



CRPA EXECUTIVE BOARD MEETING

Tuesday, January 16, 2007
Colchester



IN ATTENDANCE: Mary Hill, Roger Moss, Jay Cohen, Anna Park, John Silsby, Paul Norris, Debbie Gatto, Ruth Plummer, Cheryl Hancin, Bill Houle, Don MacInnis, Marc Blanchard and Alison Harle, Executive Director

- 1) **ROLL CALL:** Meeting called to order at 9:38 a.m. by John Silsby
- 2) **COMMUNICATIONS AND INVITED GUEST(S)**
- 3) **ACCEPTANCE OF DECEMBER 2006 MINUTES:** Jay Cohen made a motion to accept the December 2006 minutes, Bill Houle seconded. All in favor.
- 4) **REPORTS OF APPOINTED AND STANDING COMMITTEES***
 - a) **Update of Lobbyist on behalf of CRPA:**
 - Lobbyist off and running and spoken to approximately 10-20 legislators about CRPA.
 - Committee discussed submitting legislation regarding capital \$ for Parks and Recreation in state (possibly through matching grants through DEP). Suggested to include renovations.
 - Brochure created to distribute to legislators about CRPA
 - A bill will be presented addressing loophole in FOI legislation (not by our lobbyist)
 - Committee met last Thursday in a joint meeting with CPA and invited them to join us with our lobbyist with CPA contributing a portion of the cost of the lobbyist. Jay Cohen made a motion to allow Alison Harle, Executive Director, to negotiate with CPA a 1 year agreement. Discussion was held. Ten (10) voted in favor, Mary Hill, Jay Cohen, Anna Park, John Silsby, Debbie Gatto, Ruth Plummer, Cheryl Hancin, Bill Houle, Don MacInnis, Marc Blanchard. One (1) voted against, Roger Moss. One (1) abstention, Paul Norris.
 - b) **Conference Committee Site Selection:**
 - ED Report presented proposal for conference sites for 2007 (Mohegan), 2008 (Cromwell), 2009 (Cromwell or joint with MRPA at an alternate location), 2010 (Mohegan).
 - Don MacInnis made a motion to accept the recommendations presented in the ED Report for 2007-2010. Jay Cohen seconded. Discussion was held. Don MacInnis amended the motion to accept the recommendations for 2007 (Mohegan), 2008 (Cromwell), 2010 (Mohegan). Jay Cohen seconded. Discussion was held. All in favor.

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c) NERC Meeting Report:

- Paul Norris, Bill Houle, Alison Harle, John Silsby, Carol Cipriano, and Jerry Lokken attended the NERC meeting in New Hampshire.
- NETI will be held in Boston, MA in March, 2007.
- At the meeting, it was approved to recommend replacing NETI with Executive Development School operated by NRPA beginning in 2008.
- Discussion was held regarding NERC and its continued involvement after NETI in 2007.

d) APRS:

- Jerry Lokken was nominated and accepted nomination for APRS President.

e) Hot Shots*:

- Will discuss options for making Hot Shots more of a developmental and learning program.
- Discussion was held on timing of the contests and if they could be held during summer camp season. Bill Houle will discuss with committee.

f) Aquatics*:

- Lifeguard College Dates set.

g) Entertainment Showcase:

- Band Slots full. Couple of slots left for entertainers. Need more participants.

5) TREASURER REPORT*

- Webster Money Market: \$74,236 as of 1/10/07 (reflected as \$51,660.32 on report – item #1009)
- Bank of America Growth: \$61,800 as of 1/10/07 (reflected as \$24,380 on report – item #1013)

6) DIRECTORS REPORT*

- Registration #'s for programs have not really changed.
- AFO Class: At least 5 have expressed an interest. Looking for a speaker. Date not yet set.

7) UNFINISHED BUSINESS

a) CCM Bulletin:

- Article on hiring qualified Parks and Recreation Directors went in. Waiting to get sample job descriptions.

b) Executive Board Liaison Appointments:

- Purpose is to keep good contact between committee and Executive Board.

c) DEP recommended recycling rate:

- Discussion held.

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d) Carol Cipriano's Retirement Party:

- Presentation of lifetime membership and retirement certificate.
- Alison Harle, John Silsby, Debbie Gatto, Paul Norris and Barbara Kasbarian plan to attend.

8) NEW BUSINESS

a) 2007 November Meeting Date and Location:

- Copies distributed. 11/20/07 meeting changed to 11/13/07 "Special Meeting" still in West Hartford.

b) What qualifies recognition of retirement of members:

- Roger Moss made a motion to move discussion to membership committee. Paul Norris seconded. All in favor.

c) Nominations and Secretary and Past President Responsibilities:

- Secretary will coordinate with Past President and Executive Director on mailing ballot for awards nominations.
- Mary Hill will get feedback from other Past Presidents on options for honoring at conference.

d) Scholarship Application:

- Bill Houle made a motion to distribute scholarship application. Roger Moss seconded. All in favor.

e) Presidential Goals:

- More people need to respond. Will be listed as an agenda item for meeting next month.

9) RESIGNATIONS AND APPOINTMENTS

10) ADJOURNMENT: Roger Moss made a motion to adjourn the meeting at 11:29 a.m. Jay Cohen seconded. All in favor.

