



CRPA EXECUTIVE BOARD MEETING

January 15, 2008
East Hartford, CT



IN ATTENDANCE: John Silsby, Debbie Gatto, Cheryl Hancin, Mary Hill, Anna Park, Marc Blanchard, Paul Norris, Ruth Plummer, Don MacInnis, Elle Noel, Frank Cooper, Jason Cohen, and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 8:45 a.m. by John Silsby.

EXECUTIVE SESSION: Mary Hill made a motion to adjourn into executive session at 8:46 a.m. Jay Cohen seconded. All in favor. Frank Cooper made a motion to give John Silsby the authority to negotiate arrangement regarding Alison Harle's H1-B Visa \$2,000 legal fees. Some discussion was held. Don MacInnis seconded. All in favor. John Silsby made a motion to adjourn out of Executive session at 9:06 a.m. Paul Norris seconded. All in favor.

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Paul Norris made a motion to move to accept the following items on the Consent Agenda. Debbie Gatto seconded. All in favor.

- a) **December 2007 minutes**
- b) **Legislative Report**
- c) **Director's Report**
- d) **Treasurer's Report**

2) UNFINISHED BUSINESS:

- **Citizen Board Member:** Table to the February Meeting
- **Budget Surplus:** The Finance Committee will meet and will discuss options for what to do with any budget surplus.

3) RESIGNATIONS AND APPOINTMENTS:

- Debbie Gatto made a motion to appoint Frank Cooper to the Executive Board to replace Barbara Kasbarian for the remainder of her term on the Board. Paul Norris seconded. All in favor.

ADJOURNMENT: Paul Norris made a motion to adjourn the meeting at 9:15 a.m. Mary Hill seconded. All in favor.

NEXT MEETING: Tuesday, February 18, 2008 at 9:30 a.m. in Colchester. Contact Jay Cohen for directions.

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CRPA EXECUTIVE BOARD MEETING

February 19, 2008
Colchester, CT



IN ATTENDANCE: John Silsby, Debbie Gatto, Mary Hill, Anna Park, Marc Blanchard, Paul Norris, Ruth Plummer, Elle Noel, Jason Cohen, and Alison Harle, Executive Director

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

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Jay Cohen made a motion to move to accept the following items on the Consent Agenda. Ruth Plummer seconded. All in favor.

- a) **January 2008 minutes**
- b) **Legislative Report**
- c) **Director's Report**
- d) **Treasurer's Report**
- e) **Scholarship Report**
- f) **Professional Development Report**
- g) **Blood Mobile**

2) UNFINISHED BUSINESS:

- **Citizen Board Member:** Table to the March Meeting

3) NEW BUSINESS:

- **Special Meeting March:** Debbie Gatto made a motion to have special meeting on March 19th, 2008 at 12:30 p.m. Mary Hill seconded. All in favor. The meeting will be preceded by lunch with the CRPA Conference Committee.
- **Awards Committee:** The Awards Committee Submitted a report recommending a CRPA Public Service Award and Facility of Merit Award. The CRPA Public Service Award makes the award more broad based and responded to the previous concerns of the board. Jay Cohen expressed concern that there be a dedicated legislative award that may have more of an effect than a general public service award. Jay Cohen will come back to the committee with a proposal for a legislative award and criteria for the March Meeting. Marc Blanchard made a motion to approve the recommendations of the awards committee for the Public Service and Facility of Merit Award. Jay Cohen seconded. All in favor.
- **Hall of Fame:** John Silsby presented an idea that CRPA create a Hall of Fame. A special award will be presented at the Past Presidents Reception honoring an individual posthumously. A special committee will be formed of past presidents and lifetime members to determine award recipients.

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Ruth Plummer agreed to work with this committee. Jay Cohen made a motion to endorse the idea and take the necessary steps to form a committee. Ruth Plummer seconded. All in favor.

