

CRPA Board of Directors Meeting
January 19, 2022
Virtual Meeting via Zoom

PRESENT via Zoom: Tom Tyburski, Anthony Calabrese, Bill Engle, Elizabeth Mayne, Bailey Dailey, Liz Gambacorta, Dale Izzo, Carol Jones, Ben Morse, and Josselyn Salafia
Staff: Valerie Stolfi-Collins

I. Ritual Items

1. Establish Quorum

T. Tyburski called the meeting to order at

2. Welcome and Introduction of New Members

T. Tyburski welcomed Bailey Dailey and Josselyn Salafia to the Board of Directors.

3. Member Comments - None

4. Approval of December 2021 Minutes

***MOTION** by D. Izzo seconded by B. Engle*

***MOVED** to approve the minutes of the December 15, 2021 CRPA Board of Directors Meeting.*

***VOTE** the motion passed unanimously (10-0), Motion Passed.*

5. Approval of January 2022 Treasurer's Report

B. Engle mentioned that the investments took a hit and that registrations for Entertainment Showcase and CPSI are slow so far, but it is very early in the year to be concerned. Executive Director mentioned that she anticipates that as the COVID-19 positivity rate decreases, the registrations will increase.

***MOTION** by L. Gambacorta, seconded by A. Calabrese*

***MOVED** to approve the January 2022 Treasurer's Report.*

***VOTE** the motion passed unanimously (10-0), Motion Passed.*

II. Action Items

1. Approval of 2022 Legislative Agenda

E. Mayne stated that this is a short session and that our access to the legislators will be limited because the public isn't allowed past the first floor. E. Mayne is concerned that with this limited access some legislation may be pushed through without much opportunity for us to act. The legislative agenda is very similar to last year with a few changes. A bullet was added to address giving municipalities the right to decide whether or not legalized marijuana will be permitted in their parks. T. Tyburski asked if anyone on the Board had had any trouble with marijuana at events last fall; no one had experienced any. The Executive Director mentioned that there was also a bullet added to allow municipalities to manage their own natural resources so fees can be set at a town level and not by the state.

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

***MOVED** to approve the 2022 Legislative Agenda.*

***VOTE** the motion passed unanimously (10-0), Motion Passed.*

III. Old Business - N/A

IV. Executive Director's Report

1. CRPA Office Update

Office Staff continues to review guidance from OEC and DPH and provide it to the membership, most recent guidance was regarding winter sports and childcare. The Executive Director has continued to meet with the IPM coalition and although there are rumors that there may be proposed legislation in 2022, there is no consensus on how valid the rumors are. DEEP has submitted a request to OPM to waive the bid process so they can move forward with the plan to offer free swim lessons with ARPA funds through a partnership with CPRA and the YMCA. At members' request a cannabis roundtable was held with a speaker from CCM. The Legislative Committee met and updated the legislative agenda and brochure for review. The Executive Director researched the federal Employee Retention Tax Credit and authorized the payroll company to file amendments to two quarters of federal tax filings; the result being that CRPA should realize approximately \$22,000 after paying the payroll company to refile. Payment will likely not be received for approximately 10 months and it will be a physical check from the IRS. Consignment ticket program has been set for 2022 for all but Six Flags; it is not likely that there will be consignment tickets for Six Flags this year. One provisional member from 2021 will sign on as a member for 2022. The Program and Marketing Coordinator resigned, and the position has been posted on CRPA, listserv and indeed.

2. Membership Update

January 2022: 19 renewals, 43 outstanding, 0 non-renewals, and 14 new members

February 2022: 6 renewals, 27 outstanding, 1 non-renewals, and 0 new members

Executive Director stated that the first half of 2021 has been closed out and requested that Board Members contact any members that they know personally to request that they renew.

3. Events

Winter Quarterly: Virtual on January 5, 2022; Session 1: Great Customer Service is Not Enough & Session 2: Recruitment and Retention: Today and Tomorrow's Challenges. 46 registrations; 51 registered in 2021. No event sponsor has been sold; looking for a \$500 sponsor.

AFO: March 1 & 2, 2022 in Bloomfield, CT. 11 registrations; capped at 20. 27 registered in 2021. (need 16 more to match 2021's total of 27; however, course capped at 20 for 2022

Entertainment Showcase: February 17, 2022 in East Hartford. Goal is to exceed 100 attendees; 50 registered so far. B. Morse asked what happens if the registrations stay very low; Executive Director responded that she is not concerned yet and anticipates numbers will go up.

CPSI: Virtual on March 16, 2022 and In Person at East Hartford from March 29-31, 2022. Registration is slow with only 6 registered for virtual and 16 registered for in person.

Annual Conference: Planning is just getting started. Prices on food and hotel rooms will be increasing.

4. Legislative Update

Provided during approval of 2022 Legislative Agenda

V. New Business

1. Employee Retention Tax Credit

Information provided during Executive Director's Report

2. Update on Job Posting

Executive Director is still taking and reviewing applications; she also reached out to someone who applied for the part time position a few years ago.

VI. Committee Reports

1. Aquatics Committee

B. Dailey stated that the committee is planning the Lifeguard and Water Safety Academy. They are collecting data on aquatics salaries and sent a reminder to the membership yesterday. The Executive Director asked if Aquatics Director salary data was requested as part of the survey. B. Dailey will follow up with the Executive Director

2. Conference Committee

Call for presenters is live on the website, but has not been sent as an e-blast yet because the contract with Mohegan Sun has not been signed.

