

**CRPA Executive Board Meeting  
Tuesday, January 17, 2006  
Newton Parks and Recreation Office**

**In Attendance:** Carole Cipriano, Jason Cohen, Mary Hill, Bill Houle, Barbara Kasbarian, Don MacInnis, Roger Moss, Paul Norris, Anna Park, Alison Harle, Kevin Howe

1. **Welcome:** P. Norris called the meeting to order at 9:51 am
2. **Communications and invited guest:** A. Harle introduced Kevin Howe, CRPA intern for the spring semester. P. Norris stated that he would follow up with C. Vincente regarding previous moths correspondence.
3. **Acceptance of Minutes:** R. Moss motioned to accept the December 20, 2005 minutes as amended, D. MacInnis seconded, all in favor.
4. **Reports of Appointed and Standing Committee Reports:**
  - Policy and Procedures Committee: The Policy and Procedures Manual was presented to the Board. It was asked that the document be approved as a work in progress. J. Cohen made a motion to approve, R. Moss seconded, all were in favor. It will be reviewed at the February once everyone has a chance to digest it.
  - Membership – held a meeting on January 12, 2006. Efforts are being made to contact members that have not renewed their membership. Looking to offering a discount for first time members, to target students. Committee is looking for additional members.
  - Marketing: no report
  - Fundraising: no report
  - Entertainment Showcase: all performances are set. Registration numbers are low.
  - Hershey Track : Pre-season planning has started. District and state meets set: SE, NE & SW districts are June 10; NW districts June 17<sup>th</sup> and State Meet is June 24.
5. **Treasurer's Report:** C. Cipriano presented the FY2005 final Profit and loss statement. She also presented the year to date FY2006 P&L. Investment account = \$54,250.14; Money Market = \$51,740.20; Checking Account = \$72,119.37.
6. **Executive Director Report:** A. Harle has been working on the following: CRPA Newsletter; Certification; Membership directory; Conference.
7. **Unfinished Business**
  - a. NRPA State Affiliate Agreement: P. Norris reported that there will be a conference call to fine tune agreement in February, with approval of agreement by June.
  - b. Goals: Covered in orientation
  - c. Committee Chairs and Liaisons Assignments: Covered in orientation
  - d. Setting Board Calendar: R. Moss made a motion to accept date schedule for 2006, B. Houle seconded, all in favor
  - e. Youth Sports Workshop: discussed contacting the individual from Simsbury and invite him to the February meeting to see what he is working on. P. Norris to talk to C. Vincente
8. **New Business**
9. **Resignations and appointments:** A. Palluzzi has resigned as the Legislative Chair

**10. Adjournment:** A motion was made by M. Hill to adjourn to Board Orientation at 11:08 am, R. Moss seconded, all in favor.

**11. Executive Board Training:** the Executive Board/Committee Chairpersons participated in an orientation about CRPA and our duties, it was facilitated by Executive Director Alison Harle.

**Next Executive Board Meeting:**

**Tuesday, February 21, 2006**

Respectfully Submitted,

***Mary Hill***

Mary Hill  
Secretary

**CRPA Executive Board Meeting  
Tuesday, February 21, 2006  
Hamden Parks and Recreation Office**

**In Attendance:** Robyne Brennan, Carole Cipriano, Jason Cohen, Frank Cooper, Cheryl Hancin, Mary Hill, Bill Houle, Barbara Kasbarian, Don MacInnis, Paul Norris, John Silsby, Alison Harle, Jerry Lokken

1. **Welcome:** P. Norris called the meeting to order at 9:33 am
2. **Communications and invited guest:** Rick Collins from Simsbury regarding a Statewide Summit on Youth Sports
3. **Acceptance of Minutes:** D. MacInnis motioned to accept the January 17, 2006 minutes, B. Kasbarian seconded, all in favor.
4. **Reports of Appointed and Standing Committee Reports:**
  - Policy and Procedures Committee: a motion was made by J. Silsby to accept the additions to the policy and procedures manual, B. Houle seconded, all in favor
  - Marketing: B. Houle presents a scholarship proposal for High School students. B. Houle made a motion to accept the scholarship program for High School students to get out this year. C. Cipriano seconded, discussion, all in favor.
  - Scholarship: P. Tomascak submitted a report. She has some concerns. P Norris will talk to P. Tomascak to let her know what the scholarship process is.
  - NERC: J. Lokken gave a report on NERC. He proposed the CRPA pay \$1.00 for ever member to NERC. D. MacInnis made a motion that CRPA pay \$1 for every member of CRPA towards NERC, J.Silsby seconded, discussion, all in favor. There was discussion regarding the NETI, which CT is to host in 2007. The NETI is proposed for the at least the next three years to operate. P. Norris made a motion that CRPA endorse the NETI in 2007 in CT. One (1) in favor, C. Cipriano; Nine (9) opposed, F. Cooper, J. Cohen, C. Hancin, M. Hill, B. Houle, B. Kasbarian, D. MacInnis, P. Norris, J. Silsby. One (1) abstained R. Brennan.
  - Membership: Will be meeting with representative State Parks and State Corrections
5. **Treasurer's Report:** \$24,192.58 will be transferred into the Galaxy Large Co. Index. Investment account amounts: Money Market \$51,660.32; Galaxy Large Index \$36,830.00; Checking \$81,356.22.
6. **Executive Director Report:** Items to take Action on: Procedures Manual done in committee reports; Human Kinetics Partnership – tabled to March meeting; Member Services – table to March meeting.