11) NEXT MEETING: February 20th Meeting, Legislative Office Building, Hartford with CPA as invited guest

*report(s) submitted

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CRPA EXECUTIVE BOARD MEETING

Tuesday, February 20, 2007
Legislative Office Building 1B



IN ATTENDANCE: Mary Hill, Roger Moss, Jay Cohen, Anna Park, John Silsby, Debbie Gatto, Ruth Plummer, Cheryl Hancin, Don MacInnis, Barbara Kasbarian and Alison Harle, Executive Director

- 1) **ROLL CALL:** Meeting called to order at 9:36 a.m. by John Silsby
- 2) **COMMUNICATIONS AND INVITED GUEST(S)**
 - a) **Invited Guests**
 - David Hamilton- New Groton Parks and Recreation Intern
 - Marshall Collins of Collins Associates (Lobbyist)
 - Mike Goodwine of Collins Associates (Lobbyist)
- 3) **ACCEPTANCE OF JANUARY 2007 MINUTES:** Jay Cohen made a motion to accept the JANUARY 2007 minutes, Don MacInnis seconded. All in favor.
- 4) **REPORTS OF APPOINTED AND STANDING COMMITTEES***
 - a) **Legislative Committee*:**
 - Marshall Collins presented a report on the activities of lobbyists. Several bills have been drafted and are in the public hearing stage.
 - Testified in support of ATV licensing.
 - FOI Bill introduced and will pass
 - Several Bills for Open Space and After School program funding have also been introduced.
 - Spoke with Representative Paul Davis who supports funding for athletic fields to expand and incorporate our concept.
 - Testified against 5234 Pesticide Ban
 - CRPA handout given to several legislators
 - Multitude of legislation regarding wellness, nutrition, transfat bans. Spoke with the Governors office to set-up a meeting with either Governor or Speaker to discuss how we can get involved in these efforts.
 - Session ends 6/6/07
 - Cheryl and Alison attended the Meeting of the Childhood Obesity Committee. Some data is currently being collected in schools, but not BMI (Body Mass Index). Agencies are trying to get together to collaborate and share data in order to get Connecticut specific data on Childhood Obesity stats. Currently, only national stats exist. A bill currently exists that hopes to address this issue.
 - Alison went to Washington for Legislative Conference. Budget issues are a priority NRPA put together a comprehensive legislative platform.

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- Jay discussed a meeting at the Legislative Office Building on May 9th at 11:30 a.m. and encouraged the board to make meetings with their legislators.

b) Conference Committee:

- Keynote Speaker has been selected (Joel Weintraub).
- Conference will be held at Mohegan Sun on November 19 and 20.
- Vendor committee is active and will contact last year's vendors. Vendor packets will be mailed soon.
- Program committee has been active. Speaker forms will be available shortly.

c) Hot Shots:

- Shirts have been made. Logo designed by Sean Nadeau from Winding Trails.

d) Entertainment Showcase:

- Will be happening on Thursday, February 22. 154 delegates registered.
- Possibly change the date for next year so it does not fall during school vacation week.
- Need to find a way to get more kids in to watch performers. Try to contact the schools to see if we can encourage their participation.

e) Certification:

- Alison reported that NRPA is looking to widen the CPRP certification and eventually eliminate the APRP and PPRP certifications. NRPA wants to transform the certification from a State administered to a National (NRPA) administered certification process. This would cause increased fees and take the process out of the hands of each state. Eventually, the CEU process would change as well. Alison has voiced her displeasure along with the backing of other State Executive Director's.
- Roger Moss made a motion to have the Executive Board draft a letter to John Thorner of NRPA with a Carbon Copy to all State Associations asking for a clarification of the direction NRPA is taking on certification and centralization plans for certification as it affects our state and our membership. Ruth Plummer seconded. Discussion was held. All in favor.

f) Herhsey:

- Hershey is up and running.

5) TREASURER REPORT*

- Jay distributed CRPA Account/Investment Balances.
- Discussion was held about several line items including National Playground Safety Institute, General Office Postage and CRPA Today expense.
- Jay requested an analysis of National Playground Safety Institute Revenues and Expenses.

6) DIRECTORS REPORT*

- CPA vs. CRPA membership, consignment tickets and AFO class offering highlighted.

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7) UNFINISHED BUSINESS

a) What qualifies recognition of retirement of members:

- Gone to membership committee. They have not yet met.

b) Adoption and change to by-laws lifetime membership criteria:

- By-law amendment e-mailed 30 days prior to the meeting.
- Original motion made by Bill Houle and seconded by Cheryl Hancin. All (10) voted in favor of change.
- Mary will make change to bylaws and distribute.

c) Nominations procedure and clarification of lost and duplicate ballots:

- Tabled to next meeting.

d) Past Presidents feeling toward events and types of recognition*:

- Mary Hill presented findings from e-mail responses from 12 past Presidents. All expressed positive feelings about the event and would like to see it continued.
- President Elect (Mary) will organize the event and distribute invitations

e) CCM Bulletin:

- Article on hiring qualified Parks and Recreation Directors will be featured on the back cover of the CCM bulletin. Job descriptions were collected and sent.

8) NEW BUSINESS

a) Presidential Goals:

- Analysis distributed. Goals will be discussed at the next meeting.

9) RESIGNATIONS AND APPOINTMENTS

a) Ray Favreau appointment to the Certification Board:

- Harold Barenz resigned. Roger Moss made a motion to appoint Ray Favreau to the Certification Board. Barbara Kasbarian seconded. All in favor. Ray will be notified of appointment.

10) ADJOURNMENT: Mary Hill made a motion to adjourn the meeting at 11:03 a.m. Roger Moss seconded. All in favor.

11) NEXT MEETING: March 20th at 9:30 a.m. in Newtown. Contact Barbara Kasbarian if you need directions.

***report(s) submitted**

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CRPA EXECUTIVE BOARD MEETING

Tuesday, March 20, 2007
Newtown Park & Recreation Office



IN ATTENDANCE: Roger Moss, Jay Cohen, Anna Park, John Silsby, Debbie Gatto, Ruth Plummer, Barbara Kasbarian, Paul Norris, and Bill Houle
Dave Hamilton, College Intern, SUNY College in Cortland, NY, guest of John Silsby

- 1) **ROLL CALL:** Meeting called to order at 9:36 a.m. by John Silsby

- 2) **ACCEPTANCE OF JANUARY 2007 MINUTES:** Jay Cohen made a motion to accept the JANUARY 2007 minutes, Don MacInnis seconded. All in favor.