- **CRPA Goals:** The Executive Board reviewed the goals and objectives that came out of the January Board Training. The Executive Board identified the person(s)/committees responsible for achieving the goals. Board Liaisons to the committees will contact the committees within one month to make sure that the goals are achievable and bring them back to the March meeting for endorsement.
- **Legislative Update:** Jay Cohen discussed the last meeting of the legislative committee. The meeting was held with Senator Meyer (co-chair of the environment committee), Marshall Collins and several members of the legislative committee. Jay Cohen indicated that Senator Meyer received an e-mail from someone indicating that Marshall Collins said some negative things about him at a meeting. Marshall denied the allegations and eventually excused himself from the room. Jay Cohen indicated that the committee is comfortable that the allegations are not true and that CRPA should continue to use Marshall as its lobbyist.
- **NRPA Alternative Funding Development Program:** NRPA will be holding a 2 day conference in Windsor. This program was created to potentially replace NETI, although CRPA and NERC were not notified that this program would occur. NERC may still plan to hold NETI. Alison Harle indicated that NRPA violated its state affiliate agreement which states that NRPA and State Affiliate will notify another when sponsoring or hosting certification and training programs within their respective state as this notification did not happen. John Silsby and Alison Harle plan to write a letter to the NRPA Education Chair indicating their disappointment in the way this matter was handled and discussing how it may be improved in the future.

4) **ADJOURNMENT:** Mary Hill made a motion to adjourn the meeting at 11:00 a.m. Ruth Plummer seconded. All in favor.

NEXT MEETING: Special Meeting, Wednesday March 19th, 2008 at 12:30 p.m. in East Hartford. Come at Noon to enjoy lunch with the CRPA Conference Committee.

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CRPA EXECUTIVE BOARD MEETING

March 18, 2008
Eat Hartford, CT



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

ROLL CALL: Meeting called to order at 12:23 p.m. by John Silsby.

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Bill Houle made a motion to move the Conference Report and the Executive Director Report to New Business and to accept the following items on the Consent Agenda. Debbie Gatto seconded. All in favor.

- a) February 2008 minutes
- b) Legislative Report

2) TREASURER'S REPORT:

- **Bank of America Savings:** Don MacInnis made a motion to keep the balance of the Bank of America Savings to total \$5,000. Cheryl Hancin seconded. All in favor.

3) UNFINISHED BUSINESS:

- **Citizen Board Member:** Mary Hill is looking into past bylaws where the Citizen Board Member is mentioned and will report back at the next meeting.
- **Finance Proposal for Excess Funds:** The Finance Committee presented a report indicating that CRPA should be in a position where 50% of the budget is held in a reserve account in the event of a financial emergency. Some discussion was held. Bill Houle made a motion to accept the "Annual Net Profit Disbursement Policy" proposal of the Finance Committee (proposal follows). Marc Blanchard seconded. All in favor.

At the end of each fiscal year, if there is a financial net profit, 75% of the net profit will be transferred to the reserve account. 25% of the net profit will be put in the capitol improvements account. The capitol improvements account can be used for projects, equipment or anything that is presented to the Finance Committee and then approved through the Executive Board. Unused Capitol improvements account funds are held in that same account to roll over each year in that line item. The Executive Board cannot spend money out of the reserves bringing it below 50% of the operating budget, unless expenditure is deemed a financial emergency. A financial emergency is decided by the Executive Board with

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nine (9) favorable votes to pass. In the case of a financial emergency the president will call a meeting of the Executive Board and the Finance Committee will make a recommendation of appropriation of reserves to the emergency expense. The Executive Board will vote, and a vote will pass with nine (9) favorable votes. In any other case spending out of the reserves will require 30 days notice given to the Executive Board through the Finance Committee. A vote will pass with a majority in favor of the vote.

Don MacInnis recommended that Jay Cohen investigate the possibility of a CD, Savings account, or other type of savings for the holding of these funds.

- **Awards Committee/Hall of Fame:** John Silsby indicated that Jim Capodiece and Bill DeMaio have agreed to chair the Hall of Fame Committee and come up with criteria for this award to be given at the Annual Conference. Debbie Gatto will be the Board Liaison for this group.
- **Board Goals 2008:** Frank Cooper made a motion to approve the Board Goals for 2008. Bill Houle seconded. All in favor. Alison Harle, Executive Director, requested that a status box be added to the goals worksheet so that they can be discussed at each meeting.