VII. Resignations and Appointments – none

VIII. Executive Session

1. Executive Director Review

IX. Adjournment

March Board Meeting will also be held via Zoom.

MOTION by L. Gambacorta, seconded by C. Jones

MOVED to adjourn

VOTE the motion passed unanimously (10-0), Motion Passed. Meeting adjourned at 10:45 a.m.

CRPA Board of Directors Meeting
March 16, 2022
Virtual Meeting via Zoom

PRESENT via Zoom: Tom Tyburski, Bill Engle, Elizabeth Mayne, Bailey Dailey, Liz Gambacorta, Peter Leclerc, Ben Morse, Josselyn Salafia, 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 - None

3. Member Comments

Peter Leclerc apologized for missing January meeting, but had been ill. T. Tyburski advised the Board that in February we celebrated 10 years with CRPA's Executive Director and thanked the Executive Director for her service. The Executive Director thanked T. Tyburski for recognizing her.

4. Approval of January 2022 Minutes

***MOTION** by B. Engle seconded by J. Salafia*

***MOVED** to approve the minutes of the January 19, 2022 CRPA Board of Directors Meeting.*

***VOTE** the motion passed unanimously (8-0), A. Watt abstained. Motion Passed.*

5. Approval of March 2022 Treasurer's Report

B. Engle deferred to Executive Director because he has been in recovery from surgery this past month; he did note that our investment accounts have taken a big hit and requested that the Executive Director check in with RMC. The Executive Director states that we contacted RMC to ask about the volatility in the market and RMC did not seem overly concerned and sent us an explanation of what is going on stating that we were long overdue for a market correction, and we should just stay the course. RMC is willing to meet with the Board or the Executive Committee. The Executive Director states that RMC is very responsive. The Executive Director noted that we met budget for both AFO and Entertainment Showcase, but that meeting the budget for Entertainment Showcase was a struggle. Delegate representation at Entertainment Showcase was good, but entertainers were slow to register. The Executive Director stated that the virtual component to CPSI should help enrollment and that this is the first time we've had a virtual component. The Executive Director expects that consignment tickets will be low again this year and asked the Board if the departments are late in planning or not planning trips for camps. J. Salafia stated that her department is offering fewer trips this year because they are bringing more on site compared to taking trips. The CRPA Office is working to close out 2021; one outstanding invoice is a silent auction item, and the others are dues; CRPA has until April 15 to close it out because all 2021 financials will be turned over to our accountant on April 18. There was a discussion regarding outstanding invoices and whether those owing money are permitted to attend functions. It was determined that money owed is in part due to municipalities submitting Purchase Orders and not following up promptly with checks and in part due to entertainers who did not participate in the Entertainment Showcase and who have chosen not to renew membership but haven't officially notified CPRA of their non-renewal status yet.

***MOTION** by A. Watt, seconded by B. Morse*

***MOVED** to approve the March 2022 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

Office Staff has updated COVID-19 resource page and clarified mask guidance again. The Executive Director has reviewed proposed legislation, gathered input and submitted written testimony as needed. There was a discussion about CRPA's involvement with DEEP and the free swim lesson grant. The Executive Director and several Board members and CRPA members have spent substantial time on this potential project/partnership and it is uncertain whether this is a viable opportunity for partnership despite its alignment with our Strategic Plan. Office staff has continued to contact all outstanding receivables to close out the 2021 fiscal year. Conference Planning is well underway and due to several changes and price increases at Mohegan Sun, the fee structure has been under reconstruction and CRPA will not be seeing increased revenues from these price increases as the increase will go straight to Mohegan Sun. CRPA hired a new Program and Marketing Coordinator who started work just before Entertainment Showcase and has been both working and receiving on the job training.

2. Membership Update

March 2022: 35 renewals, 40 outstanding, 3 non-renewals, and 4 new members

April 2022: 4 renewals, 18 outstanding, 0 non-renewals, and 0 new members

Executive Director stated that the first half of 2021 has been closed out, but there are still 21 outstanding invoices for September-December 2021. Executive Director requested that Board Members contact any members that they know personally to request that they renew.

3. Events

AFO: March 1 & 2, 2022 in Bloomfield, CT. 19 registrations; capped at 20. 27 registered in 2021; no cap in 2021.

Entertainment Showcase: February 17, 2022 in East Hartford. Large State & Small Stage sold out. 22 tabletops (12 tabletops in 2021). \$2,195 in ads (\$2,450 in ads in 2021, but exceeded 2022 budget). 137 registrants (98 in 2021). \$1,100 in sponsorships (\$300 in sponsorships in 2021)

CPSI: Virtual on March 16, 2022 and In Person at East Hartford from March 29-31, 2022. No sponsorships sold for virtual; 48 registrants; 2 exam only. \$1,400 in sponsorships for In-Person; 64 registrants. 2021 CPSI event was virtual only with 71 participants.

Spring Quarterly: Newtown on April 7, 2022 - Choose Love Kickoff with Scarlett Lewis & Overcoming Compassion Fatigue. 29 registrations (94 registrations for 2021 virtual spring quarterly). No sponsorships have been sold yet - looking for a \$500 sponsor.