- 3) **REPORTS OF APPOINTED AND STANDING COMMITTEES***
 - a) **Legislative Committee*:**
 - Handout was provided and emailed to all.
 - Changes since report; Bill 5254 reported out of Committee and will go to floor for vote, changes; IPM to include schools grade 8 – H.S> and date change to 7/2009
 - FOI bill: Paul Norris testified at hearing, opening up awareness that not exempting registration forms from the FOI regulations would cause safety concerns to young kids in programs. FOI will look into setting ground work for changes in policy for safety of kids.
 - Legislative Day; May 9, 2007

 - b) **Entertainment Showcase:**
 - Went well with the exception of a couple of sound glitches.
 - Roger Moss stated that the event fell a little bit short of budget estimate.
 - Roger Moss is willing to host again next year, but decisions need to be addressed as to vacation week or not and how to get kids there for performers and not lose delegates
 - Some discussion took place on scheduling of acts downstairs and not affecting premium slots upstairs.

 - c) **Conference Committee:**
 - Anna Park reported that the committee met 2 weeks ago; Vendor Packages at printer, speaker forms are ready and available, all else moving along nicely

 - d) **Hot Shots:**
 - Bill Houle stated that it went well and final report from Sean will be emailed to Board , since his computer was down and he wasn't able to get out.

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- A little discussion took place in regards to possible rules modification and on the subject of having local competitions held earlier in year(camp season). Stated that that is of no concern as long as proper protocol is followed and submitted.

e) Hershey:

- Report was available and emailed to board
- Statement made in regards to looking for regional representative

4) TREASURER REPORT*

- Jay Cohen distributed CRPA Account/Investment Balances.
- Discussion on statements as to who gets them and the need to possibly change a couple of things. Jay Cohen will look into and report back.
- Question on why 70% of postage has already been used and we are in March, Jay Cohen is looking into.

5) Director's Report*:

- Alison Harle had report available and had emailed in advance
- Jay Cohen was interested in the Big E tickets and why we would buy from CRPA when we could get same price from Big E ourselves.
- Grant Writing Seminar : Anna Park will register with Alison Harle and The Powering Exceptional Boards will be attended by John Silsby and Alison Harle

6) UNFINISHED BUSINESS

- Paul Norris stated that he has called other states to receive information in regards to the recognition of retired members and is waiting for responses. Will follow up!
- Paul Norris also spoke a bit about the ballot forms and that we need to discuss whether they are anonymous, how to sign. We will discuss later!
- Presidential Goals were submitted by John Silsby and e looked at and discussed. Roger Moss motion to accept Goals as presented; Barbara Kasbarian: seconded; All in favor

7) NEW BUSINESS

a) Young Professional Award Recipient Honorarium/Fee Usage

- Much discussion took place in regard to length of time that the award would be available to the recipient. Policy and Procedure Manuel states that the recipient has 18 months to use award. Letter was received from Awards Committee, Jennifer Lauria, Chair, with their suggestion. The suggestion was if there had to be a time frame then no less than 3 years otherwise they would rather not see a time frame.

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- The Board, upon much back and forth discussion decided to stay with the 18 months and to inform Jason Kruger that he needs to register for an event before time limit run out. John Silsby will speak to Jason Krueger.
 - The board also decided that the notification for the award should come from the CRPA office, so that we can track notification of award.
 - Jay Cohen further stated that we need to change or look at accounting of this line item to be sure it is moved out of operating budget to reserve fund annually.
- b) **Committee members needed to help Mary Hill with Past President's Reception:** John Silsby, Debbie Gatto, Ruth Plummer, Barbara Kasbarian, Bill Houle will work with Mary Hill
- c) **Personnel Committee:** John Silsby, Paul Norris, & Mary Hill will begin work on a regular evaluation plan to coincide with budget period and have goals and objectives as tool for evaluation.

8) RESIGNATIONS AND APPOINTMENTS

a) Carol Cipriano appointment to the NRPA Citizen Board:

- . Roger Moss made a motion to appoint Carol Cipriano to the NRPA Citizen Board. Barbara Kasbarian seconded. All in favor. Carol was present for notification and acceptance.

9) **ADJOURNMENT:** Paul Norris made a motion to adjourn the meeting at 11:00 a.m. Ruth Plummer seconded. All in favor.

11) **NEXT MEETING:** April 17th at 9:30 a.m. in Oxford. Debbie Gatto will send out directions. Paul Norris and Jay Cohen stated that they will not be able to attend.

***report(s) submitted**

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CRPA EXECUTIVE BOARD MEETING

Tuesday, April 17, 2007
Oxford Parks & Recreation



IN ATTENDANCE: Anna Park, John Silsby, Debbie Gatto, Barbara Kasbarian, Bill Houle, Marc Blanchard, Cheryl Hancin, Mary Hill, Don MacInnis, and Alison Harle, Executive Director

- 1) **ROLL CALL:** Meeting called to order at 9:35 a.m. by John Silsby
- 2) **ACCEPTANCE OF ITEMS ON CONSENT AGENDA:** Marc Blanchard made a motion to accept the following items on the Consent Agenda. Barbara Kasbarian seconded. All in favor. Directors Report was moved to Action Items.
 - a) **March 2007 Minutes***
 - b) **Legislative Report***
 - c) **Entertainment Showcase Report***
 - d) **Treasurer Report***
- 3) **UNFINISHED BUSINESS**
 - a) **What qualifies recognition of retirement members:** Tabled to next meeting.
 - b) **Nominations procedures and clarification of lost and duplicate ballots:** Tabled to next meeting.
 - c) **Young Professional Award Criteria:** Marc Blanchard made a motion to amend the Young Professional Award to indicate that up to \$1,000 be made available to the award recipient to use/commit for professional development within an 18 month period. Don MacInnis seconded. All in favor. Discussion was held that notification, stipulations and definition of use/commit within an 18 month period be mailed to award recipient from CRPA office. Student Scholarship award criteria will be brought to the scholarship committee for review regarding the \$500 award.
 - d) **Director's Report*:**
 - NPSI – Letters from some participants indicated that facility in Hamden was sub-par. Jay Cohen e-mailed correspondence that maybe a refund of some sort be issued. Since the group received all training materials and took the class, a refund would not be appropriate. Letters of apology will be mailed to those that expressed displeasure with the facility. The course itself was well received.
 - Spring Quarterly – Only 6 registered for April 26, but will go on as scheduled. Quarterly committee has been struggling to plan and coordinate the events. Alison Harle and John Silsby may set-up a meeting with the committee chairs to provide assistance.
 - Summer Quarterly – Scheduled for June 7 at the Stepping Stone Museum for Kids with a focus as a Youth Sports Summit in conjunction with

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USTA and Human Kinetics partners. Stew Leonard's will do lunch.
Alison is working on a sponsorship for this event.