4) NEW BUSINESS:

- **Conference Committee Report:** Anna Park reported that the Conference Planning is coming along nicely. Some highlights included:
 - Keynote on both Monday (Gina McCarthy – DEP Commissioner) and Tuesday (Ruby Newell-Legner – Professional Speaker)
 - Registration Package Option to include 2 day registration and hotel stay to encourage delegates to stay overnight and attend both days
 - Full color front and back cover on Exhibit Hall Packet
 - Large active group of committee members
 - Special Track for the “Older and Wiser/Retired” Delegate
- **Fundraising Committee:** Frank Cooper, Alison Harle and John Silsby had an e-mail discussion regarding the possibility of offering day and other bus trips through CRPA as an additional source of revenue. Some discussion was held. Bill Houle made a motion to give Frank Cooper the authority to investigate this option and prepare a more concrete proposal. Don MacInnis seconded. All in favor.
- **ED Report:** Alison Harle reported that NPSI may not be a go. Minimum numbers have not been met and she is waiting to hear from NRPA to see if they will send a speaker. Both Vermont and Massachusetts offered classes close to ours, although the Connecticut course date was set first, and have contributed to the fewer registration numbers. The combined Dog Park and Design sessions are being offered for the Spring Quarterly following the board goal to offer two different competing sessions to attract a more diverse group of professionals.

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- **Motions:** Anna Park reported that the motions will now be summarized for each year and distributed to the Executive Board. Mary Hill will assist in drafting these summaries for past year minutes.

5) **ADJOURNMENT:** Frank Cooper made a motion to adjourn the meeting at 1:30 p.m. Mary Hill seconded. All in favor.

NEXT MEETING: Wednesday April 9, 2008 at 11:00 a.m. in the Legislative Office Building in Hartford followed by Legislative Day.

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”



CRPA EXECUTIVE BOARD MEETING

April 9, 2008
LOB Hartford, CT



IN ATTENDANCE: Anna Park, Cheryl Hancin, Jason Cohen, Paul Norris, and Alison Harle, Executive Director

ROLL CALL: No Quorum.

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

No Quorum.

- a) **Special Meeting March 2008 minutes**
- b) **Legislative Report**
- c) **Conference Report**

2) DIRECTOR'S REPORT:

Discussed NPSI. It is a go with 30 people.

3) TREASURER'S REPORT:

Discussed current new layout of treasurer's report

4) UNFINISHED BUSINESS:

- **Citizen Board Member:**
- **Awards Committee/Hall of Fame**
- **Board Goals 2008**

5) NEW BUSINESS:

6) ADJOURNMENT:

No Quorum.

NEXT MEETING: Tuesday, May 20, 2008 in East Hampton. Please contact Ruth Plummer for directions.

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CRPA EXECUTIVE BOARD MEETING

May 20, 2008
East Hampton, CT



IN ATTENDANCE: Anna Park, Cheryl Hancin, Jason Cohen, Ruth Plummer, Debbie Gatto, Elle Noel, John Sisby and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:50 a.m. by John Silsby.

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Jason Cohen made a motion to move the Director's Report and Treasurer's Report to the Action Items and to accept the following items on the consent agenda. Debbie Gatto seconded. All in favor.

- a) **Special Meeting March 2008 minutes**
- b) **Review of Notes from April 2008**
- c) **Legislative Report**
- d) **Conference Report**

2) DIRECTOR'S REPORT:

- a) Discussed Lifeguard College. The forms are now available.
- b) Discussed Quarterly Committee. John and Wendy have stepped down as the chairs for this committee. Discussed the possibility of tapping in to some of the good conference sessions and/or presenters as possible quarterly topics/speakers.

3) TREASURER'S REPORT:

- a) Discussion was held regarding the new layout which identifies projected figures that will change as months go on. At this point, an approximately \$52,000 net income is shown, however, it is too early to rely on this figure as an accurate projection. Consignment Tickets skew the figures at this point, but this will be a good tool in the future for projections as data is compiled.