Legislative Day on the Hill – F. Cooper made a motion that we cancel for this year, 2006, M. Hill seconded, discussion, all in favor. We do need to find a new legislative chairperson.
7. **Unfinished Business**
  - a. NRPA State Affiliate Agreement: P. Norris handed out a copy of the agreement for the Board to review for the March meeting.
  - b. Annual Appeal: F. Cooper reported the results were less than desired. A total of \$1,210.00 collected. \$340 for scholarships; \$545 for General Programming; \$325 for endowment.
8. **New Business** – covered under committee reports
9. **Resignations and appointments:**

**10. Adjournment:** A motion was made by F. Cooper to adjourn at 12:01 pm, R. Brennan seconded, all in favor.

**Next Executive Board Meeting:**  
**Tuesday, March 21, 2006**

Respectfully Submitted,

***Mary Hill***

Mary Hill  
Secretary

**CRPA EXECUTIVE BOARD**  
**Minutes**  
**“Special Meeting”**  
**Hamden Parks and Recreation Department**  
**March 23, 2006**

Attendance: Carole Cipriano, Barbara Kasbarian, Robyne Brennan, Don MacInnis, Anna Park, Cheryl Hancin, Bill Houle, John Silsby, Frank Cooper and Roger Moss

Absent: Paul Norris, Mary Hill, Jay Cohen

Staff: Alison Harle, Executive Director

Guest: Richard Brannigan, representing CPA, Jessica Krueger, student intern with Groton

1. Meeting Called to order 9:39 AM
2. CPA Collaboration: Motion: Moss 2<sup>nd</sup> :Kasbarian. Discussion on CPA Proposal. CPA hopes to offer Park Maintenance and Administrative sessions that will benefit young professionals who will be taking over top positions in the future. Four sessions will be offered on one day at CPA cost. Sessions will run through CRPA Conference Committee and CPA expects typical recognition in the program. Fees will be reduced for CPA members. They will pay the difference between the CPA rate and CRPA rate thus there will be no loss of revenue to CRPA.

<b>Early Bird Fees</b>	<b>Full Package</b>	<b>Daily</b>	<b>Walk-in</b>	<b>Students</b>
<b>Before Oct 13, 2006</b>				
Certified Member	\$235.00	\$135.00		
Member	\$240.00	\$140.00		\$50.00
CPA	\$265.00	\$165.00		
Non-Member	\$290.00	\$190.00		
<b>Regular Rates</b>				
<b>After Oct 13, 2006</b>				
Certified Member	\$285.00	\$160.00		
Member	\$290.00	\$165.00	\$340.00	\$50.00
CPA	\$315.00	\$190.00		
Non-Member	\$340.00	\$215.00	\$440.00	

Don spoke in support of the proposal.

Passed: Unanimously

3. February Minutes Motion: Houle 2<sup>nd</sup>: Brennan Approved. – Abstain: Moss

4. REPORTS

a) Conference: No report

b) Membership: Written report submitted. Board reviewed list of outstanding members and asked to remove any that we should not pursue. We currently have over 660 members. Committee recently met with two different State Agencies. Pam Adams of State Parks, good meeting and Corrections.

c) Marketing: Premier Membership \$495.00. Marketing Program. Motion: MacInnis, 2<sup>nd</sup>: Cooper.

Discussion: Questions were asked if we would lose money if a large number take advantage. It was the general feeling that it would be worth a try for a year to see what kind of response was received. Need to add a new category in the budget, accounts will be credited when money comes in initially.

Passed: Unanimously

Bill Houle reported that scholarship information would be sent directly to departments for people to take to schools and inform the guidance departments about our scholarships.

