

CRPA Board of Directors Meeting
January 20, 2021
Virtual Meeting via Zoom

PRESENT via Zoom: Tom Tyburski, Anthony Calabrese, Bill Engle, Elizabeth Mayne, Liz Gambacorta, Dale Izzo, Carol Jones, Peter Leclerc, C. Preston, Matt Scofield, and Amy Watt
Staff: Valerie Stolfi-Collins

I. Ritual Items

1. Establish Quorum

T. Tyburski called the meeting to order at 10:04 a.m.

2. Welcome and Introduction of New Members

All members introduced themselves. Executive Director stated that Ben Morse was absent, but typically doesn't miss a meeting.

3. Member Comments

T. Tyburski stated that Board meeting will remain virtual at least through May.

4. Approval of December 2020 Meeting Minutes

MOTION by B. Engle, seconded by D. Izzo

MOVED to approve the minutes of the December 16, 2020 CRPA Board of Directors Meeting.

VOTE the motion passed with 7 in favor and 5 abstentions (L. Gambacorta, C. Jones, P. Leclerc, E. Mayne, A. Watt), Motion Passed.

5. Approval of January 2021 Treasurer's Report

B. Engle provided an overview of the budget as an introduction for new members and review for returning board members.

CRPA received one PPP loan in 2020 and applied for a second in December 2020. Executive Director reported that the funds from the second loan weren't received until January 4 so will apply to the 2021 budget. \$90,000 profit from 2019 remains in the checking account; B. Engle recommends that we leave it there because there is still uncertainty due to COVID-19 pandemic. At the close of a typical year 75% of profit is invested with RMC and 25% is set aside for capital improvements; in 2019 the Board voted to leave the profit in checking because of the uncertainty surrounding the pandemic.

Executive Director states we are holding approximately \$10,000 in credits from those who registered and paid for events in 2020, but did not attend.

B. Engle states there are no capital improvements planned at this time. B. Engle states that per Board Policy set around 2008-2009, investments must equal at least 50% of operating budget. Investments are currently around 100% of operating budget, he recommends looking at the 50% designation because we may want to increase it to 100% of operating budget.

C. Preston questioned if conference payments were included. Executive Director replied that invoices are still outstanding, we are collecting virtual registration payments now and we have realized a profit of \$25,000-\$30,000.

E. Mayne asked for clarification of when money is counted in terms of the fiscal year. Executive Director explained that the income is based on the invoice date and not the date money is received.

MOTION by A. Calabrese, seconded by D. Izzo

MOVED to approve the January 2021 Treasurer's Report

VOTE the motion passed unanimously (11-0), Motion Passed.

II. Action Items

1. Approval of the 2021 Legislative Agenda

E. Mayne spoke to the importance of grassroots efforts especially this year. This session will be challenging because all meetings and public hearings will be conducted via Zoom and our lobbyist will not have the ability to see Representatives and Senators at the capital. Executive Director stated that the Legislative Committee recommended the 2021 goals listed in the brochure and gave an overview of the brochure. C. Jones questioned some of the grammar and wording of the second bullet. Executive Director said office staff will re-proofread it.

MOTION by B. Engle, seconded by A. Calabrese

MOVED to approve the 2021 Legislative Agenda

VOTE the motion passed unanimously (11-0), Motion Passed.

2. Provisional Approval for PPP Loan 2nd Draw

Executive Director stated that applications opened for the second round of PPP loans last night and that she submitted the application for approximately \$22,000 through Webster Bank. We should have approval within 10 business days. She is requesting provisional approval because last year the full Board of Directors had to have a special meeting to approve acceptance of the loan. The terms are the same as the first PPP loan - interest rate is 1% and loan must be paid back over 2 years if not forgiven; the loan should be forgiven. A brief discussion was held about when to apply for forgiveness and when we are notified of forgiveness.

MOTION by P. Leclerc, seconded by D. Izzo

MOVED to provisionally approve the accept and sign loan documents for a PPP loan of up to \$25,000 through Webster Bank.

VOTE the motion passed unanimously (11-0), Motion Passed.

III. Old Business - none

IV. Executive Director's Report

1. CRPA Office Update

Executive Director provided highlights from the distributed Executive Director's report. Staff has been working hard to support members through the pandemic – helping them to follow the Executive Orders and seeking funding especially for the emergency childcare departments have provided. C. Preston asked if complying with regulations to accept Care4Kids funds would count; Executive Director states only licensed programs are eligible for funding.

The Aquatics Committee has heard from many departments that they are concerned that current regulations make it impossible to recertify their lifeguards. Executive Director participated in most recent Aquatics Committee meeting and is working with the committee on a plan and grassroots effort to ensure lifeguards can be recertified before the summer. CRPA has applied for CT Cares Small Business grant and has started process to apply for loan forgiveness for the first PPP loan.

The “So Much More” video and toolkit are in final stages. Staff is working on the online forum, but it is taking a back burner to PPP loans and the toolkit.

Camp Committee is doing a survey and planning virtual camp college. They originally considered planning for both in person and virtual and have since decided to just do virtual.

They are doing a survey of the membership in relation to camps, but there are no financial questions on the survey.

2. Membership Update

Staff reconciled Quickbooks with membership list so all members receive the invoice for renewal next year. There has been a lot of staff movement amongst departments. Executive Director asked Board Members to review the list of pending members and encourage them to renew. February membership: 6 renewals, 29 outstanding, 0 non-renewals, 0 new members.

3. Events

Virtual Conference has launched. 14 registrations sold generating additional revenue of \$2,450.

Winter Quarterly is planned virtually for February 11.

CPSI is virtual on March 17 & 31, registration is light, could be because everyone attended last year and no one needs it or because people are not as interested in a virtual program.

Entertainment Showcase will be later this year, in April and outdoors.

Camp College will be virtual and either June 5 or 12.

4. Legislative Update

Committee met to set goals for 2021 and is gearing up for an interesting session because of the pandemic.

V. New Business

1. Provisional Memberships

T. Tyburski mentioned that we have seen how valuable CRPA membership has been throughout the pandemic and proposes that we offer a free, 1-year provisional membership that includes website access and discounts on trainings but does not include voting privileges. M. Scofield asked if this was for non-renewing members or just those who have historically been non-members. V. Stolf-Collins and T. Tyburski state just for those who have never been a member or haven't been a member in the last 5 years. M. Scofield wants to be sure we don't devalue membership and reward those who haven't renewed. L. Gambacorta asked if this free membership would entitle them to member pricing. Executive Director states yes; by giving discount on trainings we hope to generate new memberships. A. Calabrese asked about the non-member spreadsheet for those who don't have a date listed. Executive Director replied that those towns have never been members. Towns with departments would get a group membership for three people and towns with commissions would get one agency membership.