4) UNFINISHED BUSINESS:

- a) **Citizen Board Member:** Table to next meeting.
- b) **Awards Committee/Hall of Fame:** A discussion was held. Alison Harle has asked John Silsby to speak to the committee about determining a theme template and cost for the awards. Additionally, a location for the Hall of Fame needs to be identified. Several states have the Halls of Fame in parks.
- c) **Board Goals 2008:** A discussion was held. Many of the goals are on track. Some highlights included that the DEP has joined (with their 200 members) as CRPA members. Additionally, the Governor's Council on Physical Fitness recently awarded several Parks and Recreation

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Departments/Individuals/Events with awards that were previously mostly awarded to school personnel in the past. Alison Harle indicated that the one goal that may not be possible to achieve is the goal related to a large scale fundraiser/event with a net \$2,000 profit. The event may be better suited for next spring and should not be a major focus for this year.

5) NEW BUSINESS:

- a) **Meeting Assistant Commissioner of DEP:** Jason Cohen indicated that it would make sense to meet with this new person, but that prior to the meeting, the board decide on specific topics to be addressed. A discussion was held. John Silsby will make the initial contact to set up a meeting with Jason Cohen, Mary Hill, John Silsby and Alison Harle, Executive Director. Key topics to discuss at the meeting will include:
- Integrating other public parks into their state park program, The Great Park Pursuit.
 - Getting active in CRPA by presenting at Conference and cross collaboration on other trainings.
 - Funding and Grant opportunities through the DEP.
- b) **Life Membership for Barbara Kasbarian:** Barbara will be retiring at the end of the month. Debbie Gatto will speak to Barbara about her potential qualifications to meet criteria for Life Membership.

6) ADJOURNMENT:

Ruth Plummer made a motion to adjourn the meeting at 11:15 a.m. Debbie Gatto seconded. All in favor.

NEXT MEETING: Alison Harle will send out an e-mail regarding possible meeting dates for the next meeting.

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CRPA EXECUTIVE BOARD MEETING

July 15, 2008
East Hampton, CT



IN ATTENDANCE: Anna Park, Ruth Plummer, John Silsby, Bill Houle, Paul Norris, Mary Hill, Marc Blanchard and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:59 a.m. by John Silsby.

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Paul Norris made a motion to add the Lifetime Membership for Barbara Kasbarian to Unfinished Business in the Action Items and to accept the following items on the consent agenda. Ruth Plummer seconded. All in favor.

- a) **Special Meeting May 2008 minutes**
- b) **Legislative Report**
- c) **Conference Report**
- d) **Director's Report**
- e) **Treasurer's Report**

2) UNFINISHED BUSINESS:

- a) **Citizen Board Member:** Mary Hill reported that the committee met and the recommendation of the committee is to amend Article IV, Officers, Section 1c of the Connecticut Recreation and Parks Associations By-laws to read "Qualifications for the office of Member-at-Large are a member of the Association in good standing." Paul Norris made a motion to amend the Bylaws and Bill Houle seconded. A ballot for voting on the Bylaw amendment, which will take place at the August 19th meeting in Groton, will be sent via e-mail to the Executive Board. Anyone unable to attend the August 19th meeting can send their ballot via mail.
- b) **Meeting Assistant Commissioner of DEP:** John Silsby reported that at this early date the Assistant Commissioner of the DEP is not ready to meet. He will continue to pursue setting up a meeting with the individuals from DEP that have already been in communication with CRPA.
- c) **Life Membership for Barbara Kasbarian:** Debbie Gatto e-mailed correspondence indicating that Barbara does meet the qualifications for Honorary Life Member as follows:
 - CRPA Executive Board Secretary for 4-5 years
 - CRPA Member at Large for 3-4 years
 - CRPA Annual Conference Silent Auction Chair for 3 years
 - CRPA Annual Conference Live Auction Chair for 2 years
 - CRPA Annual Conference Publicity Chair for 3 years
 - Parks and Recreation Professional for over 33 years

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Ruth Plummer made a motion to award Barbara Kasbarian Honorary Life Membership. Paul Norris seconded. All in favor. Details for presenting her with the honor will be discussed at a later date.

3) ADJOURNMENT:

Paul Norris made a motion to adjourn the meeting at 10:25 a.m. Mary Hill seconded. All in favor.

NEXT MEETING: August 19th at Shennecossett Golf Course in Groton (includes golfing social)

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CRPA EXECUTIVE BOARD MEETING

August 19, 2008
Groton, CT



IN ATTENDANCE: Anna Park, John Silsby, Bill Houle, Paul Norris, Mary Hill, Cheryl Hancin and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 10:06 a.m. by John Silsby.