Camp College: Not planned yet.

Epi-Pen & Med Admin: Virtual on June 8 and 9 from 6:00 - 8:30 p.m., not marketed yet.

Parks Field Day: Newtown on August 10, 2022 8:00 a.m. - 12:30 p.m. has only been marketed to exhibitors.

Golf Tournament: Not planned yet.

4. Legislative Update

Provided during Committee Reports

V. New Business

1. Employee Retention Tax Credit

This has been filed and we expect to net \$23, 867 and receive the check within this fiscal year.

2. DEEP Swim Lesson Grant

Discussed during the CRPA Office Update as it has taken substantial time and work during the course of normal CRPA operations.

VI. Committee Reports

1. Aquatics Committee

B. Dailey stated that the committee is planning the Lifeguard and Water Safety Academy for May 19 at the Wethersfield Community Center. There was a date change to accommodate the new location. Two speakers and two sessions are confirmed at this time and more details will be set soon.

2. Camp Committee

A camp salary survey was conducted with 34 towns participating. The committee is planning camp college and actively searching for presenters.

3. Conference Committee

Executive Director states that Mohegan Sun has released a new menu with significant price increases for the first time in 5 years. L. Gambacorta explained the keynote speaker selection process and announced that they will be signing Eric Papp as the keynote speaker. The keynote speaker will also be providing some breakout sessions.

4. Legislative Committee

E. Mayne congratulated CRPA's Legislative Committee and the Executive Director on their work thus far and mentioned that CPRA was successful in being written into the Taskforce on Youth Athletics as substitute language; the bill was originally written to only require a representative from a municipal recreation department, but it now requires a representative from a municipal recreation department who is a member of CRPA. There was a change in the IPM bill that would have required specific dates of pesticide application near a lake or pond to be advertised in a newspaper; the language now requires anyone applying pesticides in such area to make two attempts to notify a homeowner not later than 24 hours in advance. There are two Beach Access bills that have received substantial opposition, but their progress is still uncertain because they are a sensitive subject. CRPA submitted testimony in support of bonding bill for recreation and a bill prohibiting the removal of recess as a punishment in schools. CRPA is still concerned about the OEC bill that would change the definition of Youth Camp; this bill removes the words "advertised as a camp" from the definition of Youth Camp. A bill proposes a Title IX Working Group to study the implementation of Federal Title IX Protections, but does not currently have a representative from a municipal recreation department listed as a member of the working group as written.

VII. Resignations and Appointments – none

VIII. Adjournment

Staying via Zoom until July when we reconvene in person. May Board Meeting will be held via Zoom.

***MOTION** by P. Leclerc, seconded by B. Morse*

***MOVED** to adjourn*

***VOTE** the motion passed unanimously (9-0), Motion Passed. Meeting adjourned at 11:26 a.m.*

CRPA Board of Directors Meeting
May 18, 2022
Virtual Meeting via Zoom

PRESENT via Zoom: Tom Tyburski, Anthony Calabrese (left at 10:45 a.m.), Elizabeth Mayne, Bailey Dailey, Liz Gambacorta, Dale Izzo (joined at 10:30 a.m.), Carol Jones, Peter Leclerc, Ben Morse, Josselyn Salafia, 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 - None

3. Member Comments

4. Consent Calendar: Approval of March 2022 Meeting Minutes & May 2022 Treasurer's Report

***MOTION** by A. Watt seconded by C. Jones*

***MOVED** to approve the Minutes of the March 16, 2022 CRPA Board of Directors Meeting and the May 2022 Treasurer's Report.*

***VOTE** the motion passed unanimously (10-0), Motion Passed.*

II. Action Items

1. 2021 Final Budget & Profit Allocation

T. Tyburski stated that there are two options for the Board to consider this year. The Executive Director stated that we always move 75% of the profit to investment account and 25% to capital account. Executive Director states that the capital account currently has approximately \$75,000 and that at the close of the 2020 fiscal year no money was put into the investment account. There is currently \$15,123.53 of the 2021 profit in the investment account. Using the calculations in Option 2 would put approximately \$4,000 more into investments and the Executive Director states that will leave adequate money in the capital account. T. Tyburski explained that putting more into the investment account would be beneficial because it looks like we are setting up to "buy low and sell high". P. Leclerc asked what upcoming capital expenses exist. Executive Director states that there is nothing major coming up soon, but that eventually computers will need to be replaced and a new management software purchased.

***MOTION** by P. Leclerc seconded by T. Tyburski*

***MOVED** to transfer 2021 profit as outlined in option 2 by transferring \$48,251.07 to the investment account and \$16,083.69 to the capital improvement account.*