4) NEW BUSINESS

- a) **Consent Agenda** – These items will be voted on to approve without discussion with the option of moving any of these items to Action Items to facilitate shorter more productive meetings.
- b) **Self Evaluation:** John Silsby and Alison Harle attended a session about creating better boards and from this created a draft self evaluation to redirect attention and focus of board. Will set-up a time to have board members complete the self-evaluation.
- c) **Greater Board Diversity:** Focus of getting individuals involved in CRPA who may have potential on a lower level (even those from other career areas). Discussion about a possible article for CRPA today on this topic.
- d) **Conference Fee Proposal:** Don MacInnis made a motion to accept the fee proposal with the following changes. Bill Houle seconded. All in favor.
 - Change 2006 to 2007
 - Add Exhibit Hall Only Rate After October 13, 2007 at \$95 for members and \$105 for non-members.
- e) **Joint Conference with MRPA:** Letter received from Massachusetts Parks and Recreation Association wanting to do a joint conference for 2008. Profits would be based on a percentage as outlined in a detailed contract. Benefits would be:
 - Better network for members
 - Pooling of financial and networking resources
 - Unify the New England Area
 - Vendors would have a one stop show

Deb Gatto made a motion that John Silsby write back to MRPA requesting a meeting with Massachusetts and Connecticut Executive Director, President, Conference Chair 2008 and President Elect to discuss conference options for 2008. Barbara Kasbarian seconded. All in favor.

5) RESIGNATIONS AND APPOINTMENTS

- a) **New Hire:** Cheryl Hancin has been hired as a Program Supervisor for the Groton Parks and Recreation Department.

- 6) **ADJOURNMENT:** Mary Hill made a motion to adjourn the meeting at 11:11 a.m. Deb Gatto seconded. All in favor.

- 7) **NEXT MEETING:** May 15th at 9:30 a.m. in Orange. Contact Don for directions.

***report(s) submitted**

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CRPA EXECUTIVE BOARD MEETING

May 15, 2007
Orange Parks & Recreation



IN ATTENDANCE: Anna Park, John Silsby, Debbie Gatto, Barbara Kasbarian, Bill Houle, Cheryl Hancin, Mary Hill, Don MacInnis, Jason Cohen, Roger Moss, Paul Norris, Ruth Plummer and Alison Harle, Executive Director

- 1) **ROLL CALL:** Meeting called to order at 9:30 a.m. by John Silsby
- 2) **ACCEPTANCE OF ITEMS ON CONSENT AGENDA:** Jay Cohen made a motion to accept the following items on the Consent Agenda. Barbara Kasbarian seconded. All in favor. Mary Hill made a motion to move the Directors Report to Action Items. Bill Houle seconded. All in favor
 - a) **April 2007 Minutes***
 - b) **Legislative Report***
 - c) **Conference Committee Report***
 - d) **Hershey Track & Field Report***
 - e) **Aquatics Section Report***
 - f) **Membership/Marketing Report***
- 3) **DIRECTORS REPORT***
 - a) **CIRMA Proposal:** CIRMA members can get CEU's for certain CIRMA sessions. Non-members can also attend the sessions but may have to pay. Only certain sessions will be approved for CEU's. This is NOT in place of quarterly sessions. CIRMA will send information to Executive director who will forward to committee for approval of CEU'S. Individuals will pay CRPA for CEU's as follows: .1 CEU (\$20); .2CEU (\$25); .4 CEU (\$40). Each fee reflects a built in convenience fee of \$5. Barbara Kasbarian made a motion to accept the proposal submitted by the Executive director to approve certain CIRMA sessions for CEU's. Roger Moss seconded. All in favor.
- 4) **TREASURERS REPORT**
 - a) **Payment for NPSI:** Payment to NRPA for NPSI reflected in budget
 - b) **Lobbyist:** \$2,000 check received from Connecticut Parks Association
- 5) **UNFINISHED BUSINESS**
 - a) **What qualifies recognition of retirement members:** Barbara Kasbarain made a motion to accept the proposal of the membership/marketing committee. Bill Houle seconded. All in favor. Policy will be added to the Policy and Procedure manual.
 - b) **Nominations procedures and clarification of lost and duplicate ballots:** Bill Houle made a motion to accept the proposal put forth by Paul Norris, Past
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President. Debbie Gatto seconded. Anna Park, John Silsby, Barbara Kasbarian, Cheryl Hancin, Mary Hill, Don MacInnis, Jason Cohen, Roger Moss, Paul Norris, Ruth Plummer opposed. Bill Houle abstained. Discussion was held including that voting at conference created too much work for the board and adds yet another responsibility at conference, would be difficult for approval and notification, and that people may possible campaign if voting took place at conference.

- c) **Joint conference with MA:** Alison Harle has drafted a potential contract that would include a joint management team, organizational structure, 60% (CT)/40% (MA) split between revenues and expenses (depending on delegate registration). Paul Norris indicated concern that this concept be brought to the general membership before going forward. Roger Moss indicated any contract should include a pull out clause and be reviewed by an attorney. A letter was sent by John Silsby to the MA Executive Director requesting a meeting. No response to date. Will pursue setting up a meeting before further discussion.