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Bill Houle made a motion to accept the following items on the consent agenda. Deb Gatto seconded. All in favor.

- a) **Special Meeting July 2008 minutes**
- b) **Legislative Report**
- c) **Conference Report**
- d) **Director's Report**
- e) **Treasurer's Report**

2) UNFINISHED BUSINESS:

- a) **Board Vote on Bylaws Change:** Ballots were sent out July 16, 2008 regarding bylaw amendment. Ballot read as follows:

Paul Norris motioned to amend Article IV, Officers, Section 1c of the Connecticut Recreation and Parks Associations By-laws which reads "Qualifications for the office of Member-at-Large are a member of the Association in good standing and has two (2) years of experience as a full time professional."

Section 1c.: Qualifications for the office of Member-at-Large are a member of the Association in good standing.

Bill Houle seconded.

Mary Hill, Anna Park, Cheryl Hancin, Paul Norris, Bill Houle, John Silsby, Debbie Gatto, Jay Cohen (in absentia – mailed ballot), Ruth Plummer (in absentia – mailed ballot) were in favor. None opposed. Bylaw change passed 9-0. Mary Hill will make the necessary changes to the bylaws and e-mail out to the board.

3) NEW BUSINESS:

- a) **Life Membership for Don MacInnis:** Debbie Gatto received e-mail correspondence from Don indicating that he would like to be considered for Life Membership based on the following criteria:

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- CRPA Executive Board Secretary for 5 years
- CRPA Annual Conference Silent Auction Chair for 2 years
- CRPA Conference Committee for 2 years
- CRPA Legislative Committee for 2 years
- Parks and Recreation Professional for over 30 years

Debbie will clarify with Don if his time as the Silent Auction chair ran concurrently with his time on the conference committee or if it was in addition to. Additionally, as this membership is given “upon retirement”, Debbie will check with Don to see if he is, in fact, retiring.

4) EXECUTIVE SESSION:

Paul Norris made a motion to adjourn into Executive Session at 10:29 a.m. Bill Houle seconded. All in favor.

- Bill Houle made a motion to approve Alison’s evaluation. Cheryl Hancin seconded. Some discussion was held. All in favor.
- Paul Norris will contact the attorney that has been helping with the HB-1 visa process to attend the next meeting to discuss permanent residency status and the options that are available.
- Bill Houle made a motion to adjourn out of executive session at 10:52 a.m. Cheryl Hancin seconded. All in favor.

5) ADJOURNMENT:

Mary Hill made a motion to adjourn the meeting at 10:52 a.m. Debbie Gatto seconded. All in favor.

NEXT MEETING: September 16th at the Riverfront Community Center in Glastonbury. Anna will send out directions.

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CRPA EXECUTIVE BOARD MEETING

September 16, 2008
Hamden, CT



IN ATTENDANCE: Anna Park, John Silsby, Bill Houle, Paul Norris, Mary Hill, Cheryl Hancin, Jason Cohen, Frank Cooper, Debbie Gatto, and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 11:03 a.m. by John Silsby.

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Bill Houle made a motion to accept the following items on the consent agenda. Paul norris seconded. All in favor.

- a) **Special Meeting August 2008 minutes**
- b) **Legislative Report**
- c) **Conference Report**
- d) **Director's Report**

2) TREASURER'S REPORT:

- a) **Budget 09 Proposal:** Alison Harle reported that the budget reflects an increase in agency dues, programs such as Hershey to break even and an increase in conference revenue. Jay Cohen made a motion to approve the 2009 \$415,980.48 balanced budget with matching revenues as presented. Some discussion was held. Anna Park, John Silsby, Bill Houle, Paul Norris, Mary Hill, Cheryl Hancin, Jason Cohen and Debbie Gatto were in favor. Frank Cooper abstained.

3) UNFINISHED BUSINESS:

- a) **Lifetime Membership Don MacInnis:** Debbie Gatto spoke with Don to determine if he was, in fact, retiring. At the time, Don was still applying for jobs and his current status is unknown. Table until we can determine Don's status.