***VOTE** the motion passed unanimously (10-0), Motion Passed.*

III. Old Business

1. Investment Account & Market Update from RMC Investment Advisors

RMC Investment Advisors Staff provided information on the state of CPRA's investment accounts and the market as a whole and answered questions that board members asked. The asset allocation goal is 60% equities and currently we have 59.46% so we are on target. RMC explained that they are a discretionary manager which means they select funds based on the objectives of the organization. RMC provided an overview of account performance from July 2016 to today and indicated that we outperformed the benchmark which is indicative of

accomplishing objectives. C. Jones asked if it was worth adjusting to more equity since equity is doing better than fixed income. RMC states that until inflation settles down this is temporary due to short term sell off - as equity declines fixed income increases and we are well positioned for the upswing based on CRPA's goals. C. Jones also asked if the investments have been vetted against CRPA's mission statement. RMC reviews ESC scores and is cautious with respect to that and tends to shy away from controversy; in a diverse portfolio energy and manufacturing which can potentially include defense may appear but there is typically good justification. P. Leclerc asked if with the volatility in the market more bonds are a good idea. RMC states that the cash reserve is relatively high at 5% right now and that since we don't know when the shift will happen it is a good time to add to the bond portfolio, but it should be done gradually. The Executive Director stated that in the past the Executive Committee would meet with RMC annually, but since so many Board members have changed it was worth having the full board present. P. Leclerc asked about a target date to reach growth period if we stay on the current path. RMC states that with an initial investment of approximately \$250,000 that is now approximately \$623,000 we are making good progress and that bumps along the road are opportunity. E. Mayne asked about the purpose of having a lot of money in an investment account. RMC stated that with endowments like this the goal is to create something of size to supplement programs off the investment income instead of principal. The Executive Director added that it helps in a recession and indicates to CRPA's employees that employment is stable. Nonprofits are looking to have 100% of annual budget available in an investment account in case of recession or another emergency.

IV. Executive Director's Report

1. CRPA Office Update

T. Tyburski requested an abbreviated update. The Executive Director stated that she spent a good amount of time working with the State Department of Education on the Summer Enrichment Grant to obtain clarification on the grant criteria and ultimately was able to get the 1:1 match for municipalities removed and extend the application deadline. The final state budget includes \$8 million for municipalities.

2. Membership Update

May 2022: 35 renewals, 40 outstanding, 3 non-renewals, and 4 new members

April 2022: 4 renewals, 18 outstanding, 0 non-renewals, and 0 new members

Executive Director stated that the first half of 2021 has been closed out, but there are still 21 outstanding invoices for September-December 2021. Executive Director requested that

Board Members contact any members that they know personally to request that they renew.

3. Events

The Executive Director stated that the numbers for upcoming events increased since she prepared her report so the numbers for upcoming events are lower than the actual numbers. Executive Director stated that the Summer Quarterly speaker is no longer available for the scheduled event; T. Tyburski recommended rescheduling the Summer Quarterly.

CPSI: Virtual on March 16, 2022 and In Person at East Hartford from March 29-31, 2022. No sponsorships sold for virtual; 46 registrants; 2 exam only. \$1,400 in sponsorships for In-Person; 76 registrants. 2021 CPSI event was virtual only with 71 participants and \$2,000 in sponsorships.

Spring Quarterly: Newtown on April 7, 2022 - Choose Love Kickoff with Scarlett Lewis & Overcoming Compassion Fatigue. 37 registrations (94 registrations for 2021 virtual spring quarterly). No sponsorships sold yet.

Aquatics Academy: Wethersfield Community Center on May 19, 2022. 31 registrations representing 8 organizations/towns (85 registrations for 2021 virtual event).

Water Safety Events: 4 towns will hold a water safety event to kick off the summer swim season.

Summer Quarterly: Northford, CT on May 26, 2022 - Beer the Color of Money. 38 registrations and an \$800 sponsorship (28 registrations in 2021)

Camp College: SCSU on June 4, 2022. 57 registrants representing 6 organizations/towns (274 registered for 2021 virtual event)

Epi-Pen & Med Admin: Virtual on June 8 and 9 from 6:00 - 8:30 p.m. 74 registrations (185 registrations for 2021 event).

QPR Training: Virtual on June 1 10:00-11:30 a.m. and June 14 5:00-6:30 p.m. 19 registered for June 1st representing 10 organizations/towns and none registered for June 14. (55 registrations in 2021)

Parks Field Day: Newtown on August 10, 2022 8:00 a.m. - 12:30 p.m. has only been marketed to exhibitors. 5 registered exhibitors (21 registered exhibitors in 2021)

Golf Tournament: Not planned yet.

4. Legislative Update

Session ended on May 4, 2022. Both Beach Parking Access bills died due to inaction. The Bonding for Recreation Bill died due to inaction. Senate Bill 116 - An Act Concerning Notification of Pesticide Applications Near Lakes and Ponds was passed, but final drafting of the Public Act is not yet available. House Bill 5279 - An Act Implementing the Recommendations of the Office of Early Childhood was amended in the House and passed in concurrence by the Senate. The School Recess Bill died due to inaction. The Taskforce on Youth Athletics Bill died due to the Senate recommitting the bill back to the Children's Committee. The Title IX Working Group Bill died due to inaction.

V. New Business

1. Summer Enrichment Grant

The 1:1 match for municipalities was removed and the deadline was extended.

2. DEEP Swim Lesson Grant

There is no update.

VI. Committee Reports

1. Aquatics Committee

B. Dailey states that Aquatics Academy will take place on May 19th and there are 68 registered participants.

2. Camp Committee

Executive Director stated that the Camp Committee Chairs are unable to attend Camp College.

3. Conference Committee

J. Salafia states that the committee is on track for the annual conference. L. Gambacorta, J. Salafia and the Executive Director have been working on securing the keynote and have secured speakers too. L. Gambacorta states that the Executive Director is working on the

contracts; Executive Director updated that the contract were sent out on Monday. This is a Hall of Fame year. D. Izzo states that the Awards Committee is preparing for it and that packets will be going out.

