **Membership Update:** 217 memberships pending; lost 41 members and gained 54 members. Many long-term vendor members not renewing due to loss of revenues.
3. **Events:** Planned and executed CPSI, Fall Quarterly, and reworked conference in its entirety. Has not begun planning 2021 events due to COVID. Last year at this time three events were already fully planned.
4. **Conference:** CRPA will be moving its conference from the Sky Convention Center to the Earth Expo Center within Mohegan Sun's facility. Conference attendee, sponsorship and exhibitor numbers were reviewed. CRPA is working to replan conference in its entirety and will call all exhibitors to explain the move.

## V. NEW BUSINESS:

1. **Quote for Online Forum:** The Executive Director looked into options for an online forum platform from our current website company. The quote came back at an estimated \$500 and a sample link was sent to the board for discussion. The Executive Director recommends moving forward with this option but taking the money from the Capital Improvement account. Motion to move forward made by Cheryl Hanson and seconded by Josh Medeiros. All in favor (11-0).

**VI. COMMITTEE REPORTS:**

1. **Aquatics Committee:** Meeting next week.
2. **Camps Committee:** Meeting in two weeks and has planned dates for the remainder of 2020 and 2021. They are looking at planning an in-person, hybrid, and virtual camp college for June of 2021
3. **Awards Committee:** Met last week to choose recipients for this year. They will be putting cards at the tables again this year and will be adding a resubmittal area to the form moving forward to make it easier for nominators to resubmit a nominee. Josh Medeiros mentioned that he would like to see term limits added to the Awards Committee moving forward given that it is a prestigious committee, Cheryl Hanson agreed, as did Anthony Calabrese. No formal action was taken on this matter.

**VII. RESIGNATIONS & APPOINTMENTS:**

**VIII. ADJOURNMENT:**

- Bill Engle made a motion to adjourn at 2:34 p.m. Ben Morse seconded. All in favor (10-0).



# CONNECTICUT RECREATION & PARKS ASSOCIATION

## ANNUAL BUSINESS MEETING

November 23, 2020

Mohegan Sun Conference Center, Uncasville, CT

**IN ATTENDANCE:** Executive Board (Anna Park, Matt Scofield, Josh Medeiros, Cheryl Preston-Hancin and Kristine Vincent), General Membership, and Valerie Stolfi-Collins, Executive Director

**ROLL CALL:** Meeting called to order at 12:31 p.m. by Kristine Vincent.

### 1) WELCOME COMMENTS:

- Kristine Vincent welcomed the General Membership and provided a brief update about the Association.

### 2) ACKNOWLEDGEMENT OF CURRENT COMMITTEE CHAIRS:

- Committee Chairs were acknowledged.

### 3) REVIEW OF STRATEGIC PLAN GOALS

- Reviewed Strategic Plan Goals 1-5.

### 4) ACKNOWLEDGEMENT OF PAST PRESIDENTS:

- Past Presidents were acknowledged.

### 5) APPROVAL OF MINUTES OF 2019 ANNUAL MEETING MINUTES:

- Mary Hill made a motion to accept the 2019 Annual Meeting Minutes. Peter Leclerc seconded. All in favor.

### 6) INSTALLATION OF BOARD OF DIRECTORS

- Mary Hill led the installation of the newly elected officers.

**ADJOURNMENT:** Annual Meeting was adjourned at 1:03 p.m.

# CRPA BOARD OF DIRECTORS MEETING

December 16, 2020

**IN ATTENDANCE BY ZOOM:** Anna Park, Ben Morse, Bruce Watt, Bill Engle, Kristine Vincent, Anthony Calabrese, Dale Izzo (In at 1:34 p.m.), Josh Medeiros (in at 1:34 p.m.), Tom Tyburski, Cheryl Preston and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

1. **ESTABLISH QUOROM:** Meeting called to order at 1:31 p.m. by Kristine Vincent
2. **MEMBER COMMENTS:** Tom thanked Conference Committee and Kristine Vincent for leadership and thanks to Josh Medeiros, Bruce Watt and Anna Park for their service on the CRPA Board.
3. **APPROVAL OF OCTOBER MEETING MINUTES:** Tom Tyburski made a motion to approve the October meeting minutes, Bill Engle seconded. All in favor (8-0).
4. **APPROVAL OF DECEMBER TREASURER'S REPORT:** Bill Engle provided a brief update about investment account. Dale Izzo made a motion to approve the December, 2020 Treasurers Report. Ben Morse seconded. All in favor (10-0).

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

1. **CRPA Office Update:** Executive Director participated in a conference call with newest liaison at DECD to get clarification on phase 2.1 group gathering numbers, sports sector rules and the Team Pause rollback; lobbied DECD to successfully have swimming pool capacity limits changed; have been working to get changes made to ice skating (indoors and outdoors) limits; collecting outstanding receivables; applied for CT Cares small business grant which can be used towards rent and utilities (\$5,000); planning some 2021 events; virtual conference getting it up and running; winter quarterly, entertainment showcase; camp college planning to be virtual.
2. **Membership Update:** Pending Renewals: 44; Not Renewing: 83; New Members: 72
3. **2021 Events:** Virtual Conference: Sell Dec 2020 and Jan 2021; Winter Quarterly: 2nd or 3rd week of February; CPSI: Virtual – March 30 & 31; Entertainment Showcase: East Lyme, CT - McCook Point Park & Beach Pavilion - April 15, 2021 (rain date April 22, 2021); Camp College: in-person would be June 5 or June 12, 2021
4. **Conference:** Goals for 2020 Conference: 100 attendees & 45 vendors; \$29,621.34 estimated profit. Still finalizing total amounts.

## III. ACTION ITEMS:

1. **Approval of 2021 and 2022 Renewal of Government Relations Contract:** Valerie Stolfi-Collins sent the contract to the Legislative Committee. Their recommendation was to unanimously move forward. There are no changes from previous year. Tom Tyburski made a motion to approve the contract at a cost of \$12,500 year 1 (includes ethics) and \$12,000 year 2. Anthony Calabrese seconded. All in favor (10-0).
2. **Approval of the Lifetime Membership Award - Ray Favreau:** Valerie Stolfi-Collins indicated he meets the guidelines outlined. Awards committee unanimously recommends a Lifetime Membership Award. Valerie Stolfi-Collins will ask if he has an interest in staying involved on the legislative committee. Ben Morse made a motion to approve a Lifetime Membership Award for Ray Favreau. Bruce Watt seconded. All in favor (10-0).

**Bill Engle made a motion to go into Executive Session at 2:11 p.m. Tom Tyburski seconded. Bruce Watt made a motion to come out of Executive Josh Medeiros seconded at 2:19 p.m. All in favor 10-0.**

**3. Approval of 2021 Budget:** Bill Engle provided a brief overview of the 2020 budget and where it currently stands. Board members asked questions about the proposed 2021 budget. Tom Tyburksi made a motion with a 2.5% increase to ED salary; Bill Engle seconded. All in favor (10-0)

**IV. OLD BUSINESS: N/A**

**V. NEW BUSINESS:**

**VI. COMMITTEE REPORTS:**

- 1. Aquatics:** Did a salary survey. Will provide 2021 dates and plans by beginning of January.
- 2. Camps:** Seen a meeting attendance increase. Working with Southern to do research study. Planning to do a virtual camp college as people expressed disappointment that there was not one last year.

**VII. RESIGNATIONS & APPOINTMENTS: N/A**

**VIII. ADJOURNMENT:**

- Bill Engle made a motion to adjourn at 2:43 p.m. Josh Medeiros seconded. All in favor (10-0).