***MOTION** by A. Watt, seconded by M. Scofield*

***MOVED** to approve a free, non-voting, 1 year provisional membership to towns who have not been CRPA members in the last 5 years or longer.*

***VOTE** the motion passed unanimously (11-0), Motion Passed.*

VI. Committee Reports – were given during Executive Director's Report

1. Aquatics Committee

2. Camps Committee

VII. Resignations and Appointments – none

VIII. Adjournment

*IX. **MOTION** by C. Jones, seconded by B. Engle*

*X. **MOVED** to adjourn*

*XI. **VOTE** the motion passed unanimously (11-0), Motion Passed.*

CRPA Board of Directors Meeting
March 17, 2021
Virtual Meeting via Zoom

PRESENT via Zoom: Tom Tyburski, Anthony Calabrese, Bill Engle, Elizabeth Mayne, Liz Gambacorta (joined at 10:03 a.m.), Dale Izzo, Carol Jones (joined at 10:13 a.m.), B. Morse, Cheryl Preston (left at 10:57 a.m.), and Amy Watt
Staff: Valerie Stolfi-Collins

I. Ritual Items

1. Establish Quorum

T. Tyburski called the meeting to order at 10:02 a.m.

2. Member Comments

None

3. Approval of Consent Calendar

i. January 2021 Meeting Minutes & March 2021 Treasurer's Report

1. No discussion on January 2021 Meeting Minutes

2. B. Engle provided brief overview of Treasurer's Report and stated that there isn't a lot of activity right now, but CPSI is doing very well. The only other income right now is the second PPP loan and the \$5,000 CT Cares grant. Investments have been a roller coaster. B. Engle states that he is still concerned about the outstanding receivables from 2021; it is down from about \$3,000 to \$1,490. CRPA Staff will continue pushing to collect outstanding invoices until we have to submit finances to the accountant to close out 2020. The good news is that 2020 still seems to be in the black. Executive Director stated that there was a typo on the March 2021 Treasurer's Report and that the "Most Recent" column to the left should have the header February 28th.

***MOTION** by A. Watt, seconded by A. Calabrese*

***MOVED** to approve the consent calendar items of the minutes of the January 20, 2021 CRPA Board of Directors Meeting and the March 2021 Treasurer's Report.*

***VOTE** the motion passed unanimously (9-0), Motion Passed. C. Jones joined after the vote.*

II. Action Items - none

III. Old Business

1. Update on 1st Draw PPP Loan Forgiveness

Executive Director states that SBA has paused forgiveness from the first draw because they are busy with second draw applications. The bank states that it will take longer to receive approval for forgiveness than they originally anticipated.

2. Update on 2nd Draw PPP Loan Approval

Executive Director states that we do not have approval yet. The application had to be resubmitted three times because the application requirements changed while the office was waiting for reports from the payroll company. The process is to submit it to your bank, the bank has 30 days to review the application and get back to the applicant for more information if needed. Our application is for approximately \$22,000 which is slightly less than the first draw.

IV. Executive Director's Report

1. CRPA Office Update

Executive Director provided highlights from the distributed Executive Director's report. Staff continues to support members through the pandemic fielding questions and helping them to follow the Executive Orders. There has been a big focus on lobbying both regarding sector rules (pool capacity limits, open swim, clarification on OEC memos) and proposed legislation (more to follow in Legislative Update). CRPA participated in the CCM Municipal Association Legislative Meeting and was represented by the Executive Director and E. Mayne as the Legislative Chair. The Executive Director took part in a conference call with the CT Afterschool Network, CT YMCA Alliance and CT Camp Association to discuss summer enrichment programs during the pandemic. The Executive Director worked with the Aquatics Chair, Bailey Dailey and B. Engle along with the American Red Cross to get a carve out from the Sector Rules for lifeguard training. Staff continues to review 2020 receivables and seek payments. Staff has been doing a lot of planning for Camp College (secured 6 speakers and tested software for breakout rooms). Staff has completely planned and is promoting Entertainment Showcase. The "So Much More" Campaign has launched. The Executive Director had a conference call with Mohegan Sun to negotiate contract changes; there has also been work on a keynote and theme for Conference. The Spring Quarterly is planned and registration launched this morning. The Executive Director met with Ray Favreau and presented him with lifetime membership. Staff has been hard to contact facilities for Consignment tickets. Many destinations were late and have furloughed staff; Six Flags is still not confirmed. Office negotiated a new spin on group outings: Caravan Days. Towns can offer a "Town Day" at the locations; customers would pay their municipal P&R department directly; department would send names to CRPA who provides the list to the location. Families drive themselves to the park and get the group rate. Executive Director states that facilities are excited about it. A. Watt and C. Jones agree that it is a good idea. Tickets will be digital and there isn't a lot of background administrative work.

2. Membership Update

March 2021: 40 renewals, 9 outstanding, 0 non-renewals, and 14 new members

April 2021: 7 renewals, 12 outstanding, 1 non-renewal, and 0 new members

Provisional Memberships: 2 (Woodstock & Pomfret)

Still pending from 2020: 4 companies (3 bands 1 commercial entity) & 6 individuals

3. Events

2020 Events:

Virtual Conference generated \$3,475 from 20 total registrations (17 virtual-only, 3 in-person add-ons)

2021 Events:

Winter Quarterly (via Zoom): 51 registrations

Lifeguard Webinar: 69 registrations

CPSI (via Zoom): 70 registrations (68 full & 2 exam only), registration started slow, but exploded in last two weeks exceeding budgeted profit by \$1,503.92.

Spring Quarterly (via Zoom): scheduled for April 8, 2021; registration launched today. Sessions are "Running Camps during COVID - Take 2" and "Introduction to E-Sports"

Entertainment Showcase: April 15, 2021 (rain date April 22) to be held outdoors in East Lyme. 4 large stage slots are still available, but small stage is sold out. Trend is usually the opposite. 3 tabletops sold compared to 38 in 2020. Sales are very slow; sponsorships are still

available. 40 delegates planning to attend so far, hoping to get the number up to at least 80 or bands will be disappointed.

Camp College (via Zoom): June 5, 2021 Call for presenters was sent on February 24, but only one has responded. Office is working on planning sessions.