The Board was informed that the History of CRPA is right on the form.

d) Fundraising: Black History Month Program was very good with low attendance. The program raised a little money for the Association. A golf tournament is being planned for Friday, September 29, 2006 in Hamden. Looking to have it a two person team challenge (Ryder Cup Format). Frank will work to keep it reasonable through sponsorship. We will be pairing the event with Past Presidents Reception.

5. TREASURER REPORT – Submitted Profit & Loss from 1/1/06 thru 3/14/06  
Income: \$34,472.01 Expense: \$16,042.05 Net Income: \$18,429.96

6. DIRECTOR'S REPORT

a) Human Kinetics Motion: Moss, 2<sup>nd</sup>: Parks  
Approved: Unanimously

7. UNFINISHED BUSINESS

a) NRPA State Affiliate Agreement: Motion MacInnis, 2<sup>nd</sup>: Cipriano Alison informed the Board that NRPA allows only one affiliate except in Illinois and a few others but that this would be beneficial to the Association.  
Approved: Unanimously

b) Goals: Board Members to submit three goals with a timeline for completion to Alison by April 5, 2006. This is to be placed at the top of the agenda for next meeting. Approved: Unanimously

c) Youth Sports Workshop. Alison felt that Rick Collins was very discourage by Boards response, Political Will = “ We Can't, We Won't”. Alison informed the Board that Jay Cohen has been in contact with Mr. Collins and she hope that he will write an article for CRPA Today. Frank Cooper suggested that we should encourage him to continue. Alison will send a letter to Mr. Collins.

8. NEW BUSINESS – None

9. RESIGNATIONS AND APPOINTMENTS

- a) Alison shared Jeanne Ruffy's resignation letter dated March 20, 2006 effective March 31, 2006. The Board regretfully accepted her resignation and wished her well in her future endeavors. Alison felt that this was a new opportunity for the Association and that it will be easier this time since she has now been with CRPA and understands the tasks needed to be completed by this position. The position is 25 hours per week and will be posted again as in the past. Alison will work with Jeanne to develop a operation manual for the office position.
- b) Dennis DePinto resigned as Quarterly Education Chair a position he has held for the past five years. Alison will discuss the position with Jon Bennett and Wendy LaMontagne. It was felt that Dennis did a great job of offering informative sessions for the membership during his time as chair.
- c) Legislative Chair is still open.
- d) Marketing Chair. Anna will discuss with Sean Nadeau.

10. ADJOURNMENT: Motion: Houle, 2<sup>nd</sup>: Cipriano Adjourned 11:10 AM.

Minutes Respectfully Submitted by,

C. Roger Moss

**CRPA Executive Board Meeting  
Tuesday, April 18, 2006  
Orange Parks and Recreation Office**

**In Attendance:** Jason Cohen, Cheryl Hancin, Mary Hill, Bill Houle, Don MacInnis, Roger Moss, Anna Park, John Silsby, Alison Harle

1. **Welcome:** J. Silsby called the meeting to order at 9:40 am
2. **Communications and invited guest:** None
3. **Acceptance of Minutes:** R. Moss motioned to accept the March 23, 2006 Special Meeting minutes, B. Houle seconded, all in favor.
4. **Reports of Appointed and Standing Committee Reports:**
  - Conference Committee: Keynote has been selected, Jane Panicucci of Project Adventure; Call for sessions is out; exhibit committee has developed a virtual vending option; work has begun on pre-conference brochure; letters are out for silent auction items; have signed contract and made a deposit for CTCC.
  - Membership: Met on April 13, 2006. CT State Corrections has joined as an Agency Member.
  - Marketing: The High School scholarship form has been distributed.
  - Entertainment Showcase: There was discussion regarding the date of event
  - Legislative: drafting an amendment to a current legislative issue. R. Purtell from Glastonbury may be interested in being chair of committee.
  - Fundraising: A CRPA Gold outing is planned for Sept. 29 in Hamden at Laurel View, will incorporate a Past Presidents event.
  - Aquatics: meet on April 5, 2006. Olympics are scheduled for July 23, 2006, \$80.00 per team; Lifeguard College is scheduled for June 4, 2006 in East Hartford, \$5.00 pre-reg; \$8.00 late Reg. Next meeting is scheduled for June 6, 2006 in South Windsor.
  - NERC: Meeting held on April 2. The main NERC issues that were identified by CRPA, were fully discussed at the meeting and decisions have been made. State affiliates will pay \$1.00 for each member of state organizations. NETI 2007 will be held in Boston.
5. **Treasurer's Report:** reports was reviewed.
6. **Executive Director Report**
  - a. **Goals:** R. Moss made a motion to move this item to the end of Meeting. B. Houle seconded, all in favor.