4. Legislative Committee

Provided in Legislative Update.

VII. Resignations and Appointments - None

VIII. Adjournment

***MOTION** by L. Gambacorta, seconded by B. Morse*

***MOVED** to adjourn*

***VOTE** the motion passed unanimously (10-0), Motion Passed. Meeting adjourned at 11:08 a.m.*

CRPA Board of Directors Meeting

September 7, 2022

Zoom

Minutes taken by Valerie Stolfi Collins, Executive Director

PRESENT: Tom Tyburski (via Phone), Anthony Calabrese, Liz Gambacorta, Carol Jones, Peter Leclerc, Ben Morse, and Josselyn

Staff: Valerie Stolfi-Collins,

I. Ritual Items

1. Establish Quorum

Anthony Calabrese called the meeting to order at 10:11 a.m.

2. Member Comments

None

3. Approval of Consent Calendar - May 2022 Minutes & September 2022 Financials

***MOTION** by Elizabeth Gambacorta, seconded by Josselyn Salafia*

***MOVED** to approve the minutes of the May 2022 Minutes & September 2022 Financials*

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

II. Action Items

1. Approval of addition of Juneteenth as a CRPA office holiday:

***MOTION** by Peter LeClerc, seconded by Carol Jones*

***MOVED** to approve the addition of Juneteenth as a CRPA office holiday*

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

2. Approval David Putnam as a Lifetime Member:

The Executive Director explained that the Awards Committee had unanimously approved recommending Dave as a lifetime member and meets the qualifications outlined in the CRPA bylaws. Dave has 8 years of service on the CRPA Board of Directors, including Treasurer, President-Elect, President and Past President. He has serviced for 5 years on the golf tournament and awards committee and donated his park facilities for Entertainment Showcase and Fall Quarterly.

***MOTION** by Tom Tyburski, seconded by Ben Morse*

***MOVED** to approve David Putnam as a Lifetime Member*

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

III. Old Business

1. ERTC Update: CRPA had authorized our payroll company to apply for a 1st and 3rd Quarter 2021 amendment to our Federal Tax filings in order to receive a refund per the ARPA. CRPA received a total of \$24,431.46 in refunds this June. This is included in our checking account balance provided to the board in this month's financial packet.

IV. Executive Director's Report

1. CRPA Office Update

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

- The Executive Director successfully removed the Summer Enrichment Grant 1:1 match allowing for 30 municipal camps to receive \$1.25 million in funding this summer

- The Executive Director coordinated participation in the *Where We Live* NPR radio show for Aquatics Co-Chair, Bailey Daily, and herself. The show was live on June 13th regarding the state and national lifeguard shortage
- Participated in a Zoom meeting with DEEP regarding the Swim Lesson Grant and let them down gently
- Participated in a Zoom meeting with DEEP regarding SORP
- Participated in a conference call with Springfield College Admissions to discuss partnerships
- Ran the Summer Quarterly, Camp College and Parks Field Day
- Trouble shot Epi-Pen, Med Admin virtual training login issues, added a new course for those that could not login, organized attendee certificates and emailed to towns as payments have been received; continued to process videos and collect receivables
- Executive Director participated in five Zoom meetings with potential conference app/membership forum companies again including, Tradewing, Apps4org, Whova, Sched, and MobileUp
- Downloaded and tested the MobileUp Demo App and sent it to the Conference Committee's marketing Sub-Committee to demo and approve
- Coordinated and marketed the 2022 Golf Tournament
- Reconciled the 2022 Group and GAD tickets
- Started to plan the 2023 Entertainment Showcase. CPSI, & Camp College including site visits & budgeting
- Onboarded the two new Camp Committee Chairs on expectations for 2023
- Revised the General Office Admin job marketing description and posted the job to indeed; recruited a candidate to apply & hired Sophia Gomez start date: 9-7-2022
- Reviewed several resumes and culled the field down, conducted first and second round interviews, created three assessment tests, made an offer, and ordered a background check for the General Office Admin position
- Created sample revised salary and wage budgets and reviewed them with Treasurer and President to determine plan for new position moving forward
- Prepared data for the 2021 workers compensation insurance audit
- Dealt with office AC/roof leak: moved everything out of the copy room, cleaned everything and moved it back in
- Renegotiated CRPA's 5-year office lease which expired 7/31/2022

2. Membership Update

2022 Membership update was provided in the Board Packet.

3. Events

- Aquatics Academy - Wethersfield Community Center - May 19, 2022
 - 69 registrants (needed 16 more to match 2021's virtual total of 85)
 - 17 organizations/towns
- Water Safety Events:
 - 4 towns will hold a water safety event to kick off the summer swim season
 - 3 of the 4 are new towns
- Summer Quarterly - Northford, CT – moved from May 26, 2022 to August 4, 2022
 - Session: Beer the Color of Money
 - Sponsor: Kompan \$800
 - 53 registrations (exceeded 2021's total of 28 registrations by 25)
- Camp College - SCSU, New Haven, CT - June 4, 2022
 - 239 registrants (needed 35 more to match 2021's virtual total of 274)
 - 20 organizations/towns