Conference: November 22 & 23, 2021 at the Mohegan Sun Hotel & Convention Center

4. Legislative Update

Besides focus on Sector Rules, background checks has been the biggest issue so far. The OEC omnibus bill (HB 6559) was JFSed out of the Committee on Children and is currently on the House Calendar. The Executive Director spoke to OFA about the fiscal impact of the coach background check bill (HB 6511) on state and municipal subdivision; the larger the fiscal impact is, the more people will rethink the process. As of right now legislation for the approx. \$88.00 background checks only includes licensed camps and paid coaches. The Beach Access (HB 6351) bill got changed to a study. DEEP will oversee the study; there will not be a task force. A. Calabrese is disappointed that there will be no representation from CRPA or CCM.

Swim Lesson Bill (SB 702) is now on the Senate Calendar. CRPA submitted testimony requesting that the State have the option to partner with municipalities, but that was not included.

Sexual Abuse Awareness Bill (HB 6113) is on the House Calendar and would require handing out a pamphlet with information.

Suicide Prevention Program Bill (HB 6111) was significantly changed since CRPA submitted testimony and is on the House Calendar.

CRPA is now on the Accelerate CT Task Force regarding the American Rescue Plan's \$11.5 million earmarked over 2 years/ 3 summers for summer enrichment to accelerate learning for CT's children. The task force is being led by the acting director of Department of Education and the Governor's Office. The task force must have a plan in place by April 15th for summer enrichment learning and socialization. CRPA was invited to be part of the task force which also has 5 subcommittees. There will be weekly meetings of both the subcommittees and the task force. E. Mayne asked for the Board's opinions on what we should bring to the Task Force. C. Preston is concerned about how this will impact camps - Norwich is offering free summer school and if that continues it will impact camp enrollments. E. Mayne states that Cheshire discontinued summer enrichment classes for this year. D. Izzo says Branford is offering wrap-around services for BOE's enrichment program. A. Watt states Vernon is doing the same. P&R Departments charge for the wrap-around services because staff must get paid. L. Gambacorta states Glastonbury has a challenging relationship with BOE and that the BOE may be planning something, but not informing P&R. Executive Director suggested that P&R should focus on community collaboration and the health of the whole child. T. Tyburski cautioned that if these enrichment programs are popular they may continue at the expense of P&R departments. T. Tyburski also mentioned that some grant money may be used to cover Recreation losses and that Simsbury will be applying. Each town needs to decide how to use their allotment.

V. New Business

1. Update from Board Members on contacting Provisional Memberships

A. Watt was able to secure two provisional memberships and no others have applied yet. T. Tyburski appreciates those who reached out. T. Tyburski had connection issues and asked Executive Director to lead meeting.

VI. Committee Reports – some info provided during Executive Director’s Report

1. Aquatics Committee

Planning Supervisor School now

2. Camps Committee

Camp College is being planned now, a little later than normal. Typical day of 9:00 a.m. to 3:00 p.m. is too long to be on Zoom so day will be shorter Epi-pen and Med Admin training will be held independent of Camp College and also held virtual. There will be a free QPR training in May during the day and in June during the evening.

3. Conference Committee

The process to get a theme and plan the keynote is underway. This is a little later than typical, but it is going well.

VII. Resignations and Appointments – none

VIII. Adjournment

IX. MOTION by B. Engle, seconded by B. Morse

X. MOVED to adjourn

XI. VOTE the motion passed unanimously (9-0), Motion Passed. Meeting adjourned at 11:05 a.m.

CRPA Board of Directors Meeting
May 19, 2021
Virtual Meeting via Zoom

PRESENT via Zoom: Tom Tyburski, Anthony Calabrese, Bill Engle, Elizabeth Mayne, Liz Gambacorta, Carol Jones, P. Leclerc, Cheryl Preston, and Amy Watt
Staff: Valerie Stolfi-Collins

I. Ritual Items

1. Establish Quorum

T. Tyburski called the meeting to order at 10:02 a.m.

2. Member Comments

None

3. Approval of March 2021 Minutes

MOTION by B. Morse, seconded by B. Engle

MOVED to approve the minutes of the March 17, 2021 CRPA Board of Directors Meeting.

VOTE the motion passed unanimously (9-0), Motion Passed.

4. Approval of May 2021 Treasurer's Report

B. Engle reports that the checking and savings accounts are stable and that the investments are doing very well. Accounts Receivable still has approximately \$500 uncollected from 2020. Executive Director states that they will continue to seek payment on those two invoices as services were rendered. Program revenues are generally doing well and B. Engle expects that program registrations will continue to increase. CRPA's accountant filed for an extension on filing 2020 taxes; due to the extension on personal taxes he was busy with those. Taxes will be filed in the next few weeks as accountant has all info and the personal tax deadline was May 17. B. Engle warns that we need to be mindful as we set fees for future programs because costs are going up; we may need to increase registration fees.

MOTION by A. Watt, seconded by L. Gambacorta

MOVED to approve the May 2021 Treasurer's Report.

VOTE the motion passed unanimously (9-0), Motion Passed.

II. Action Items

1. Approval of Wendy Rubin Lifetime Membership

T. Tyburski states that Wendy Rubin is retiring and has served CRPA and worked in various towns throughout the state and is very deserving of a lifetime membership. Executive Director states that she is retiring June 30 and she hopes to award the plaque at the Summer Quarterly.

MOTION by C. Jones, seconded by B. Engle

MOVED to approve Wendy Rubin's Lifetime Membership

VOTE the motion passed unanimously (9-0), Motion Passed.

2.

III. Old Business

1. Update on 1st Draw PPP Loan Forgiveness

Executive Director states this loan has been forgiven and that the process to apply for forgiveness for the 2nd PPP Loan will not take place until later this year as it must be 24 weeks since the loan.

IV. Executive Director's Report

1. CRPA Office Update

Executive Director provided highlights from the distributed Executive Director's report. Much of her time has been spent on COVID regulations and the Accelerate CT Task Force. On the Accelerate CT Task Force, Executive Director advocated for several items in the eligibility criteria to help Recreation Camps, but ultimately was ignored. Executive Director participated in conference calls with CT Science Center to assist them with their grant application and ultimately CT Science Center applied for funding by partnering with CRPA. Executive Director presented at the Spring Quarterly and NEPA's Webinar. Staff has been collecting receivables. Staff has been working to plan Camp College. A lot of work went into retaining Six Flags as a consignment partner because Six Flags has a new CEO and is using a new model for ticket prices; ultimately an agreement was reached that should be able to work for future years as well. 2020 memberships were closed out. Consignment ticket sales are lower than usual and may come in lower than budgeted; some camps are taking field trips and are using consignment tickets for those trips. Launched an Air Quality Webinar due to the change in mask mandates and updates from the CDC.