Other items ED is working on are: CRPA newsletter; Consignment tickets; NPSI; Camp College; Certification; membership; directory; administration position.

A. Harle presents "The Critical Role of Evaluative Thinking in Achieving Your Mission" program for the Executive Board to attend in lieu of our next Board meeting on May 16<sup>th</sup>. C. Hancin made a motion to hold the May 16 Board Meeting at this session at the Sheraton Hartford, B. Houle seconded, all in favor. A. Harle will register everyone.
7. **Unfinished Business**
  - a. **Goals** – moved to end of meeting.
  - b. **Youth Sports Workshop** - tabled
8. **New Business**
  - a. **Groton City Director retirement:** R. Moss made a motion that CRPA present him with an award. B. Houle seconded, all in favor. A. Harle to order and J. Silsby to find out when and where and will present.

**9. Resignations and appointments:**

- a. Quarterly Education Program Chairs: John Bennett of Canton and Wendy LaMontagne of Suffield have agreed to chair until December 2008. A. Harle will meet with them.

**10. Adjournment:** A motion was made by R. Moss to adjourn at 10:26 am, A. Park seconded, all in favor.

Reviewed the goals

**Next Executive Board Meeting:**  
**Tuesday, Mary 16, 2006**

Respectfully Submitted,

***Mary Hill***

**Mary Hill**  
**Secretary**

**CRPA Executive Board Meeting  
Tuesday, May 16, 2006  
East Hartford Parks and Recreation**

**In Attendance:** Robyne Brennan, Carole Cipriano, Jason Cohen, Cheryl Hancin, Mary Hill, Bill Houle, Barbara Kasbarian, Roger Moss, Paul Norris, Anna Park, John Silsby, Alison Harle and Jake Huebsch, Intern with Colchester

1. **Welcome:** P. Norris called the meeting to order at 9:44 am
2. **Communications and invited guest:** Hal Barenz thanking the Student Committee for attending school to speak to students. NAYS
3. **Acceptance of Minutes:** R. Moss motioned to accept the April 18, 2006, with correction, J. Silsby seconded, all in favor
4. **Reports of Appointed and Standing Committee Reports:**
  - Conference Committee: Meet May 4<sup>th</sup>, Program committee is meeting monthly, Exhibit committee is moving forward; Silent Auction is gathering items; Social location is set; Awards information is out; Parking information is set with LAZ parking.
  - Membership: Met May 5<sup>th</sup>, combination meeting with marketing committee to discuss goals for 2006. Membership goal is a 10% increase in membership. The joint goal of both committees is a state wide forum in the Spring of 2007.
  - Marketing: S. Nadeau is chair
  - Hershey: 41 meets representing 65 towns. Rockcats have submitted their signed sponsorship agreement.
  - Scholarship: We have currently given out 7 scholarships totaling \$1,288.00
5. **Treasurer's Report:** reports was reviewed.
6. **Executive Director Report**
  - Items for Action: ED requested that money saved from secretary salary be used to attend the Council of State Executive Director meeting in Seattle in July for airfare only. J. Silsby made a motion to approve, A. Park seconded, discussion, all in favor.

Other items ED is working on are: CRPA newsletter; Consignment tickets; NPSI; Camp College; Certification; membership; directory; administration position.
7. **Unfinished Business**
  - a. R. Moss made a motion to accept Goal Time Table, J. Silsby seconded, all in favor
  - b. Goals – reviewed the goals and made assignments to task
  - c. NRPA Agreement: State Affiliates, will be signed.
  - d. Youth Sports Workshop – tabled.
8. **New Business**
  - a. BRPA Listserve being hosted by CRPA: J. Cohen made a motion to create this, B. Houle seconded, discussion, 9 in favor, P. Norris opposed, A. Park abstained. J. Cohen to have an implementation proposal for next board meeting.
  - b. Bill 204 Passed to Law: J. Cohen motioned that we form an Ad-hoc committee for this, R. Moss seconded, all in favor.
  - c. New Legislative Award: J. Cohen motioned that we create a legislative Award to give out at the Conference, R. Moss seconded, all in favor.
9. **Resignations and appointments:**
  - none

**10. Adjournment:** A motion was made by R. Moss to adjourn at 10:43 am, B. Houle seconded, all in favor.

Reviewed the goals

**Next Executive Board Meeting:**  
**Tuesday, June 20, 2006**

Respectfully Submitted,

***Mary Hill***

**Mary Hill**  
**Secretary**

**CRPA Executive Board Meeting**  
**Tuesday, June 20, 2006**  
**East Hartford Parks and Recreation Office**

**In Attendance:** Frank Cooper, Paul Norris, Jason Cohen, Cheryl Hancin, Bill Houle, Roger Moss, Anna Park, John Silsby, Alison Harle; Guest: Chris Fragoso

1. **Welcome:** P. Norris called the meeting to order at 9:45 am

2. **Communications and invited guest:**

Chris spoke about our investments with Bank of America, and various management options.