4) NEW BUSINESS

5) RESIGNATIONS AND APPOINTMENTS

- a) **New Hire:** Ben Morse has been hired as a Program Supervisor for the Groton Parks and Recreation Department.

- 6) **ADJOURNMENT:** Ruth Plummer made a motion to adjourn into Executive Session at 10:40 a.m. Paul Norris seconded. All in favor. Ruth Plummer made a motion to adjourn out of Executive Session at 10:45 a.m. Jay Cohen seconded. All in favor. Barbara Kasbarian made a motion to adjourn the meeting at 10:46 a.m. Mary Hill seconded. All in favor.

- 7) **NEXT MEETING:** June 19th at 9:30 a.m. in East Hartford at the Golf Course. Contact Roger Moss for directions.

***report(s) submitted**

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CRPA EXECUTIVE BOARD MEETING

June 19, 2007
East Hartford Parks & Recreation



IN ATTENDANCE: John Silsby, Debbie Gatto, Bill Houle, Cheryl Hancin, Mary Hill, Roger Moss, Paul Norris, and Alison Harle, Executive Director

1) **ROLL CALL:** Meeting called to order at 9:30 a.m. by John Silsby

2) **ACCEPTANCE OF ITEMS ON CONSENT AGENDA:**

Cheryl Hancin made motion to move Executive Directors Report to Action Agenda, seconded by Roger Moss. All in favor

Debbie Gatto made a motion to accept the following items on the Consent Agenda. Mary Hill seconded. All in favor.

- a) **May 2007 Minutes***
- b) **Legislative Report***
- c) **Conference Committee Report***

3) **DIRECTORS REPORT***

- a) Discussion on Playground Camp College: not a smooth event, last minute drop out of speakers, should have had outdoor facilities for programs, lots of down time and sessions ending early or late, poor communications with New Haven department.
- b) Paul Norris volunteered to host the Camp College next year in Windsor.
- c) Discussion on NPSI being held in September for those that did not pass the course. Possible source of some added revenue by getting those individuals who might not have been able to get to the last NPSI. We will still be offering a course again next spring. There was some discussion about the timing of the NPSI course and that we should look at the numbers we get to come this fall as a comparison to what we get in the spring. Since most departments are busy opening up for the season.

4) **TREASURERS REPORT**

- a) Date of balance sheet needs to be fixed. Jay to change and update for next meeting.

5) **Unfinished Business:**

- a) **Joint Conference:** is moving along and Alison is moving to get fixed costs so that more discussion can take place. At a recent meeting the group from Massachusetts and Connecticut spoke frankly about profit sharing and revenue sharing, which is one of the reasons for the need of the fixed costs. The MA group definitely wants there to be a reciprocation of this event, whether successful or

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not. Suggestion made to have an attorney look at contract(should have a pull out clause). Location discussed was Mohegan Sun.

- b) **Presidential Goals Review:** discussed where we are and where we are going. Looking good!

6) New Business:

1. Recognition of Bob Fitzgerald: suggestion to put Bio. In the program for conference, possibly name an award after him. Board has asked Alison to go to Awards Board with t his suggestion and have them discuss and get back to us by September Meeting.

2. Conference 2011: discussion on changing the date of our conference due to Nationals will be in November. Thought it might be a good year to reciprocate on the Joint Conference if all goes through. Will look into and get back to us.

3. Awards Criteria & Forms: Public Service Award and Facility of Merit Award; Motion to accept new awards and forms made by Roger Moss and seconded by Cheryl Hancin, all opposed. Discussion took place on the Awards, including Community Indifference, Funding Inequities, expand Public Service to national level, better description on recreational amenity,. President sent back these items for Awards Committee to discuss for these items and to have ready for August meeting.

4. Youth Summit: Discussion took place on how the USTA didn't hit the point for the Summit. Board felt that there should be a meeting with the USTA and Alison will try to schedule for September Meeting.

ADJOURNMENT: Paul Norris made motion to adjourn at 10:30am and seconded by Roger Moss, all in favor

NEXT MEETING: August 21 at 9:30 a.m. in Groton. Contact John Silsby for directions. Bring you clubs!

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CRPA EXECUTIVE BOARD MEETING

August 21, 2007
Groton Shennecosset Golf Course



IN ATTENDANCE: John Silsby, Debbie Gatto, Cheryl Hancin, Mary Hill, Jay Cohen, Anna Park, Barbara Kasbarian, Marc Blanchard, Don MacInnis, Paul Norris, and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:35 a.m. by John Silsby. Jay Cohen made a motion to go into Executive Session. Debbie Gatto seconded. All in favor (John Silsby, Cheryl Hancin, Mary Hill, Barbara Kasbarian, Marc Blanchard, Don MacInnis, Paul Norris – Anna Park not present). Personnel Issues were discussed. Debbie Gatto made a motion to adjourn from Executive session. Don MacInnis seconded. All in favor. Executive session adjourned at 9:52 a.m.

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Mary Hill made motion to move Executive Directors Report to Action Agenda – Unfinished Business, seconded by Don MacInnis. All in favor

Don MacInnis made a motion to accept the following items on the Consent Agenda. Barbara Kasbarian seconded. All in favor.