2. Membership Update

2020 Membership: 0 Pending, 93 Lost, 73 Gained

May 2021: 15 renewals, 25 outstanding, 0 non-renewals, and 0 new members

June 2021: 3 renewals, 17 outstanding, 0 non-renewal, and 2 new members

3. Events

CPSI (via Zoom): 77 registrations (69 full & 2 exam only). Sold both sponsorships.

Exceeding budgeted profit by \$2,113.92.

Spring Quarterly (via Zoom): 94 registrations (8 more than last Spring Quarterly in 2019)

Entertainment Showcase: in person at McCook Point Park & Beach Pavilion, East Lyme Large & Small stages both sold out with waiting list, 9 Tabletops sold (29 less than 2020), 98 registrations (70 attended), Lunch and Presenting sponsorships were unsold. Event was successful despite hardships from weather and COVID. Utilized "rain date" because of rain, but then it snowed on the makeup date.

Aquatics Supervisor School (via Zoom): May 19, 2021 84 registrations. Short marketing window - began on May 5, 2021.

QPR Training (via Zoom): 37 registrations between the two dates of May 26, 2021 & June 15, 2021; need more for the June 15 date. Suggested donation \$10, \$170 currently donated.

Limit 35 per session.

Summer Quarterly: June 1, 2021 at Patriots Park in Coventry. Topic is Life's a Circus. 6 registrations; need at least 20-30 people to hold the event; it is currently in jeopardy of being cancelled. Executive Director encouraged Board Members to spread the word. A. Watt mentioned the date may be a challenge because it is the day after Memorial Day so a "Monday" to many and they may not be able to leave the office.

Camp College (via Zoom): June 5, 2021 97 registrations from 10 towns; some of the "regular" towns still haven't registered yet so anticipating that the number will steadily increase. C. Jones mentioned that she just recently got approval to run camp this summer so they are still working on hiring staff. Camp Committee asked Executive Director to move event to in person, but it will remain virtual. T. Tyburski stated that he is sending people specifically because it is virtual. Other Board Members agreed; staff has a lot of other events

coming up like proms and graduations and they don't need to attend a large gathering with people from all over the state.

EpiPen & Med Admin Trainings (via Zoom): June 9, 2021 & June 10, 2021. EpiPen Only has 10 registrations, Med Admin only has 18 registrations, Combo has 62 registrations.

Conference: November 22 & 23, 2021 at the Mohegan Sun Hotel & Convention Center.

Theme: Parks & Recreation...We Are the Solution; Keynote Leading to

Change - Eric Rowles. Theme is taken from CRPA's Strategic Plan. Eric Rowles will be bringing 2 speakers and together they will be doing the keynote plus 4 sessions.

Consignment Tickets: Ticket sale agreements are underway for Good Any Day, Group and Caravans. Agreements have been negotiated with The Adventure Park, CT Science Center, Lake Compounce, Mystic Seaport and Six Flags New England.

AFO: Planning has begun for this event to be held March 1 & 2, 2022 in Bloomfield.

4. **Legislative Update**

The Executive Director was instrumental in ensuring that members were eligible to receive funds from the AccelerateCT grant. E. Mayne and the Executive Director served on the AccelerateCT committee and then the Executive Director was placed on the subcommittee to define eligibility criteria. The Executive Director also worked with the CT Science Center to help them apply for the grant with a plan to provide STEM programs to members' summer camps.

V. **New Business**

1. **Update from Board Members on contacting Provisional Memberships**

A. Watt was able to secure two provisional memberships and no others have applied yet. T. Tyburski appreciates those who reached out. T. Tyburski had connection issues and asked Executive Director to lead meeting.

VI. **Committee Reports – some info provided during Executive Director's Report**

1. **Aquatics Committee**

Planning Supervisor School now

2. **Camps Committee**

Camp College is being planned now, a little later than normal. Typical day of 9:00 a.m. to 3:00 p.m. is too long to be on Zoom so day will be shorter Epi-pen and Med Admin training will be held independent of Camp College and also held virtual. There will be a free QPR training in May during the day and in June during the evening.

3. **Conference Committee**

The process to get a theme and plan the keynote is underway. This is a little later than typical, but it is going well.

VII. **Resignations and Appointments – none**

VIII. **Adjournment**

MOTION by T. Tyburski, seconded by A. Watt

MOVED to adjourn

VOTE the motion passed unanimously (9-0), Motion Passed. Meeting adjourned at 11:25 am

CRPA Board of Directors Meeting

July 28, 2021

Kinsmen Brewery - 409 Canal Street, Milldale, CT 06467

Minutes taken by Valerie Stolfi Collins, Executive Director

PRESENT: Tom Tyburski, Anthony Calabrese, Liz Gambacorta, Carol Jones, Peter Leclerc, Ben Morse, and Amy Watt

Staff: Valerie Stolfi-Collins, Amy Wilcox, and Carol French

I. Ritual Items

1. Establish Quorum

T. Tyburski called the meeting to order at 12:24 p.m.

2. Member Comments

None

3. Approval of Consent Calendar - May 2021 Minutes & July 2021 Financials

MOTION by Anthony Calabrese, seconded by Amy Watt

MOVED to approve the minutes of the May 2021 Minutes & July 2021 Financials

VOTE the motion passed unanimously (7-0), Motion Passed.

II. Action Items

1. Approval of 2019 profit allocation:

The Executive Director explained that due to COVID, the CRPA Board had decided in 2020 to hold off on transferring the 2019 profit in 2020 to the Capital Improvement and Investment accounts in order to keep money liquid during the government-mandated shutdown. The Treasurer, President, and Executive Director have discussed and make a recommendation to move the 2019 profit at this time.

MOTION by Amy Watt, seconded by Ben Morse

MOVED to approve the 2019 profit of \$90,625.04 per the normal policy of 75% to the Investment Account (\$60,980.35) and 25% to the Capital Improvement Account (\$22,656.26), seconded by Ben Morse

VOTE the motion passed unanimously (7-0), Motion Passed.

2. Approval of 2020 profit allocation:

The Executive Director explained that of the \$2,263.79, about \$500 remains outstanding. Due to its small amount and the fact that there is still money to be collected, the Treasurer, President, and Executive Director have discussed and make a recommendation to hold the 2020 profit at this time.

MOTION by Peter Leclerc, seconded by Tom Tyburski

MOVED to approve the 2020 profit of \$2,263.79 be held in the Checking Account, seconded by Ben Morse

VOTE the motion passed unanimously (7-0), Motion Passed.