- Epi-Pen & Med Admin - Virtual, June 8 and June 9, 6:00 - 8:30 pm
 - 219 total registrations (exceeded 2021 total of 185 by 34)
 - 107 Epi & Med
 - 92 Epi only
 - 19 Med only
 - QPR Training - Virtual June 1: 10:00 - 11:30 am & June 14: 5:00 - 6:30 pm
 - June 1st: 34 registrants, 16 organizations/towns
 - June 14th: 45 registrants, 13 organizations/towns
 - Total registrants 79 (exceeded 2021 total of 79 by 24)
 - Total organizations 29 (exceeded 2021's total of 10 by 19)
 - Parks Field Day - Newtown, August 10, 2022, 8:00 am - 12:30 pm
 - 122 attendees from 10 towns/organizations (Exceeded 2021's total of 117 by 5)
 - 19 exhibitors from 17 companies (needed 2 more to match 2021's total of 21)
 - 1 sponsor: breakfast \$200 - committee decided not to offer sponsorships in 2021
 - Golf Tournament - Stanley Golf Course, New Britain, CT - September 14, 2022
 - 144 golfers (exceeded 2021's total of 140 by 4)
 - \$3,155 in sponsorships (\$1,340 needed to match 2021's total of \$4,495)
 - Sold 22 tee signs (2 needed to match 2021's total of 24)
 - Need to sell Drink Ticket Sponsor and Driving Range Sponsor
 - Conference Update: Uncasville, CT - Mohegan Sun Hotel & Convention Center - November 21 & 22
 - Keynote: Harnessing the Power - Eric Papp
 - Theme: Parks & Recreation...Harness the Power
- Vendors:
- Booths: 65 exhibitors (31 needed to match 2021's total of 96)
 - Sponsors: \$29,000 plus lanyard and bag sponsors sold exceeded 2021's total of \$26,980 by \$2,020)
 - Ad Sales: \$975 sold (\$1,225 needed to match 2021's total of \$2,200)
- Attendees:
- Preconference brochure will be eblasted by Aug. 1st
 - Monday: 10
 - Tuesday: 2
 - 2 Day: 34
 - Supersaver: 67
 - Total registrations: 113 (108 needed to match 2021's total of 221)
 - 0 student registrants
 - 20 awards registrants (20 needed to match 2021's total of 40)

4. Legislative Update

The Executive Director stated that **SB 9** - An Act Implementing the Governor's Budget Recommendations for General Government - Senate Amendment Schedule A, line T103 has an allocation for Municipal Outdoor Recreation totaling \$4.2 Million. CRPA finally determined through communication with OPM that this money was specifically allocated for the City of Hartford and is not a statewide allocation.

V. New Business

1. **Summer Enrichment Grant:** The Executive Director outlined that CRPA was successfully removing the Summer Enrichment Grant 1:1 match allowing for 30 municipal camps to receive \$1.25 million in funding this summer
2. **DEEP Free Swim Lesson Grant:** the Executive Director outlined that CRPA decided not to take part in the grant administration for DEEP due to lack of staff, unresponsiveness from DEEP and lack of communities that would benefit from QCT requirement
3. **Springfield College Partnership:** The Executive Director stated that the College met with CRPA and would like to establish a partnership allowing CRPA members to benefit

from either a \$5000 or \$10,000 per person per degree grant opportunity. More information will be forthcoming at the next meeting.

4. General Office Administrative Assistant:

General Office Admin was posted to indeed in mid-July; Reviewed several resumes and culled the field down to 5 candidates to interview during the first round. The candidates were further culled to 3 for the second-round interviews and three assessment tests. An offer was made and a background check ordered on Sophia Gomez who stated on 9/6/2022.

VI. Committee Reports:

1. **Aquatics Committee Update:** The next Aquatics Section meeting is September 13th. The Committee sent out a new salary survey, data should be available within the next week or two to help towns prepare during the next budget process.
2. **Camp Committee Update:** Co-Chairs Logan Gauvin and Courtney Hewett have stepped down after 9 years & 3 years, respectively, chairing the committee. Samantha Charrette, Aquatics and Youth Program Coordinator from East Windsor P&R and Lexi Polasek, Recreation Supervisor from Southbury P&R will be assuming the roles moving forward.

VII. Resignations and Appointments - none

VIII. Adjournment

***MOTION** made by Peter LeClerc, seconded by Ben Morse*

***MOVED** to adjourn*

***VOTE** the motion passed unanimously (7-0), Motion Passed. Meeting adjourned at 10:44 am*

CRPA Board of Directors Meeting
October 19, 2022
Virtual Meeting via Zoom

PRESENT via Zoom: Tom Tyburski, Anthony Calabrese, Bill Engle, Elizabeth Mayne, Bailey Dailey, Liz Gambacorta, Dale Izzo, Carol Jones, Peter Leclerc, Ben Morse, Josselyn Salafia, and Amy Watt
Staff: Valerie Stolfi-Collins

I. Ritual Items

1. Establish Quorum

T. Tyburski called the meeting to order at 10:03 a.m.

2. Member Comments

P. Leclerc commented that he enjoyed the fall quarterly and C. Jones agreed stating that she appreciated it too. T. Tyburski encouraged all members to cast their ballots for the Board of Directors, wished everyone luck and thanked B. Engle for his long service as treasurer. B. Engle sad that CRPA has accomplished great things over the past 14 years.