4) NEW BUSINESS:

- a) **Meeting Schedule:** Debbie Gatto initiated a discussion about the meeting schedule. Several issues were discussed:
 - Liasons for committees need to do a better job getting reports and submitting them to the board.
 - Revisit remaining at the same central location for meetings.
 - Take a look at the calendar and the possibility of eliminating meetings that happen during busy times.
 - Look into conference call meetings to decrease the amount of group meetings without having to decrease the total number of meetings held.

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5) RESIGNATIONS AND APPOINTMENTS:

- **Don MacInnis:** Don has submitted his resignation letter to the board, effective August, 2008.

6) EXECUTIVE SESSION:

- a) Mary Hill made a motion to adjourn into Executive Session at 11:40 a.m. Cheryl Hancin seconded. All in favor.
 - Paul Norris will contact the attorney that has been helping with the HB-1 visa process to attend the October 21st meeting in Glastonbury to discuss permanent residency status and the options that are available for Alison Harle.
- b) Mary Hill made a motion to adjourn out of executive session at 11:42 a.m. Debbie Gatto seconded. All in favor.

7) ADJOURNMENT:

Mary Hill made a motion to adjourn the meeting at 11:42 a.m. Debbie Gatto seconded. All in favor.

NEXT MEETING: October 21st at the Riverfront Community Center in Glastonbury. Anna will send out directions.

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”



CRPA EXECUTIVE BOARD MEETING

September 16, 2008
Hamden, CT



IN ATTENDANCE: Anna Park, John Silsby, Bill Houle, Paul Norris, Mary Hill, Cheryl Hancin, Frank Cooper, Debbie Gatto, Ruth Plummer, Marc Blanchard, 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:

Bill Houle made a motion to accept the following items on the consent agenda. March Blanchard seconded. All in favor.

- a) **NERC**
- b) **Awards**
- c) **Conference**
- d) **Youth Sports**
- e) **Legislative**
- f) **American Red Cross**
- g) **Hot Shots**
- h) **Therapeutic Recreation**
- i) **Director's Report**
- j) **Treasurers Report**

2) UNFINISHED BUSINESS:

- a) **Lifetime Membership Don MacInnis:** Debbie Gatto made a motion to give Don MacInnis a CRPA Lifetime Membership. Paul Norris seconded. Some discussion was held. All in favor. Ali and John will extend an invitation to recipients of Lifetime memberships this past year to attend the awards banquet at conference.

4) NEW BUSINESS:

- a) **Executive Board Involvement at Conference:** John discussed several ways that the Executive Board can be involved at conference including as room hosts, volunteering, taking a student to lunch, etc...
- b) **Alison's Work Visa:** Paul Norris re-explained the process for Alison's work visa and subsequent permanent resident status as follows:
 - Alison's H1-B Visa is good until 2011
 - Only the employer can apply for Permanent Residency on Alison's behalf
 - The process can take between 2-3 years
 - The initial step is to create the job description and then test the market by advertising the position. If we do this and no one applies, we can

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continue through the process. If someone does apply that meets the minimum qualifications, we can hire them, re-advertise, or wait until Alison's work visa expires and then recruit to fill the position.

- Minimum qualifications are the minimum we would accept to hire for the position. These cannot be changed and must be relevant to the position. The personnel committee would need to create the minimum qualifications and bring this information back to the Board.
- The obligated amount of money to be paid by CRPA is the \$2,500 processing fees and associated costs to advertise the position (could be \$1,500). The process can cost anywhere up to \$10,000.

Paul Norris made a motion to begin the process for Alison Harle to obtain permanent residency and to cover all cost up to \$7,500. Debbie Gatto seconded. Anna Park, John Silsby, Bill Houle, Paul Norris, Mary Hill, Cheryl Hancin, Frank Cooper, Debbie Gatto, Ruth Plummer and Elle Noel were in favor (10). Marc Blanchard was opposed (1). Motion passed 10-1.

Ruth Plummer made a motion that the finance committee report back to the Executive Board on how to fund this and where the money will come from. Mary Hill seconded. All in favor.

- c) **Membership Software Package:** Paul Norris made a motion that Alison Harle research the purchase of a membership software package for the CRPA office and report back findings at the January meeting to the Executive Board. Ruth Plummer seconded. All in favor.