3. **Acceptance of Minutes:** R. Moss motioned to accept the June 2006 Meeting minutes, A. Park seconded, all in favor.

4. **Reports of Appointed and Standing Committee Reports:**

Reports submitted.

P. Norris asked the Membership Comm to review policy for lifetime membership.

Only one scholarship application received for student scholarship – does not qualify under rules.

Golf Tournament looking for more help.

5. **Treasurer's Report:** not submitted

6. **Executive Director Report**

Report presented

J. Silsby: Motion to give \$15 credit to all attendees at 2006 Summer Quarterly.

2<sup>nd</sup> by R. Moss

Passed.

J. Cohen: Motion to pay concessionaire for quarterly \$16/person less than quoted (option 2), due to inedible lobster

2<sup>nd</sup> by C. Hancin

Passed.

7. **Unfinished Business**

NRPA agreement – signed

Discussion of Youth Sports workshop regarding timing, goals, etc.

8. **New Business**

J. Cohen Motion: created national listserve, with \$25 annual fee for non-CRPA members

2<sup>nd</sup> by B. Houle

Passed

Discussion of CCM Bulletin regarding municipal guidelines for hiring of Parks and Recreation Directors – P. Norris and J. Cohen will work on this.

**9. Resignations and appointments:**

Sean Dwyer has resigned as Hot Shots Chairman.

**10. Adjournment:** A motion was made by R. Moss to adjourn at 11:30 am, A. Park seconded, all in favor.

**Next Executive Board Meeting:**

**September TBA**

**Respectfully Submitted,**

**Jason Cohen**

**Member at Large**

**CRPA Executive Board Meeting**  
**Tuesday, September 19, 2006**  
**Glastonbury Parks and Recreation Office**

**In Attendance:** Robyne Brennan, Jason Cohen, Cheryl Hancin, Mary Hill, Bill Houle, Don MacInnis, Roger Moss, Anna Park and Alision Harle, Executive Director

**Guest:** Maggie Zotter, New Britain Parks and Recreation; Curt Vincente, Mansfield Parks and Recreation

1. **Welcome:** Secretary, M. Hill called the meeting to order at 9:37 am

2. **Communications and invited guest:**

Curt Vincente at 10:30 am - Youth Sports Summit. C. Vincente discussed bringing back the Youth Sports Seminars that ran in the early 1990's. He will look to form a committee to discuss target audience, duration of seminars. Will try to make it the Spring Quarterly.

3. **Acceptance of Minutes:** R. Moss motioned to accept the June 2006 Meeting minutes, B. Houle seconded, all in favor.

4. **Reports of Appointed and Standing Committee Reports:**

- a) Conference Committee – report submitted
- b) Membership/Marketing: R. Moss made a motion that these two committees be combined into one, D. MacInnis seconded, discussion, motion passed.

Acceptance of the definition of Lifetime Membership guidelines. B. Houle made a motion to accept the guidelines for Lifetime membership to be the following: "Upon retirement, Lifetime Membership may be awarded by the Executive Board to those professionals who demonstrated meritorious service to CRPA and have been an active professional in the parks and recreation field for at least 20 years. Meritorious service is defined as holding a leadership role on CRPA as an officer, member of the Executive board or Committee/Board Chair for at least 5 years and being active on a committee of board for an additional 5 years." C, Hancin seconded, discussion, motion passed.

- c) Fundraising – Golf Tournament: Invitations were sent to the past presidents. 8 are attending. Few numbers then had hoped attending.
- d) Hershey – 25 participants went to Nationals. Connecticut had two (2) gold medal winners and three (3) silver medal winners. Maggie Zotter of New Britain will be the new Hershey chair, taking over for Jason Cohen.
- e) Nominations – are due by Friday, have only received two as of 9/19/2006.

5. **Treasurer's Report:** not submitted

6. **Executive Director Report**

Report presented. Discussion took place regarding Goal completion. There are 14 goals that have not been completed, they were reviewed and new completion dates were given. (see attached). Also discussed Consignment tickets with Six Flags and Lake Compounce.