III. Old Business

N/A

IV. Executive Director's Report

1. CRPA Office Update

Executive Director provided a few highlights from the distributed Executive Director's Report:

- Fielded several inquiries from members and contacted OEC to get clarification on sunseting memos pertaining to license-exempt camps and childcare requirements such as

- mask policies, field trip transportation (cohorts and bussing), camp waivers, and guidance documents in preparation for the start of camps
- Several conference calls with speakers, consignment ticket providers, and members
- Worked to help the Science Center roll out their Innovation Grant
- Continued to contact all outstanding receivables via email and phone to close out the 2020 fiscal year
- Filed 2020 taxes, finalized 2020 budget to actuals, and compiled year-end asset allocation report
- Contacted all outstanding receivables via email and phone to close out the first half of the 2021 fiscal year
- Compiled documents for workers' comp insurance audit and filed audit report
- AEFUCU - cash back to the community, enrolled CRPA and sent marketing email – did not win!
- Continued to create and post the #SoMuchMore SPOTLIGHT on Facebook to highlight what towns across CT are doing to show they are “So Much More” (more are needed)
- Finalized the conference schedule and worked to secure and put out fires with conference speakers
- Started the process of planning 2022 events

2. Membership Update

2020 Final Membership: 0 Pending, 93 Lost, 73 Gained – loss of 20 members and is the first time in many years the association had a net loss which is attributed to COVID shutdowns adversely affecting businesses.

3. Events

- **QPR Training:** Virtual (Zoom) - May 26, 2021 & June 15, 2021
 - Training provided by Western CT Coalition
 - May 26: 29 Registrants
 - June 15: 27 Registrants
 - Each session was capped at 35 attendees
 - The training was free, however a \$10 donation was suggested
- **Summer Quarterly:** Coventry, CT (Patriots Park) - June 1, 2021 **rain date 6/2/21*
 - Session: Life's a Circus (0.3 CEU's)
 - 28 registrants (not held in 2020; 55 less than 2019's total of 83)
- **Camp College:** Virtual (Zoom) - June 5, 2021
 - 274 registrants (not held in 2020; 78 less than 2019's total of 352)
 - \$350 in sponsorships
- **Epi Pen/Med Admin Training:** Virtual (Zoom) - June 9, 2021 & June 10, 2021
 - Training provided by Community Camps
 - Epi Pen ONLY: 37 Registrants (not held in 2020; 20 more than 2019's total of 17)
 - Med Admin ONLY: 22 Registrants (not held in 2020; 21 more than 2019's total of 1)
 - Epi Pen AND Med Admin: 126 Registrants (not held in 2020; 66 more than 2019's total of 60)
- **Parks Field Day** - Newtown, CT - August 11, 2021
 - 16 attendees from 3 towns/organizations (14 needed to match 2019's total of 130)
 - 17 booths from 15 companies (2 needed to match 2019's total of 17)
 - No sponsorships for 2021 - committee decided not to offer
- **Golf Tournament** - Stanley Golf Course, New Britain, CT - September 15, 2021
 - 29 golfers (78 golfers needed to match 2020's total of 107 *attendance was capped by Stanley)
 - \$1,565 in sponsorships (\$2,178.60 needed to match 2020's total of \$3,743.60)
 - Sold 6 tee signs (11 needed to match 2020's total of 17)
- **Conference:** Uncasville, CT - Mohegan Sun Hotel & Convention Center - November 22 & 23

- Keynote Leading to Change - Eric Rowles
- Theme: Parks & Recreation...We Are the Solution
- Marketing to Vendors began 5/10/21
- Marketing to Professionals began 6/23/21

Vendors:

- Booths: 24 exhibitors (26 needed to match 2020's total of 50; 2019 total: 110)
- Sponsors: \$11,275 plus lanyard and bag sponsors sold (\$11,810 needed to match 2020's total of \$23,085 *2019 total: \$27,060)
- Ad Sales: \$575 sold (\$125 needed to match 2020's total of \$700; 2019 total: \$2,525)

Attendees:

- Preconference brochure is in the process of being mailed to past attendees
- Monday: 0
- Tuesday: 0
- 2 Day: 6
- Supersaver: 6
- Total registrations: 12
- 71 needed to match 2020's total of 83; 2019 total: 288)
- 0 student registrants
- 0 awards registrants

4. Legislative Update

The Executive Director stated that the Legislative Wrap-Up was provided in the board packet and it has been emailed to all members as well. Highlights include: 40 grants totaling approximately \$1 Million to municipal summer camps and an additional \$250,000 for free STEM programming to solely municipal summer camps, all of which were made possible through CRPA's participation in the AccelerateCT Taskforce, mandated background checks for all paid coaches and instructors and unpaid volunteers in youth sports, and the failure of the beach access bills, including the study.

V. New Business

N/A

VI. Committee Reports:

Committee updates were provided in the Executive Directors report under events.

VII. Resignations and Appointments - none

VIII. Adjournment

MOTION by Liz Gambacorta, seconded by Carol Jones

MOVED to adjourn

VOTE the motion passed unanimously (7-0), Motion Passed. Meeting adjourned at 12:56 pm

CRPA Board of Directors Meeting
September 8, 2021
Virtual Meeting via Zoom

PRESENT via Zoom: Anthony Calabrese, Bill Engle, Elizabeth Mayne, Liz Gambacorta, Dale Izzo, Peter Leclerc, Ben Morse, Cheryl Preston, Amy Watt, Carol Jones (arrived at 10:15 a.m.) Tom Tyburski (arrived at 10:49 a.m.),
Staff: Valerie Stolfi-Collins

I. Ritual Items

1. Establish Quorum

A. Calabrese called the meeting to order at 10:03 a.m.

2. Member Comments

None

3. Approval of July 2021 Minutes

MOTION by B. Engle, seconded by P. Leclerc

MOVED to approve the minutes of the July 28, 2021 CRPA Board of Directors Meeting.

VOTE the motion passed unanimously (9-0), Motion Passed.

4. Approval of September 2021 Treasurer's Report

B. Engle states that the Financials at a Glance show that CRPA is in good shape. Some events have been worse than usual while others are doing much better. For example, virtual CPSI did quite well while Entertainment Showcase had light attendance. Investments have been performing quite well. Executive Director states that the Financials at a Glance are a bit inflated right now because a deposit will be made to Mohegan Sun for Annual Conference and Consignment Tickets will be paid for within the next month. A better overall picture of CRPA's financial standing will be available at the October Board Meeting.

MOTION by B. Morse, seconded by B. Engle

MOVED to approve the September 2021 Treasurer's Report.

VOTE the motion passed unanimously (9-0), Motion Passed.