5) **ADJOURNMENT:**

Mary Hill made a motion to adjourn the meeting at 10:55 a.m. Cheryl Hancin seconded. All in favor.

NEXT MEETING: November 18th in West Hartford. Marc will send out directions.

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”



CRPA EXECUTIVE BOARD MEETING

November 18, 2008
West Hartford, CT



IN ATTENDANCE: Anna Park, John Silsby, Bill Houle, Mary Hill, Frank Cooper, Debbie Gatto, Marc Blanchard, Elle Noel, Jay Cohen and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:38 a.m. by John Silsby.

Invited Guest: Jim Capodiece

Jim presented a Policy and Procedures handout in regards to the Hall of Fame award. Some key points:

required service 10 years CRPA & or 30 years involved in profession

Retired minimum of 2 years

No limit on number of awards given per year(0-?)

Good starting point and Jim further discussed that this policy & procedure can evolve as the Board and the committee looks into the future. Need to adopt and decide how to handle marketing and the make up of committee as well as who has last say in nomination. Further a suggestion was to set website after conference as a way to get word out and to keep topic up front and personal to CRPA members.

Suggestion for awards: plaque and picture to award winner and a plaque in CRPA office with name plates.

Proposed Slate for 2009: Joe Trapasso, George Sanford and Peter Ledger

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

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

a) **Director's Report: moved to Action Items:**

Motion by: Mary Hill / seconded by: Frank Cooper / all in favor

b) **Treasurers Report**

2) **UNFINISHED BUSINESS:**

a) **Executive Board Involvement at Conference:** Anna and Debbie discussed needs and reminded the Board that a schedule would be posted and to review for work details.

1. Copy of Annual meeting Agenda and minutes were handed out for review.

2. Announced that Eric O'Brien would swear in the new Board Members.

3. Review the CRPA in review pamphlet that Mary Hill has put together. Good Job and just a few updates needed and will be ready.

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4. Some discussion on the Awards format at lunch. Mark Blanchard discussed the possibility of moving some of the awards to be handed out at mid-year and just state names at Annual Meeting, if time is a constraint, so that the Lifetime and Hall of Fame and Distinguish Award would be served better. Will look at in the future!
5. Elle will make name tags for the Board.
6. Room Hosting still a need as well as Take a student to lunch.

3) NEW BUSINESS:

- a) **Slate of officers for 2009: was presented, motion to approve: Mary Hill / seconded: Jay Cohen / all in favor**

President:

Mary Hill, CPRP
(term expires 2010)

President Elect:

Paul Norris, CPRP,
(term expires 2010)

Secretary:

Anna Park
(term expires 2010)

Treasurer:

Jason Cohen,
(term expires 2010)

Past President:

John Silsby, CPRP,
(term expires 2010)

Members-at-Large:

Bill Engle, CPRP
(term expires 2011)

Marc Blanchard
(term expires 2009)

Cheryl Hancin
(term expires 2011)

Frank Cooper
(term expires 2009)

Bill Houle, CPRP,
(term expires 2009)

Debbie Gatto
(term expires 2011)

Ruth Plummer, CPRP
(term expires 2010)

Elle Noel
(term expires 2010)

NERC Prof. Rep:

Jerry Lokken
(term expires 2010)

Bill Houle
(term expires 2009)

Open Spot

(Term Expires 2011)

NERC Citizen. Rep:

Carol Cipriano
(term expires 2009)

*Terms end December 31st of year posted

- b) **2009 Executive Board Training: December 18, 2008; 12:00pm – 4:00pm**
to replace the December 16th regular meeting

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- c) **Policy Adoption:** Ali presented new forms to adopted for CRPA, Conflict of Interest, Whistler Blower, and Record Retention. Upon review and discussion motion was made to approve acceptanceby: Jay Cohen and seconded by Mark Blanchard / all in favor

- d) **ED Report:** Ali review and discussed conference numbers. Ali stated that many towns have decreased number of attendee to conference due to budget freezes. So professionals are paying own way and even taking vacation days to attend. Some have used the need to earn CEU's as a bargaining chip. Though Conference committee still feels they will make numbers and possibly exceed.