## **7. Unfinished Business**

- a) Youth Sports Workshop – covered under communications.
- b) NPRA Listserve being hosted by CRPA – there has been a huge response to the listserv. There are eight (8) paid customers. Other states are interested to join as an organization. There is potential that NPRA could bring theirs back. J. Cohen will bring to the October meeting some recommendations for charge states.
- c) CCM Bulletin – special report on hiring qualified Parks and recreation Directors – tabled.

## **8. New Business**

- a) Movement of Money Market Funds to Columbia Growth. R. Moss made a motion that we go with the recommendations made by Christain Fragos, D. MacInnis seconded, motion passed.

## **9. Resignations and appointments:**

- 10. Adjournment:** A motion was made by B. Houle to adjourn at 11:25 am, R. Moss seconded, all in favor.

### **Next Executive Board Meeting:**

**October 17<sup>th</sup> meeting will be held at the City of Groton Parks and Recreation Department at 10:00 am. There will be a presentation by the American Red Cross.**

Respectfully Submitted,

**Mary K. Hill**

Mary K. Hill  
Secretary

***These are the following goals not met:***

- The Executive Board will list who they feel CRPA membership is, and who it should be by July 18th's Board meeting **(tabled to December retreat)**
- The public relations committee, and the chairs of the program committees for; Hershey Track and Field, Hot Shots, Punt Pass & Kick, and Legislative; will meet in July to discuss the promotional material **(tabled to 2007)**
- Articles for Program Highlight will be solicited one month ahead of the submission date
- The Executive Board will evaluate if the mission is too broad or narrow a scope for what it does by August 15th's Board meeting **(December Retreat)**
- Each committee chair will be responsible for retrieving important information for this document and submit it for compilation **(tabled to 2007)**
- The Public Relations Committee will solicit the printing cost and needs through a bid process for a handout for programs (5,000 copies) **(tabled to 2007)**
- The Membership Committee will retrieve the major contacts, for membership recruitment and submit to the Executive Director by September 1st 2006 **(October 2006)**
- The Executive Board will develop a tool to evaluate the effectiveness of the CRPA Executive office by Sept 1st 2006 **(December Retreat)**
- The Executive Director will include Articles in: September issue of the "CRPA Today" Magazine.
- The Public Relations Committee will identify who to bring as key players to this forum
- The two committee will meet again Sept 14th with the Executive Director for further discussion on speakers, presenters, and details (cost, location, fees, etc..)
- The Executive Director and the Chair of the Membership Committee will draft a letter to be sent to these potential new members informing them of the opportunities of membership, inviting them to the Fall Educational Quarterly and the CRPA Conference and Trade Show mailed by September 15<sup>th</sup>
- The Executive Director will fill out this evaluation tool for the Executive Board and make two-three recommendations of need. **(early 2007)**
- The Executive Board will look at each program that CRPA offers to determine if it fits into the mission of the organization by the September 19th's Board meeting **(December Retreat)**

**The board should look at if they think these are realistic, and if they would like to continue to pursue them.**

**CRPA Executive Board Meeting**  
**Tuesday, October 17, 2006**  
**City of Groton Parks and Recreation**

**In Attendance:** Robyne Brennan, Carole Cipriano, Jason Cohen, Mary Hill, Paul Norris, John Silsby and Alison Harle, Executive Director

**Guest:** Mary Hannigan, Town of Groton Parks and Recreation, Tyler Olsen, American Red Cross

**1. Roll Call – no quorum**

**2. Communications and invited guest:**

Tyler Olsen – American Red Cross presented his presentation on conducting Blood Drives through the town/city department of Parks and Recreation throughout the state, this would be a partnership between CRPA and the American Red Cross. Decision tabled until November meeting.

**3. Acceptance of Minutes of September meeting – tabled to November**

**4. Reports of Appointed and Standing Committee Reports:**

- a) Conference Committee
- b) Membership
- c) Marketing
- d) Fundraising – Golf Tournament

**5. Treasurer's Report:** tabled, there will be a Finance Committee meeting on October 30<sup>th</sup> at 10:00 at the CRPA office

**6. Executive Director Report**

Tabled

**7. Unfinished Business - all items tabled**

- a) Youth Sports Workshop
- b) NPRA Listserve being hosted by CRPA
- c) CCM Bulletin