- a) **June 2007 Minutes***
- b) **Legislative Report***
- c) **Conference Committee Report***
- d) **Treasurers Report***

2) Unfinished Business:

- a) **Joint Conference:** Fixed costs, with the exception of Mohegan Sun rental have been given to Massachusetts. Alison is currently negotiating with Mohegan Sun to determine rental costs. Current contact has left the Casino, so Alison has to restart negotiations. Concerned about room block requirement and not being able to meet that. Alison will continue to talk to Mohegan Sun to identify cost as this will need to be done before the committee can proceed.
- b) **Awards Criteria and Forms Acceptance:** Debbie Gatto indicated that the awards committee met and does not wish to install any of the new awards at this time. Possibility of looking into adding these awards for next year where there is more time to discuss. Current year award nominations have already been promoted.
- c) **Director's Report:**
 - **Certification:** Mary Hill requested additional clarification on certification policy voted on by NRPA Board. Alison Harle indicated that, currently, the process has remained unchanged. However, NRPA and the NCB (National Certification Board) is currently developing the process for states to turn

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over their certification information to NRPA (3 years maximum). Additionally, if NRPA does not allow states to use their IACET License, it may make sense for CRPA to get its own IACET license at an initial cost of \$1,400 with additional yearly costs. Alison Harle indicated that if this happens, it may make sense for CRPA to get the IACET license and allow other states to go through CRPA for approval at a discounted rate. At this point, CRPA needs to wait until the NCB makes a determination.

- **Golf Tournament:** To date, the committee has not yet met.
- **Podcasts:** Alison Harle discussed podcasts as online radio segments where members can hear discussion about a specific topic or issue. Illinois Parks and Recreation Association is doing this as a member service with topics such as event planning, board member interviews, etc... The service is free and Alison is looking into what CRPA can do.
- **Surveys:** Jay Cohen indicated that the current software can already tabulate results from software and present in spreadsheet format. Alison requested that Jay sit on the committee to present the different ways the current software can be used.

3) New Business:

- **Legislative Awards:** Although the awards committee has decided not to pursue additional awards for this year, presidential citations can be issued at the discretion of the CRPA President for legislative awards. John Silsby has asked for recommendations from the committee.
- **NSP Executive Board Program:** October 25 (Effective Governance) and November 16 (Building an Effective Fundraising Board) sessions are being offered through the Non Profit Support Program (NSP) in Hartford from 8:30 a.m.-Noon. Participants must attend both days and Alison has to submit the application by Thursday as only a handful of agencies will be accepted to attend. Jay Cohen, Alison Harle and Cheryl Hancin have indicated they can attend both days. Alison Harle will submit application with those names and 2 additional names in case others decide they would like to attend.
- **Kathy Spangler Award:** Paul Norris made a motion that CRPA make a contribution of \$100 towards the purchase of a tree to be placed in "Legacy Grove" at NRPA headquarters to honor Kathy Spangler. Jay Cohen seconded. All in favor.

ADJOURNMENT: Mary Hill made motion to adjourn at 10:35 a.m. Don MacInnis seconded. All in favor.

NEXT MEETING: September 18 at 9:30 a.m. in Glastonbury at the Riverfront Community Center (300 Welles Street). Contact Anna Park for directions.

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CRPA EXECUTIVE BOARD MEETING

September 18, 2007
Glastonbury Parks and Recreation



IN ATTENDANCE: John Silsby, Debbie Gatto, Jay Cohen, Anna Park, Barbara Kasbarian, Ruth Plummer, and Alison Harle, Executive Director

1) ROLL CALL: Due to lack of Quorum, the following reflects notes from the meeting. No actions were taken. Meeting began at 9:40 a.m.

2) COMMUNICATIONS AND INVITED GUESTS:

- a) Deirdre Tindall – USTA NEW England Community Director and Celia Lucas – USTA New England Marketing Director were present and the following items were discussed:
- 70% of people have their first experience with tennis in a Parks and Recreation Program
 - The goal of USTA New England is to get more people playing tennis.
 - USTA New England offers grants and funding for court renovation, assistance in assessing the condition of tennis courts, consulting, assistance with programming, and assistance in getting tennis pros to your area.
 - CRPA is looking for a partnership with USTA New England to roll out a state-wide advertising campaign (possibly billboards, advertising, local TV or radio spots) and eventually maybe a toolkit or one day event for regional promotion of the benefits of recreation and tennis with information specific to our state.
 - USTA New England will come back with a proposal for the next Board meeting in October.

**3) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:
Due to lack of Quorum, no actions were taken.**

- a) August 2007 Minutes
- b) Legislative*
- c) Conference Committee Report*
- d) Director's Report
- e) Treasurer's Report

4) UNFINISHED BUSINESS:

- a) Joint Conference: A letter was sent to John Silsby, CRPA President from Gus Frederick, MRPA President indicating that Massachusetts wished to postpone any further discussion of a joint conference for 2008 due to feedback from membership and concentrate in planning for 2010. John will send a letter to Gus

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requesting further discussion for 2011 since 2010 is the anniversary of the 30th conference for CRPA.

5) NEW BUSINESS:

- a) Legislative Awards: Jay Cohen reported that the Legislative Committee decided to give out 2 citations. Representative Orange and Senator Lossberg both worked on the FOI bill and other pertinent issues important to CRPA and will be invited to the CRPA Conference to receive the citations.
- b) CSAE: Alison Harle has been invited to sit on the Executive Board for the Connecticut Society for Association Executives, an organization focused on training Executive Directors to better run an association. She will be sworn in at their Conference which will be held at the Rocky Hill Marriott in October.
- c) Budget: It is being worked on and should be ready for presentation to the Board at the next Executive Board meeting in October.

ADJOURNMENT: Due to lack of Quorum, no actions were taken. Meeting was completed at 10:55 a.m.

NEXT MEETING: October 16 at 9:30 a.m. in Goshen. Contact Bill Houle for directions.

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CRPA EXECUTIVE BOARD MEETING

October 16, 2007
Goshen, CT



IN ATTENDANCE: John Silsby, Debbie Gatto, Cheryl Hancin, Mary Hill, Anna Park, Marc Blanchard, Don MacInnis, Paul Norris, Bill Houle, Roger Moss, Ruth Plummer and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:30 a.m. by John Silsby.