3. Approval of September 7, 2022 Meeting Minutes

MOTION by A. Calabrese seconded by B. Morse

MOVED to approve the Minutes of the September 7, 2022 CRPA Board of Directors Meeting.

VOTE the motion passed (10-0-2), E. Mayne and A. Watt abstained. Motion Passed.

4. Approval of October 2022 Treasurer's Report

B. Engle remarked that the value of the checking account fluctuates based on when bills are due. Checking appears high but will go down after conference. Executive Director states that the checks for conference and GAD tickets have not cleared yet. The investment account is changing by the day. One outstanding 2021 membership remains, and the Executive Director is working to correct that, this member currently shows as paid for 2022 and unpaid for 2021, but it should be the reverse. B. Engle states that the Executive Director has done a good job of managing rising costs across the board. The Executive Director states that conference sponsorships are doing great. Vendors for conference are a bit lower than 2021. CPRA ran 2 CPSI courses and received the Employee Retention Tax Credit.

MOTION by D. Izzo seconded by C. Jones

MOVED to approve the October Treasurer's Report.

VOTE the motion passed unanimously (12-0). Motion Passed.

II. Action Items

1. Approval the 2023 Membership Dues Increase

Executive Director provided a chart outlining a proposed dues increase that will streamline fees so there are less tiers and will raise CPRA's revenue. Expenses have increased by \$10,000-\$11,000; raising dues to these rates should raise revenue by approximately \$13,000. A. Calabrese said that he is not in favor of raising dues. Executive Director said that we are taking a revenue hit while expenses are rising. T. Tyburski asked for clarification between Gross Revenue and Profit. Executive Director said that we are not revenue diverse, CRPA is very program heavy in revenue. There have been 2 dues increases over the past 11 years with the last increase being raised by the Board in 2019. E. Mayne asked about comparing operating costs/expenses to the amount of dues revenue. The Executive Director states this will not give a clear picture. B. Engle states that this proposal is for a one time increase that he doesn't expect to continue. P. Leclerc asked about the conference fees going up and the increase going straight to Mohegan Sun.

Executive Director clarified that the increase was due to higher costs charged by Mohegan Sun. A. Calabrese prefers that we wait a year to see what happens with costs. E. Mayne asked about the potential to phase in the increase. T. Tyburski stated that he was open to waiting 1 year. T. Tyburski stated that this was good discussion, and we should vote to see whether this can happen.

***MOTION** by B. Engle seconded by B. Dailey*

***MOVED** to approve the 2023 Membership Dues Increase as presented by the Executive Director.*

***VOTE** the motion failed (5-7). Motion Failed.*

A. Watt requested a table that shows a smaller increase and option for different increases.

***MOTION** by A. Watt seconded by L. Gambacorta*

***MOVED** to request that the Executive Director provide a table with options for various smaller fee increases while consolidating fees across membership types*

***VOTE** the motion passed (12-0). Motion Passed.*

2. Approval Springfield College MOU

Executive Director provided an Employer Partnership Memorandum of Understanding between Springfield College and Connecticut Recreation and Parks Association Inc.

***MOTION** by P. Leclerc seconded by J. Salafia*

***MOVED** to approve MOU between Springfield College and CRPA.*

***VOTE** the motion passed unanimously (12-0). Motion Passed.*

3. Approval the 2023 & 2023 IGS Government Relations Contract

E. Mayne reviewed the distributed memo and remarked that the Legislative Committee was in support of this new contract.

***MOTION** by B. Morse seconded by C. Jones*

***MOVED** to approve the October Treasurer's Report.*

***VOTE** the motion passed unanimously (12-0). Motion Passed.*

III. Old Business - None

IV. Executive Director's Report

Executive Director provided a detailed written monthly update with highlights outlined below.

1. CRPA Office Update

Staff has continued to contact all outstanding receivables for 2022 membership and events from January to June 2022. Membership renewals for November and December 2022 have been sent. A lot of work has been done on upcoming events.

2. Membership Update

September 2022: 69 renewals, 49 outstanding, 4 non-renewals, and 5 new members

October 2022: 55 renewals, 39 outstanding, 4 non-renewals, and 3 new members

3. Events

Golf Tournament: Stanley Golf Course, New Britain, CT on September 14, 2022. Most successful CRPA Golf Tournament to date! 148 golfers (140 golfers in 2021). \$4590 in sponsorships (\$4495 in 2021). 26 tee signs (24 in 2021).

Annual Conference: Mohegan Sun Hotel & Convention Center on November 21 & 22, 2022. 203 total registrations (221 registrations for 2021). 85 exhibitors (96 in 2021), Sold \$33,355 in sponsorships (\$26,980 in 2021) and \$2,225 in ads (\$2,200 in 2021)

CPSI: Virtual on March 15, 2023. In-Person on March 28-30, 2023 in Glastonbury.

Entertainment Showcase*: Manchester, CT on February 16, 2023. Note this is a new venue.

Camp College*: SCSU on June 3, 2023. New location on campus.

*New locations for events mean more work for the office including discovery and walk-thrus to name a few.

4. Board Elections

Staff created the Board Election survey and tested it before mailing instructions to all members in good standing.

5. Legislative Update

See above for approval of Government Relations Contract.

V. New Business

1. Change December Board Meeting from December 14, 2022 to December 21, 2022.

The meeting has been changed. Please update your calendars.