**8. New Business**

**9. Resignations and appointments:**

**10. Adjournment:**

**Next Executive Board Meeting:**

**Special Meeting – November 14<sup>th</sup> at 10:00 am in Colchester.**

Respectfully Submitted,

**Mary K. Hill**

Mary K. Hill  
Secretary

**CRPA Executive Board Meeting**  
**Tuesday, November 14, 2006**  
**“Special Meeting”**  
**Colchester Parks and Recreation**

**In Attendance:** Carole Cipriano, Jason Cohen, Cheryl Hancin, Mary Hill, Bill Houle, Barbara Kasbarian, Don MacInnis, Roger Moss, Paul Norris, Anna Park, John Silsby and Alison Harle, Executive Director

1. **Roll Call** – meeting called to order at 10:10 am by P. Norris
2. **Communications and invited guest:**
3. **Acceptance of Minutes of September/October meeting** – R. Moss made a motion to accept the September minutes, B. Houle seconded. R. Moss made a motion to accept the notes from October’s meeting, J. Silsby seconded all in favor.
4. **Reports of Appointed and Standing Committee Reports:**
  - a) Conference Committee – Conference is ready to go, have a final meeting with the Convention Center at 12:30 pm today. Will be setting up on November 19<sup>th</sup>. Enrollment is low, but vendor hall met the projected income.
  - b) Membership – no report
  - c) Marketing – no report
  - d) Fundraising – Golf Tournament
5. **Treasurer’s Report:** C. Cipriano reviewed with the board the financials. R. Moss motioned to accept, B. Houle seconded, all in favor.
6. **Executive Director Report**
  - a) Acceptance of ARC Partnership – J. Cohen made a motion to accept the partnership with the American Red Cross, J. Silsby seconded, all in favor.
  - b) Acceptance of 2007 Budget – increased line 4200A to \$94,900.00; increased 4200B to \$100,200.00; increased line 4200G-1 to \$15,550.00; increased line 4200G to \$18,300; **R. Moss made a motion the removed \$600.00 from line 4200H-3 to make it \$3,900.00; removed \$600.00 from line 4200H to make it \$5,000.00; increase 4200K –2 by \$200.00; increased 4200k-3 by \$200.00; increased 4200K-4 by \$200.00. B. Houle seconded, all in favor.** A. Harle needs to find \$700.00 to add back in for the Legislative Chair – National Forum. A. Harle needs to find a more cost effective cell phone plan. R. Moss made a motion to accept the 2007 Budget with changes, B. Houle seconded, all in favor.
7. **Unfinished Business - all items tabled**
  - a) NPRA Listserve being hosted by CRPA Bulk rate for states was agreed to by email vote. No takers as of this meeting.
  - b) CCM Bulletin - special report on hiring qualified Parks and Recreation Director’s, J. Cohen submitted a draft article for review.
8. **New Business**
  - a) Acceptance of 2007 Slate of Officer’s – J. Silsby made a motion to accept the Slate of Officers presented to the board, R. Moss seconded, all in favor
  - b) Role of Executive Board at Conference - Past President’s Reception to be held on Monday at 4:25 at Vivo. Banquet will be asked to seat together.

c) Minnesota Training Wellness Program - discussed

**9. Resignations and appointments:**

**10. Board Orientation:** Will be held on Tuesday, December 12, 2006 at Winding Trails, John Silsby provided a draft agenda for the orientation.

**11. Adjournment:**

Respectfully Submitted,

**Mary K. Hill**

Mary K. Hill  
Secretary

**CONNECTICUT RECREATION AND PARKS ASSOCIATION  
ANNUAL BUSINESS MEETING  
Tuesday, November 21, 2006  
Connecticut Convention Center  
Hartford CT**

**ANNUAL CONFERENCE AND TRADE SHOW**

**Present:** 200 plus members attended the Annual Conference and Trade Show  
Executive Board Members: Robyne Brennan, Carole Cipriano, Frank Cooper, Cheryl Hancin, Mary Hill, Barbara Kasbarian, Don MacInnis, Roger Moss, Paul Norris, Anna Park, John Silsby.

1. Meeting was called the order t 12:03 pm by CRPA President Paul Norris
2. **Acknowledged Committees:** Hershey, Certification, Professional Development, Youth Sports Summit, Scholarship and NERC.
3. **Treasurer's Report** – 2007 Budget approved by Board
4. **Installation of New Officers:** Tom Farrell, President of NRPA conducted the swearing in of the following Board Officers and Members at Large: John Silsby, President, Mary Hill, President-Elect, Anna Park, Secretary, Roger Moss, Marc Blanchard, Debbie Gatto, Ruth Plummer
5. Executive Director's Report – no report
6. Standing Committee Reports – no report
7. Old Business - none
8. New Business - none
9. Correspondence – none
7. Adjournment – A motion was made by M. Hill to adjourn at 12:11 pm, R. Moss seconded. Meeting adjourned.