II. Action Items - N/A

III. Old Business - N/A

IV. Executive Director's Report

1. CRPA Office Update

Executive Director states that they continue to review Executive Orders as they are released and the most recent ones do not impact CRPA members' operations; there are some that apply to child care centers, but that is exclusively licensed centers. P. Leclerc asked whether the State is giving any indication that municipalities will be required to obtain licensing for their camps and child care centers. Executive Director replied that there is no current talk of licensing municipal camps at the State level, but private entities have been pointing to it and stating that it is necessary. CRPA office has participated in a variety of conference calls with vendors. Currently in discussion with CT Sun Management team to discuss new ways to partner with the association and member camps, potentially offering free basketball clinics to members. Completely refreshed the Water Safety Campaign and made it available to

members. Transitioned #TakeaHikeCOVID campaign to #HypeYourHike and launched it last week. The Attendify app that is currently used for Annual Conference was purchased and the annual fee will likely more than double next year so office staff is investigating new app companies. Office staff completed a major reorganization and clean up of the office and coordinated the setup and installation of a new copier.

2. Membership Update

July 2021: 66 renewals, 4 outstanding, 2 non-renewals, and 1 new member

August 2021: 94 renewals, 33 outstanding, 0 non-renewals, and 5 new members

3. Events

Parks Field Day: August 11, 2021 in Newtown. 117 attendees from 26 towns/organizations, 21 booths from 18 companies; not held in 2020, 130 attendees and 17 companies in 2019.

Golf Tournament: September 15, 2021 at Stanley Golf Course in New Britain. 103 golfers, \$3,175.00 in sponsorships and 17 tee signs sold; 107 golfers, \$3743.60 in sponsorships and 33 tee signs sold in 2020.

Fall Quarterly: October 7, 2021 in Wallingford. Session 1: REconomic Development, Session 2: Map Your Trails! Partnering with UConn Extension to show how to get all our trails on their app. 39 registrations; 73 registrations in 2019 when last in person. Kompan is sponsoring lunch for \$500.

Conference: November 22 & 23, 2021 at the Mohegan Sun Hotel & Convention Center. Theme: Parks & Recreation...We Are the Solution; Keynote Leading to Change - Eric Rowles. It was a slow start, but registrations are picking up. It is unlikely that we will match the 2019 exhibit hall as it was the largest ever. As of September 1, 116 registrations, 62 exhibitors, \$23,055 plus lanyard, bag sponsors and silent auction sponsors sold, 40 award nomination; compare to 288 registrations, 50 exhibitors, \$23,085 sold and 22 award nominations in 2020.

AFO: Planning has begun for this event to be held March 1 & 2, 2022 in Bloomfield.

4. Consignment Tickets

Most ticket sales have concluded. Reconciliation is underway.

Consignment Tickets: 2019 vs. 2021 Comparison:		
	2019 Final	2021 (as of 8/30/2021)
Adventure Park GAD	113	72
Six Flags GAD	965	224
Lake Compounce GAD	2221	425
CT Science Center GAD	255	120
Six Flags Group	831	159
Lake Compounce Group	3605	1216
CT Science Center Group	3005	216
Mystic Group	271	550
Six Flags Meal Vouchers	103	0 (not offered)
Total sold through CRPA:	11,369	2,982

5. Gearing up for 2022 Legislative Session

The Executive Director noted that there are two issues of note already for the 2022 session: Beach Access and Artificial Turf.

V. New Business

1. Board Discussion: Summer 2021 compared to Summer 2020

A. Calabrese noted that overall it was a normal summer operationally and programmatically, but that staffing was a struggle. D. Izzo agreed that staffing lifeguards was a challenge. Board members noted that there were challenges with the commitment level and quality of the staff and that many college students left their summer jobs earlier than ever this year to return to school. P. Leclerc noted that they paid lifeguards \$18/hour this summer to entice them to commit to the job. E. Mayne mentioned that a recurring problem was adults misbehaving and complaining. Both D. Izzo and B. Morse agreed that they had more parent complaints this year than in the past. L. Gambacorta stated that she observed more mental health illness in campers this summer and when calling 2-1-1 she discovered that there was sometimes an 8 week wait to get counseling because there are so many people dealing with mental health illness at this time.

VI. Committee Reports – some info provided during Executive Director’s Report

1. Conference Committee

The deposit is due to Mohegan Sun soon. Registrations are coming in and quite a few have been received during the last week.

2. Golf Tournament Committee

Registrations are going well. The event is next week and people are still welcome to sign up.

3. Legislative Discussion: Issues of concern for 2022 and preparation

E. Mayne stated that State Representative Liz Linehan from Cheshire has seen both concussion and sexual abuse bills past in recent years and with those bills on the books she may be taking on a new issue. Rep. Linehan has expressed to constituents in Cheshire that she does not support turf fields because they are dangerous and cited testimony provided during hearings in the past. The Executive Director stated that the CDC has not yet released the findings of their study, but that California has done studies including simulated ingestion studies and found that there is not an effect on children. E. Mayne stated that the other issue that will be contentious is Beach Access. The Executive Director mentioned that she has had discussions with CCM on the issue and proposed that CRPA do their own survey so we have access to the data at any time. The Board discussed some potential survey questions. E. Mayne mentioned that the survey will be two pronged because we will need data from shoreline towns as well as inland towns.

VII. Resignations and Appointments – none

VIII. Adjournment

MOTION by B. Morse, seconded by A. Watt

MOVED to adjourn

VOTE the motion passed unanimously (11-0), Motion Passed. Meeting adjourned at 11:13 a.m.

CRPA Board of Directors Meeting
October 20, 2021
Virtual Meeting via Zoom

PRESENT via Zoom: Tom Tyburski, Anthony Calabrese, Bill Engle, Elizabeth Mayne, Liz Gambacorta, Dale Izzo, Carol Jones (arrived at 10:07 a.m.), Peter Leclerc, Ben Morse, Cheryl Preston, Matt Scofield, and Amy Watt
Staff: Valerie Stolfi-Collins

I. Ritual Items

1. Establish Quorum

T. Tyburski called the meeting to order at 10:02 a.m.

2. Member Comments

- T. Tyburski congratulated A. Calabrese and A. Watt on their awards that they will be receiving at the CRPA award ceremony in November.
- C. Preston requested that the Strategic Plan return to the agenda and that we receive an update on progress. The Executive Director stated that at the beginning of the year, T. Tyburski recommended that the office and board focus on pandemic-related issues, recovering event attendance numbers as well as the Water Safety and So Much More campaigns. C. Preston stated that she'd like to see it on the next agenda. T. Tyburski asked the Executive Director to make a note to put the Strategic Plan on the next agenda.
- T. Tyburski asked the group if they prefer in-person or virtual meetings. After a brief discussion, it was decided to keep December via Zoom and reevaluate for January.

