



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

# CRPA EXECUTIVE BOARD MEETING

February 21, 2012



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

**IN ATTENDANCE:** Marc Blanchard, Bob Ceccolini, Frank Cooper, Elle Noel, Sharon Glasson, Paul Norris, Alex Palluzzi, Anna Park, Bill Engle, Chris Rusack, and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 9:41 a.m. by Paul Norris
2. **MEMBER COMMENTS:** None
3. **APPROVAL OF MINUTES:** Frank Cooper made a motion to accept the minutes from the January, 2012 Executive Board Meeting. Sharon Glasson seconded. All in favor. Motion Passes 10-0.
4. **TREASURERS REPORT:** Bob will meet with Valerie after the meeting to discuss financials.
5. **DIRECTORS REPORT:**
  - (a) AFO needs 3-5 more full course participants in order to run.
  - (b) Entertainment Showcase will be in New London this year. There will be an additional financial burden since the facility is not as conducive for this type of event as East Hartford. Sound will cost more and drayage will also be needed to split the stage. Volunteers are needed to assist with the event.
  - (c) Hot Shots will be in Stratford, CT on 3/25/12.
  - (d) Hershey statewide meet is 6/23/12. The coordinator of the program is in need of some volunteers.
  - (e) Valerie will be meeting with representatives to discuss consignment tickets sales and signing contracts for those that exist already.
  - (f) Marshall Collins is looking for guidance on the IPM bill being presented. CRPA has taken a position in the past. The board discussed support of the bill as it currently exists.
  - (g) Valerie is researching options for copier replacement to replace and/or repair the copier that was damaged.

## II. COMMUNICATIONS FROM BOARD MEMBERS: None

## III. COMMITTEE REPORTS:

1. **CONFERENCE:** Chris Rusack indicated that the conference committee has been meeting and things are well under way. Vendor registration fees have been proposed at a \$50 decrease from last year's pricing. The committee has met with NEPA and CPA to bring in professional speakers for a parks track. Chris Rusack made a motion that the vendor booth fees be waived for these groups. Marc Blanchard seconded. Some discussion was held. All in favor. Motion passes 10-0. Chris would also like to revisit the speaker policy to review registration fees for those that speak at the conference as well as vendors that would like to speak at the conference that currently are required to purchase a vendor booth to do so. Additionally, a discussion was held regarding the CEU process for sessions put on by outside groups such as CPA and NEPA and how CRPA can assist with CEU approval for these groups.

## IV. OLD BUSINESS

1. **UPDATE ON QUICKBOOKS ONLINE:** Everyone should have received an e-mail invitation for quickbooks online.
2. **ASSOCIATION INSURANCE:** The Executive Board had a conference call with Jennifer McEwen-Glover, an insurance agent from People's United Insurance Agency that works with "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"

many non-profits, to discuss presented proposals from Travelers and Monitor for Director's and Officers Insurance. Chris Rusack made a motion to move forward with the Director's and Officers Insurance Option #2 through Travelers with crime added. Alex Paluzzi seconded. All in favor. Motion Passes 10-0.

3. **ENTERTAINMENT SHOWCASE:** Discussion recorded under Director's Report.
4. **HOTSHOTS:** Discussion recorded under Director's Report.
5. **HERSHEY TRACK:** Discussion recorded under Director's Report.

**V. NEW BUSINESS**

1. **MEET AND GREET EVENTS:** Discussed possible ideas for a meet and greet to introduce Valerie to the general membership.

**VI. RESIGNATIONS & APPOINTMENTS:** None

**VII. EXECUTIVE SESSION:**

1. **EXECUTIVE SESSION:** Paul Norris made a motion to go into Executive Session at 11:31 a.m. Sharon Glasson seconded. All in favor. Marc Blanchard made a motion to come out of Executive session at 12:05 p.m. Alex Paluzzi seconded. All in favor.
2. **MOTION:** Sharon Glasson made a motion to give Amy Wilcox a \$1.50 retroactive increase since she began working in November, 2011. Bob Ceccolini seconded. Frank Cooper, Bill Engle, Elle Noel, Sharon Glasson, Chris Rusack, Paul Norris and Bob Ceccolini were in favor. Anna Park, Alex Paluzzi, and Marc Blanchard were opposed. Motion passes 7-3.