- 4) **Resignation and Appointments:**
 - a) **Acceptance of Don MacInnis resignation with regret.**
Motion by Mary Hill / seconded by: Jay Cohen / all in favor

- 5) **ADJOURNMENT:**
Motion to adjourn made by Bill Houle and seconded by Elle Noel at 10:40am

NEXT MEETING: December 18, 2008 in Windsor. Paul will send out directions.

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CRPA EXECUTIVE BOARD MEETING

December 18, 2008
Windsor, CT



IN ATTENDANCE: Anna Park, Mary Hill, Debbie Gatto, Marc Blanchard, Ruth Plummer, Cheryl Hancin, Bill Engle, Paul Norris, Elle Noel, Jay Cohen and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 3:15 p.m. by Mary Hill.

1) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Paul Norris made a motion to accept the following items on the consent agenda. Deb Gatto seconded. All in favor.

a) **November Meeting Minutes**

2) DIRECTOR'S REPORT

a) **See New Business**

2) TREASURERS REPORT

a) Jay Cohen reported that he did not have a printed report, but that the overall CRPA budget looked like it would net approximately \$20-\$30,000 in profit at the end of the Fiscal Year.

4) UNFINISHED BUSINESS

a) **Conference Committee Report:** Anna Park reported that overall, the conference went very well. The conference committee met last week to wrap up the event and identify areas that needed improvement for next year. Anna will once again chair the conference. Although not all bills have been paid, the conference is expected to net approximately \$15-\$20,000 in profit.

b) **Scholarship Report:** Ruth Plummer reported that there was more request for scholarships towards the end of the year and that some were split to accommodate the demand. Approximately \$4,000 was made during the Silent Auction to support scholarships for FY2009.

c) **Professional Development Report:** Ruth Plummer reported that things were going well in this area. The only comment was that the information regarding conference was received a bit later than usual.

5) NEW BUSINESS

a) **2009 Executive Board Meeting Schedule:** Mary Hill indicated that the Board would meet on the 3rd Tuesday of the month at 9:30 a.m. in various locations with the exception of February (TBD sometime before vacation); April (during Legislative Day); June (in conjunction with the summer

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quarterly) and would not meet in July and August. A meeting schedule will be sent once finalized.

Paul Norris made a motion to accept the meeting calendar as presented. Jay Cohen seconded. All in favor.

Mary Hill indicated that a bylaw change would need to be made to reduce the number of meetings. Elle Noel, Paul Norris, and Jay Cohen will bring a proposal to the next meeting.

b) LOY Award: Jay Cohen made a motion that the Legislator of the Year Award be separate from the Public Service Award and be chosen by the Legislative Committee. Some discussion was held. Jay Cohen, Cheryl Hancin, Bill Engle, Paul Norris and Elle Noel were all in favor (5). Anna Park, Ruth Plummer and Marc Blanchard were all opposed (3). Deb Gatto abstained (1). The measure passed five (5) to three (3).

c) Policy Adoption:

Paul Norris made a motion to adopt all policies indicated below. Some discussion was held. Ruth Plummer seconded. All in favor.

- **Audit and Audit Committee:** Alison Harle reported that the audit committee could consist of a Past President not currently on the Board and 2 CRPA Members not currently on the Board.
- **Meeting Minutes**
- **Public Records**
- **Compensation**

c) Membership Software Package: Alison Harle presented information, pricing and policies for the purchase of a membership software package for the CRPA office from netFORUM/Avecetra Team. The membership package would cost approximately \$3,000 per license for a 24 month period and Alison indicated 2 licenses would be needed. This includes waiver of the \$1,500 data transfer fee. The money or required to be paid up front.

Additionally, Payflow Pro would need to be purchased in order to sync with the CRPA accounting system that uses Quick Books. The fee for this service would be a \$249 set-up fee and a monthly fee of \$59.95 for up to 1,000 monthly transactions.

Jay Cohen made a motion to approve Alison's recommendation with a cap of \$7,000 and to transfer the funds from the appropriate line item. Paul Norris seconded. Some discussion was held. All in favor.

5) ADJOURNMENT:

Paul Norris made a motion to adjourn the meeting at 4:09 p.m. March Blanchard seconded. All in favor.

NEXT MEETING: January 20th at Groton City. Mary will send out directions.

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