Respectfully Submitted,

***Mary Hill***

Mary Hill  
Secretary

**CRPA Executive Board Meeting  
Tuesday, November 19, 2006  
Legislative Office Building**

**In Attendance:** Carole Cipriano, Jason Cohen, Cheryl Hancin, Mary Hill, Barbara Kasbarian, Don MacInnis, Roger Moss, Paul Norris, Anna Park, John Silsby and Alison Harle, Executive Director

Also in attendance: Marc Blanchard, Debbie Gatto, Ruth Plummer, Marshall Collins and Randy Collins

1. **Roll Call** – meeting called to order at 9:38 am by P. Norris
2. **Communications and invited guest:**
  - a. Marshall and Randy Collins of Collins Associates (lobbyist):  
They spoke about who they were and what they could offer CRPA. Would make a present at Capitol fro CRPA. Will continue under New Business
3. **Acceptance of Minutes of November meeting and Annual Meeting** – J. Cohen made a motion to accept the November minutes, B. Kasbarian seconded. All in favor. J. Cohen made a motion to accept the minutes from the Annual Meeting held on November 21, R. Moss seconded, all in favor.
4. **Reports of Appointed and Standing Committee Reports:**
  - a) Conference Committee – had wrap up meeting. Positive feedback on Conference 2006, regarding session, keynote, food. Some feedback on moving back to the Mohegan. Still working on final financial numbers looks as if we will be about \$584.00 short of projected goal. Delegation registration was down about 60-70 people, we did however reach our project dollar amount in the Vendor Hall
  - b) Hot Shots – Local Contest have started; participation is about the same as last year; all county dates other than Portland and Kent are set; State Contest is scheduled for February 17<sup>th</sup> in East Hampton.
  - c) Entertainment Showcase – Auditorium is full; children’s still working on. Date is February 22, 2007 in East Hartford.
5. **Treasurer’s Report:** C. Cipriano reviewed with the board the financials.
6. **Executive Director Report**  
Budget 2006 - \$25,000 - \$30,000 surplus  
Working on January 2007 Newsletter; Conference 2007 location
7. **Unfinished Business** -
  - a) CCM Bulletin - special report on hiring qualified Parks and Recreation Director’s. Work is being done regarding wording and History of CRPA. Plus the need for job descriptions.
8. **New Business**
  - a) Carol Cipriano Lifetime Membership – J. Silsby made a motion that C. Cipriano be given a Lifetime Membership, D. MacInnis seconded, all in favor

- b) Executive Board Liaison Appointments – J. Silsby sent around a sign up sheet for board members.
- c) 2007 Meeting Dates and Locations – A motion was made that the Executive Board would meet the third Tuesday of every month, by R. Moss, J. Cohen seconded, all in favor.
- d) Proposal for Lobbyists on behalf of CRPA – J. Cohen that we negotiate a one years contract and that CRPA hire Collins and Associates as our Lobbyists as detailed in the proposal, J. Silsby seconded, discussion was held. Nine (9) voted in favor, C. Hancin; A. Park; M. Hill; D. MacInnis; J. Silsby; P. Norris; B. Kasbarian; C. Cipriano; J. Cohen. One (1) voted against R. Moss. R. Moss made a motion that \$10,000 into 2007 Budget under line item for Lobbyist from the 2006 surplus. D. MacInnis seconded, all in favor.
- e) A. Harle, Executive Director of CRPA made a verbal request to the Board for an end of year bonus based on the surplus. J. Silsby made a motion to adjourn into Executive Session at 11:40 am, seconded by B. Kasbarian.

R. Moss made a motion to bring the Executive Director's current salary up to \$42,000.00, C. Hancin seconded. Six (6) voted in favor, J. Cohen, C. Hancin, B. Kasbarian, D. MacInnis, R. Moss, A. Park, and four (4) vote against C. Cipriano; M. Hill, P. Norris, and J. Silsby.

B. Kasbarian made a motion that the Executive Board creates a policy on Executive Director increase procedures. C. Hancin seconded, all in favor.

J. Silsby made a motion to adjourn out of Executive Session at 12:10 pm, J. Cohen seconded, all in favor.

**9. Resignations and appointments:**

**10. Adjournment:** Meeting adjourned at 12:10 pm

**11. Next Meeting:** January 16, 2007 in Colchester at 9:30 am

Respectfully Submitted,

**Mary K. Hill**

Mary K. Hill  
Secretary