2. Addition of Afterhours Networking Events to 2023 Calendar

L. Gambacorta has offered to set up a schedule of informal, voluntary networking events as requested by the “Young Professionals”. These will be lunches or late afternoons and the events will vary. P. Leclerc asked about an “Old Professionals” network. T. Tyburski suggested that L. Gambacorta include some early evening events on the schedule as well.

VI. Committee Reports

1. Aquatics Committee

B. Dailey states that a new salary survey was done this fall to help departments with their budgets for summer 2023. The committee had a successful roundtable at the Fall quarterly.

2. Camp Committee

The camp committee also did a salary survey and will be meeting on Thursday, November 10th via Zoom to start the ball rolling on Camp College 2023.

3. Conference Committee

See update in Events.

VII. Resignations and Appointments - None

B. Morse asked when the last meeting of his term will be. The Executive Director stated that the terms are for a calendar year and his last meeting will be December 2022.

VIII. Adjournment

***MOTION** by C. Jones, seconded by A. Calabrese*

***MOVED** to adjourn*

***VOTE** the motion passed unanimously (10-0), Motion Passed. Meeting adjourned at 11:27 a.m.*

CRPA Board of Directors Meeting
December 21, 2022
Virtual Meeting via Zoom

PRESENT via Zoom: Tom Tyburski, Anthony Calabrese, Elizabeth Mayne, Bailey Dailey, Liz Gambacorta, Dale Izzo, Carol Jones, Peter Leclerc, Ben Morse (arrived 10:10 a.m.), Josselyn Salafia, and Amy Watt
Staff: Valerie Stolfi-Collins

I. Ritual Items

1. Establish Quorum

T. Tyburski called the meeting to order at 10:01 a.m.

2. Member Comments

T. Tyburski congratulated the Executive Director and the Conference Committee on a well executed, successful 2022 Annual Conference.

3. Consent Calendar: Approval of October 19, 2022 Meeting Minutes and December 2022 Treasurer's Report.

***MOTION** by P. Leclerc seconded by C. Jones*

***MOVED** to approve the Minutes of the October 19, 2022 CRPA Board of Directors Meeting and the December 2022 Treasurer's Report.*

***VOTE** the motion passed unanimously (10-0). Motion Passed.*

II. Action Items

1. Approval the 2023 Budget

Executive Director provided the CRPA 2023 Budget packet and highlighted that the past 2 years have had conservative budgets due to low participation during the COVID-19 pandemic. The Executive Director has increased revenue projections to get them back in line with pre-covid revenues. Expenses have also increased, but there is a projected \$15,000 profit. Increasing the Administrative Support 1 salary to \$55,000 and the Administrative Support 2 salary by \$1.00/hour were both discussed. A table of three options for increased membership dues was presented.

***MOTION** by D. Izzo seconded by T. Tyburski*

***MOVED** to approve the CRPA 2023 Budget as presented with Membership Dues outlined in Option B.*

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

III. Old Business - None

IV. Executive Director's Report

Executive Director provided a detailed written monthly update with highlights outlined below.

1. CRPA Office Update

This past month the office executed the 2022 Annual Conference. The 2023 Annual Conference contract with Mohegan Sun has been signed. Office staff continues to contact all outstanding receivables. There are still significant receivables from the Silent Auction. New GAD contracts have been signed. CPSI host agreement with NRPA has been signed.

2. Membership Update

October 2022: 55 renewals, 39 outstanding, 4 non-renewals, and 3 new members

November 2022: 55 renewals, 39 outstanding, 4 non-renewals, and 3 new members
December 2022: 55 renewals, 39 outstanding, 4 non-renewals, and 3 new members
There is a net of 17 new members for 2022.

3. 2023 Scheduled Events

Golf Tournament: Stanley Golf Course, New Britain, CT on September 14, 2022. Most successful CRPA Golf Tournament to date! 148 golfers (140 golfers in 2021). \$4590 in sponsorships (\$4495 in 2021). 26 tee signs (24 in 2021).

Annual Conference: Mohegan Sun Hotel & Convention Center on November 21 & 22, 2022. 203 total registrations (221 registrations for 2021). 85 exhibitors (96 in 2021), Sold \$33,355 in sponsorships (\$26980 in 2021) and \$2225 in ads (\$2200 in 2021).

Winter Quarterly: Virtual on January 24, 2023.

CPSI: Virtual on March 15, 2023. In-Person on March 28-30, 2023 in Glastonbury.

Entertainment Showcase: Manchester, CT on February 16, 2023. Note this is a new venue.

EpiPen & Med Administration: Virtual on June 6 and June 8, 2023 6:00-8:30 p.m.

Participants attend one day.

Camp College: SCSU on June 3, 2023. New location on campus. Some changes coming to the format, keeping in mind the hourly rates that departments pay the staff to attend the trainings.

V. New Business - None

VI. Committee Reports

1. Conference Committee

J. Salafia stated that this was the most successful conference to date and that the 2023 contract is signed.

VII. Resignations and Appointments - None

VIII. Executive Session - None

IX. Adjournment

***MOTION** by J. Salafia, seconded by A. Watt*

***MOVED** to adjourn*

***VOTE** the motion passed unanimously (11-0), Motion Passed. Meeting adjourned at 10:50 a.m.*