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Mary Hill made motion to approve the August, 2007 minutes. Seconded by Marc Blanchard. All in favor

Bill Houle made a motion to move the Conference Report to the Action Agenda and to accept the following items on the Consent Agenda. Roger Moss seconded. All in favor.

a) Legislative*

2) Director's Report:

- Alison Harle reported that there are legal ramifications with the transfer of the documents of certification to the NRPA office. Illinois was recently audited and this issue came up. CRPA should hold these files in their office for 10 years in case of an audit (IRS) and if we turn the files over to NRPA, this would not be the case. FL and IL have sought legal council regarding this matter and it is likely that most state associations will follow the advise that these states are given.
- The Certification Board will meet this week to discuss what they will suggest as a plan of action to the Executive Board. Alison Harle will suggest that CRPA send electronic files to NRPA and have CRPA keep originals as an "educational" file.
- CRPA and the certification board are looking into offering to maintain CEU's for each professional for an additional \$5 a year while it is under NRPA (CRPA would maintain the files and send them to NRPA when they have to renew).

3) Treasurer's Report:

- Goal is to have the budget approved for the November meeting.
- Budget has been discussed and reviewed by Alison Harle, John Silsby, Paul Norris and Jay Cohen and in draft form is showing a \$50,000 deficit due in part to increased conference costs, programs breaking even or having minimal revenues and the trend that some events are not very well attended.
- Roger Moss requested that we see a 2 year history (last year at minimum) to get a more accurate picture.

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- John Silsby has requested that Board members review the budget and send any input or comments to Jay Cohen.
- A discussion was also held regarding the Administrative position (Robin) in the CPRA office as there have been some performance issues. Alison Harle indicated that Robin has been written up two times and she will review this information with John Silsby.

4) Conference Committee Report:

- Pre-conference booklet is out and has been mailed
- Vendor Hall is 95% full
- 56 registrations have been received to date
- John Silsby has requested that Executive Board members room host at least one session at conference actively participate in conference activities, meet and greet attendees, volunteer to take a student to lunch and circulate in the trade show.

5) Unfinished Business: None

6) New Business:

- **Citizen Board Member:** Article IV – Officers (section 1C) of the Bylaws indicates that member must be a “professional” to be eligible for the Executive Board. Don MacInnis made a motion that the Constitution Bylaw Committee come together to review and/or change this section of the bylaws. Some discussion was held. Roger Moss seconded. All in favor.

ADJOURNMENT: Paul Norris made a motion to adjourn at 10:58 a.m. Roger Moss seconded. All in favor.

NEXT MEETING: November 13 at 9:30 a.m. in West Hartford. Contact Marc Blanchard for exact location and directions.

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CRPA EXECUTIVE BOARD MEETING

November 13, 2007
West Hartford, CT



IN ATTENDANCE: John Silsby, Debbie Gatto, Cheryl Hancin, Mary Hill, Anna Park, Marc Blanchard, Paul Norris, Roger Moss, Barbara Kasbarian, and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:41 a.m. by John Silsby.

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Roger Moss made a motion to move the Executive Director report to the Action Agenda and to accept the following items on the Consent Agenda. Mary Hill seconded. All in favor.

- a) **October 2007 minutes**
- b) **Legislative**

2) DIRECTOR'S REPORT:

- Alison Harle reported that computers, e-mail and internet at the state office have not been functioning properly. She is unable to check e-mail during the day and must wait until the evening to retrieve e-mails at home. Additionally, current computers do not have any more hard drive space. Alison Harle requested \$5,000 for 2 computers, installation costs, software, an LCD projector and possible back-up servers if needed. Alison Harle indicated that excess revenue exists in the current FY2007 budget. Roger Moss made a motion to create a line item, 6500a1, in the current FY2007 budget titled "computer and software upgrades". Mary Hill seconded. John Silsby, Debbie Gatto, Cheryl Hancin, Mary Hill, Anna Park, Marc Blanchard, Roger Moss, and Barbara Kasbarian in favor. Paul Norris opposed. Roger Moss made a motion to increase the current FY2007 budget, on the expense side only, by \$5,000 for computer and software expenditures. Mark Blanchard seconded. John Silsby, Debbie Gatto, Cheryl Hancin, Mary Hill, Anna Park, Marc Blanchard, Roger Moss, and Barbara Kasbarian in favor. Paul Norris opposed.
- Paul Norris requested clarification on extra conference expense listed in the Director's report. Alison Harle indicated added expense was for the late night social, which has already been promoted and has a sponsor, because the room was not of adequate size. The room that will accommodate us has an added expense.
- Paul Norris made a motion to accept the slate of newly elected Board members, Ruth Plummer and Elle Noel (Randazo). Mary Hill seconded. All in favor.

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3) CONFERENCE UPDATE, SCHEDULE, NEEDS

- John Silsby reiterated Board responsibilities and encouraged members to be present and visible at conference.
- Reviewed agenda for the annual meeting.
- Reviewed conference event schedules for Monday and Tuesday including the Award luncheon and swearing in of new Board members.

4) TREASURER'S REPORT:

- Proposed budget eliminates lobbyist expense, added office staff, and shows a very minimal increase.
- Roger Moss made a motion to accept the FY2008 budget as proposed, \$378,715.00. Debbie Gatto seconded. All in favor. Some discussion was held.
- Roger Moss indicated that Lobbyist expense and Quassy expense, as indicated in current Profit and Loss statement, should be reflected in the \$ over budget column. Additionally, transfer of funds into current FY2007 budget from reserves should also be reflected as income. Alison Harle will speak to the bookkeeper about making these adjustments.

5) UNFINISHED BUSINESS:

- **Citizen Board Member:** Table to the December meeting.

6) RESIGNATIONS AND APPOINTMENTS:

- Roger Moss submitted a letter of resignation to the Executive Board. He is willing to stay on the Board until December 31, 2007.

ADJOURNMENT: Paul Norris made a motion to adjourn at 10:41 a.m. Mary Hill seconded. All in favor.

NEXT MEETING: December 18, 2007 at 9:30 a.m. in Groton City. Mary Hill will let us know exact location and directions.