3. Consent Calendar

i. September 2021 Minutes & October 2021 Treasurer's Report

MOTION by D. Izzo, seconded by A. Watt

MOVED to approve the minutes of the September 8, 2021 CRPA Board of Directors Meeting and the October 2021 Treasurer's Report.

VOTE the motion passed unanimously (11-0), Motion Passed.

II. Action Items - N/A

III. Old Business - N/A

IV. Executive Director's Report

1. CRPA Office Update

Executive Director states that the office communicated with OEC and DPH to get clarification regarding Executive Order 13G for members questioning vaccination mandates for those working in childcare and programs on school grounds. The Executive Director attended NRPA conference and had a productive time gaining 5 vendor booths at conference, a conference sponsorship and a CRPA membership. The MRPA Executive Director missed NRPA conference so the Executive Director had a separate Zoom meeting to meet and share info. The Executive Director and Legislative Committee Chair met with CTGreenBank as one of their stakeholders. The pandemic has created some opportunities for CRPA to be more involved and recognized at the State level and amidst other non-profit agencies. E. Mayne

states that they spent time explaining how different each municipal P&R department is in both their priorities and financial operations. The Executive Director and Legislative Committee Chair also created and launched beach parking and access surveys in collaboration with CCM. The Executive Director mentioned that Pamela Scully of DPH is retiring at the end of this year and CRPA will need to cultivate a solid relationship with her replacement. B. Engle states that having that relationship is important. Consignment Tickets have been reconciled and although sales were quite low this year, the budgeted profit margin was surpassed; the Executive Director stated that has a lot to do with the City of Norwich's participation and thanked C. Preston. Website Sponsorship is going well with 16 sold for a total of \$4,675 compared to \$3,475 in 2020.

2. Membership Update

September 2021: 89 renewals, 23 outstanding, 3 non-renewals, and 10 new member
 October 2021: 62 renewals, 22 outstanding, 1 non-renewals, and 8 new members

3. Events

Golf Tournament: September 15, 2021 at Stanley Golf Course in New Britain. 140 golfers, \$4,495.00 in sponsorships and 24 tee signs sold; 107 golfers, \$3743.60 in sponsorships and 33 tee signs sold in 2020.

Fall Quarterly: October 7, 2021 in Wallingford. 71 registrations; 73 registrations in 2019 when last in person. Kompan sponsored lunch for \$500.

Conference: November 22 & 23, 2021 at the Mohegan Sun Hotel & Convention Center. Theme: Parks & Recreation...We Are the Solution; Keynote Leading to Change - Eric Rowles. Currently, 167 registrations, 82 exhibitors, compared to 288 registrations and 50 exhibitors in 2020; CRPA Office is still working to get those numbers up to reach their goal of 80% of 2019 numbers. .

AFO: Event will be in person on March 1 & 2, 2022 in Bloomfield, but can flip to virtual if presenters need it to.

CPSI: Virtual on March 16, 2022 and In Person at East Hartford from March 29-31, 2022

Entertainment Showcase: February 17, 2022 in East Hartford. CRPA office will begin marketing to performers on Veterans' Day.

4. Consignment Tickets

Most ticket sales have concluded. Reconciliation is underway.

Consignment Tickets: 2019 vs. 2021 Comparison:		
	2019 Final	2021 (as of 10/13/2021)
Adventure Park GAD	113	23 (FINAL)
Six Flags GAD	965	175 (FINAL)
Lake Compounce GAD	2221	388 <i>pending</i>
CT Science Center GAD	255	67 (FINAL)
Six Flags Group	831	159 (FINAL)
Lake Compounce Group	3605	1212 (FINAL)
CT Science Center Group	3005	216 <i>selling -> Dec.</i>
Mystic Group	271	363 <i>selling -> Dec.</i>
Six Flags Meal Vouchers	103	0 (not offered)
Total sold through CRPA:	11,369	2,603

V. New Business

1. DEEP Meeting - Swim Lessons & ARPA Funds

The Executive Director and Aquatics Committee Chair met virtually with DEEP to discuss a partnership between DEEP and municipalities to offer free swim lessons funded by ARPA funds. There is \$1.5 million allocated for this project, but municipalities must be in a qualified census tract to use these ARPA funds. There are other stipulations as well, for example the lessons must be free. DEEP wants to form partnerships and does not want to directly provide the lessons. B. Morse mentioned that it would be helpful if funds could be used for facility fees. P. Leclerc asked about the timeline for funding and that has not yet been established.

VI. Committee Reports – some info provided during Executive Director’s Report

1. Conference Committee

Event is just a month away. There will be a call for volunteers over the next few days. Registrations are going well and the Executive Director is hoping for no cancellations. Mohegan Sun has a new event coordinator and the Executive Director met with him to review CRPA’s needs for conference. The coordinator mentioned that Mohegan Sun is short staffed like everyone right now and that many restaurants have chosen to close on quieter nights like Mondays. The Executive Director will send a list of restaurants that will be open on Monday night to all attendees and will suggest that they make reservations for dinner if they plan to eat at a restaurant that night.

2. Golf Tournament Committee

The event was a success even though tee sales were a little lower than in years past. The participation rate was great. T. Tyburski commended both CRPA and the Committee on a great event. He stated that it moved well and having pizza on the patio was a great change. It was more relaxing and gave greater opportunity for networking. D. Izzo agreed that the change to the patio was better than the sit-down meal.

3. Legislative Discussion: Beach Access Survey

E. Mayne stated that the survey will give us a lot of important data for next legislative session. A. Calabrese stated that it was time consuming because it had to be completed once per beach. T. Tyburski asked A. Calabrese and B. Morse to speak to their regional groups to encourage them to respond to the survey. D. Izzo stated that her town has resident stickers and they are not sold by her department so it may be difficult to get a number. .

VII. Resignations and Appointments – none

VIII. Adjournment

MOTION by P. Leclerc, seconded by A. Calabrese

MOVED to adjourn

VOTE the motion passed unanimously (12-0), Motion Passed. Meeting adjourned at 10:49 a.m.

**CRPA Board of Directors Meeting
December 15, 2021
Virtual Meeting via Zoom**

PRESENT via Zoom: Tom Tyburski, Bill Engle, Elizabeth Mayne, Dale Izzo, Peter Leclerc, Ben Morse, and Cheryl Preston
Staff: Valerie Stolfi-Collins

I. Ritual Items

1. Establish Quorum

T. Tyburski called the meeting to order at 10:02 a.m.

2. Member Comments

- B. Morse asked Executive Director to send the link to any upcoming Zoom meetings in the body of the meeting agenda.
- T. Tyburski congratulated the Conference Committee on an excellent conference and thanked them for their hard work. P. Leclerc agreed and stated that he enjoyed it.