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CRPA ANNUAL BUSINESS MEETING

November 20, 2007

Mohegan Sun Conference Center, Uncasville, CT



IN ATTENDANCE: Executive Board (John Silsby, Debbie Gatto, Cheryl Hancin, Mary Hill, Anna Park, Marc Blanchard, Roger Moss, Barbara Kasbarian, Don MacInnis, Jason Cohen, Ruth Plummer), General Membership, and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 12:10 p.m. by John Silsby.

1) APPROVAL OF MINUTES OF 2006 ANNUAL MEETING:

Jerry Lokken made a motion to accept the 2006 Annual Meeting Minutes. Debbie Gatto seconded. All in favor.

2) ACKNOWLEDGEMENT OF COMMITTEE CHAIRS:

- 2007 CRPA Conference Committee Chairs were acknowledged.

3) TREASURER'S REPORT

- Jason Cohen presented a treasurer's report including CRPA Account/Investment balances and the 2008 CRPA approved budget.

4) INSTALLATION OF NEW OFFICERS

- Bill Zimmerman, NRPA trustee, installed newly elected officers.

5) EXECUTIVE DIRECTOR'S REPORT

- Alison Harle, Executive Director, provided a Director's Report.

6) STANDING COMMITTEES REPORT

- Standing Committee reports were distributed.

7) OLD BUSINESS

- No old business.

8) NEW BUSINESS

- No new business.

9) CORRESPONDENCE

- No correspondence.

ADJOURNMENT: Jerry Lokken made a motion to adjourn the Annual Meeting at 12:32 p.m. Debbie Gatto seconded. All in favor.

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CRPA EXECUTIVE BOARD MEETING

December 18, 2007
City of Groton, CT



IN ATTENDANCE: John Silsby, Debbie Gatto, Cheryl Hancin, Mary Hill, Anna Park, Marc Blanchard, Paul Norris, Roger Moss, Ruth Plummer, Bill Houle, Don MacInnis, Elle Noel, and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:45 a.m. by John Silsby.

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Roger Moss made a motion to move the Treasurers report to the Action Agenda and to accept the following items on the Consent Agenda. Marc Blanchard Hill seconded. All in favor.

- a) **November 2007 minutes**
- b) **Annual Meeting 2007 minutes**
- c) **Legislative Report**

2) TREASURER'S REPORT:

- Jay Cohen e-mailed information to the Board indicating that, based on the profit & loss statement for the year to date that Alison faxed him, there is an approximate \$40,000 profit. Alison indicated that there are still some outstanding bills left to pay and she expects the profit to be approximately \$30,000. Alison indicated that this can be attributed to increased revenues in the exhibit hall and sponsorship for the Annual Conference.
- As a result of the increased revenue, Jay Cohen e-mailed a recommendation to the Board to appropriate \$10,000 of the profit for the lobbyist in 2008. Paul Norris made a motion to appropriate \$10,000 for lobbyist expenses for 2008. May Hill seconded. Cheryl Hancin, Paul Norris, Mary Hill, Ruth Plummer, John Silsby and Anna Park in favor. Bill Houle, Roger Moss, Don MacInnis, Marc Blanchard and Debbie Gatto opposed. Motion passes 6-5. Additionally, the Executive Board would like a report from the lobbyist of accomplishments and initiatives over the course of the year.
- The Executive Board would like to see information from the treasurer in a more timely manner so that it can be reviewed prior to the meeting.
- Paul Norris made a motion that the Finance Committee establish a policy determining how much of any budget surplus needs to go into the rainy day fund and how much money should always remain in that fund. Don MacInnis seconded. All in Favor. Roger Moss suggested contacting Ray Favreau for a historical perspective on this fund.

3) UNFINISHED BUSINESS:

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- **Citizen Board Member:** Paul Norris made a motion to bring this issue back to the Constitution/Bylaws committee to review past bylaws to see how this definition has changed over the years and to make a recommendation to the Board regarding the Citizen Board member. Ruth Plummer seconded. Some discussion was held. All in favor.
- **Liason Assignments:** Assignments were reviewed and some modifications were made. John Silsby will make the changes and redistribute to the Board. Board members can contact him directly if they have areas they would like to assist with.
- **Board Meeting Schedule 2008:** Board Meeting on Tuesday, March 18th was changed to Oxford with Debbie Gatto as the host. Marc Blanchard made a motion to accept the Board meeting schedule (with change). Bill Houle seconded. All in favor. John Silsby will distribute new schedule.

4) RESIGNATIONS AND APPOINTMENTS:

- Barbara Kasbarian submitted a letter of resignation to the Executive Board. Bill Houle made a motion to accept the resignation letter. Debbie Gatto seconded. All in favor.
- Don MacInnis has been appointed to replace Roger Moss for the remainder of his term on the Board.
- John Silsby has requested that Board members contact him with suggestions of individuals to replace Barbara Kasbarian for the remainder of her term on the Board.

ADJOURNMENT: Roger Moss made a motion to adjourn into Executive session at 10:40 a.m. Bill Houle seconded. All in favor.

EXECUTIVE SESSION:

- Alison Harle presented the Board with a letter in response to her performance assessment and discussed some items contained in the letter.
- Alison Harle submitted a letter indicating that her work visa (HB-1) is expiring in March, 2008 and needs to be extended. Additionally, Alison indicated that her long term objective is to obtain permanent residency status and requested in the letter that \$2,000 be set aside each year for the next 3 years for permanent residency status (which must be funded by the employer).
- Marc Blanchard made a motion to approve Alison's evaluation. Cheryl Hancin seconded. Some discussion was held. All in favor.
- Paul Norris made a motion that the personnel committee research the Executive Director salary, HB-1 visa and permanent residency status. Bill Houle seconded. All in favor.
- Mary Hill made a motion to adjourn out of executive session and adjourn the meeting at 11:50 a.m. Cheryl Hancin seconded. All in favor.

NEXT MEETING: Tuesday, January 18, 2008 at 9:30 a.m. – 2:00 p.m. at Winding Trails. Includes the EB/Committee Chair Orientation and lunch.

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