3. Approval of October 2021 Minutes

MOTION by B. Engle, seconded by D. Izzo

MOVED to approve the minutes of the October 20, 2021 CRPA Board of Directors Meeting.

VOTE the motion passed unanimously (7-0), Motion Passed.

4. Approval of December 2021 Treasurer's Report

MOTION by D. Izzo, seconded by C. Preston

MOVED to approve the December 2021 Treasurer's Report.

VOTE the motion passed unanimously (7-0), Motion Passed.

II. Action Items - N/A

1. Approval of New Job Description

MOTION by C. Preston, seconded by D. Izzo

MOVED to approve the Program and Marketing Coordinator Job Description with a change to the minimum salary range to match the federal or state minimum, whichever is greater.

VOTE the motion passed unanimously (7-0), Motion Passed.

2. Approval of 2022 Budget

B. Engle thanked the Executive Director for her detailed budget and presented a brief overview. B. Engle commented that the previous budget was conservative on income projections because it was prepared during a pandemic and there were many uncertainties about what people would be interested and/or allowed to participate in. The majority of the overage in the 2021 income was the PPP loan. Some of the expense savings came from lower consignment ticket sales and the postponement of the marketing campaign. All in all it was a very good year. B. Engle states that CRPA has not recovered to pre-pandemic budget numbers, but that we are trending in the right direction. Looking forward, the budget does not include a large change in the consignment tickets, and that it is a bit aggressive in some areas. B. Engle states that we must be mindful of the high inflation rates and adjust accordingly. The Executive Director states that we are slowly climbing back to the \$630,000 budget range. The budget includes low consignment ticket sales, but realistic program numbers. When budgeting for increased program participants and therefore increased program revenues, there are also added expenses on the other side of the budget to cover program costs such as food and greens fees. 2022 will be a Hall of Fame year at the

Annual Conference and there is usually a larger food expense. T. Tyburski questioned what the CAM charges in the rent line are and the Executive Director explained that they are the fees associated with a commercial building that each office is charged and that they typically include water, electric, snow removal, etc. T. Tyburski thinks that we may see higher utility charges in 2022, but that we can adjust if needed during the year. There was a discussion about the changes to the Administrative Support 1 line item changes that included detail from the Executive Director. C. Preston asked if the staff person is interested in a full time position and the Executive Director states yes. C. Preston also inquired about whether the salary is high enough. B. Engle stated that the current staff member is very valuable. T. Tyburski said that although it may be on the low side, we cannot make too big of an increase all at once. The Executive Director confirmed that we must be sure that it is fully funded and mentioned that there is also an increase of 14 paid days off included as a nice perk. B. Engle stated that it is a good starting point. T. Tyburski asked that the Executive Director notify the staff of the position change.

***MOTION** by T. Tyburski, seconded by C. Preston*

***MOVED** to approve the CRPA 2022 Proposed Budget with the changes in the Salary & Wages section presented in Appendix 1 as 2022 Budget D.*

***VOTE** the motion passed unanimously (7-0), Motion Passed.*

III. Old Business - N/A

1. 2nd Draw PPP Loan Forgiveness

The 2nd Draw of the PPP Loan was forgiven two weeks ago.

2. DEEP Meeting - Swim Lessons & ARPA Funds

- Staff had an additional zoom meeting. DEEP plans to make an agreement with CRPA for ½ of the funds and with the YMCA for the other half of the funds that they were allotted. CRPA will administer the municipal side of the grant in year 1 with an option to extend for an additional 2 years up to a total of 3 years. P. Leclerc asked if there is any potential to expand the grant outside of the qualified census tract because swimming is a life skill for all. The Executive Director states that there is no option to do that. There may be possibility to train new WSIs with the funding in the grant.

IV. Executive Director's Report

1. CRPA Office Update

Staff continues to update membership on COVID-19 guidance as needed. 2020 receivables are finally closed out and receivables from 2021 have also been contacted to close out 2021.

2. Membership Update

November 2021: 21 renewals, 11 outstanding, 0 non-renewals, and 1 new member

December 2021: 0 renewals, 18 outstanding, 0 non-renewals, and 1 new members

3. Events

Conference: 2021 Conference was a success both by the numbers and by the attendee reviews. November 22 & 23, 2021 at the Mohegan Sun Hotel & Convention Center. Theme: Parks & Recreation... We Are the Solution; Keynote Leading to Change - Eric Rowles. Final Count 221 registrations, 96 exhibitors, compared to 288 registrations and 50 exhibitors in 2020; CRPA Office exceeded their goal of 80% of 2019 numbers by achieving 90% of 2019.

Winter Quarterly: Ready to launch. Will be virtual on January 5, 2022 with two national speakers on strategic program planning and seasonal employee retention.

AFO: Event will be in person on March 1 & 2, 2022 in Bloomfield, but can flip to virtual if presenters need it to.

CPSI: Virtual on March 16, 2022 and In Person at East Hartford from March 29-31, 2022

Entertainment Showcase: February 17, 2022 in East Hartford.

4. Board Election Results

The Executive Director thanked C. Preston for her years of service on the board. The Executive Director also stated that due to her election to the board, Josselyn Salafia will be stepping down as chair of the Quarterly Committee and that Jessie Caetano will take over as chair. There may be other leadership changes in committees as well.

V. New Business - none

VI. Committee Reports –info was provided during Executive Director’s Report

1. Conference Committee

P. Leclerc suggested adding an Administrative Assistant track to the annual conference and a discussion ensued. The Executive Director will bring it to the Conference Committee.

2. Legislative Committee

Responses for the beach access survey are still very slow. P. Leclerc asked that when the reminder email include the names of towns who have replied so people have a reminder of whether we are still waiting for their replies. The committee will meet in early January to set the agenda which will be brought to the board for approval at the January meeting. The Executive Director anticipates IPM legislation being proposed this year.

VII. Resignations and Appointments – none

VIII. Executive Session - none

IX. Adjournment

There was a discussion about conducting the January meeting in person vs. Zoom. It was decided to hold the January meeting via Zoom and revisit moving to in person for March.

***MOTION** by D. Izzo, seconded by B. Morse*

***MOVED** to adjourn*

***VOTE** the motion passed unanimously (7-0), Motion Passed. Meeting adjourned at 11:25 a.m.*