**VIII. ADJOURNMENT**

1. Paul Norris made a motion to adjourn the meeting at 12:10 p.m. Anna Park seconded. All in favor.

**NEXT MEETING:** March 20, 2012 at 9:30 a.m. in Rocky Hill

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CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

# CRPA EXECUTIVE BOARD MEETING

March 20, 2012



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

**IN ATTENDANCE:** Marc Blanchard, Bob Ceccolini, Mary Hill, Sharon Glasson, Cheryl Hancin, Alex Palluzzi, Anna Park, Bill Engle, Chris Rusack, Kristine Vincent and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 9:35 a.m. by Alex Plauzzi
2. **MEMBER COMMENTS:** None
3. **APPROVAL OF MINUTES:** Bob Ceccolini made a motion to accept the minutes from the February, 2012 Executive Board Meeting. Bill Engle seconded. All in favor. Motion Passes 10-0.
4. **TREASURERS REPORT:** Marc Blanchard made a motion to accept the treasurers report. Mary Hill seconded. Discussion was held regarding reworking the set-up of the budget within Quickbooks to create more detailed P&L reports. Additionally discussed the need to have a budgetary breakdown of the larger line items. All in favor. Motion passes 10-0.
5. **DIRECTORS REPORT:**
  - (a) Briefly discussed AFO, O&D Insurance, April Webinar, Hot Shots, Spring Quarterly, CPSI (Formerly NPSI), consignment tickets, camp college and Hershey track and field.
  - (b) Entertainment Showcase in New London went well. The event was profitable even with the additional costs for changing locations.
  - (c) Valerie presented options for copier replacement/purchase/lease for the copier that was damaged. The Board encouraged Valerie to go ahead and purchase the copier.

## II. COMMUNICATIONS FROM BOARD MEMBERS: None

## III. COMMITTEE REPORTS:

1. **CONFERENCE:** Chris Rusack indicated that the conference committee has continued to meet and things are moving along nicely. Chris Rusack made a motion that the conference committee propose to Oglebay to provide speakers for the conference in exchange for a vendor booth. Sharon Glasson seconded. Some discussion was held. All in favor. Motion passes 10-0.
2. **LEGISLATIVE:**
  - Valerie indicated that CRPA submitted testimony in support of DEEP's efforts with the pesticide legislation.
  - Valerie indicated that no bill came out regarding shared facility use.
  - The minimum wage bill is still on the table. Valerie indicated that there will be something that comes out on this but that it will look different than what was initially proposed.
  - Wendy Rubin presented information about the Coalition against Childhood Obesity. She has been involved in this coalition through her role as the Director in Coventry. The group has 5 legislative platforms. The legislative committee thinks that it's important that CRPA be involved in this coalition. Wendy Rubin made a motion that CRPA join the Coalition against Childhood Obesity with Cheryl Hancin as the representative. Bill Engle seconded. Some discussion was held regarding data collection and after-school programs already being run by local departments. All in favor. Motion passes 10-0. Wendy will plan to submit sessions for conference in line with this topic.

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**IV. OLD BUSINESS:** See Directors Report

**V. NEW BUSINESS**

- 1. CRPA OFFICE LEASE:** The CRPA office lease is up at the end of March. Valerie has been told that the office lease will now be month to month.
- 2. PRORAGIS:** Valerie is looking to potentially have a quarterly to discuss this. She will see if she can get someone from NRPA to fully explain it.

**VI. RESIGNATIONS & APPOINTMENTS:** None

**VII. EXECUTIVE SESSION:** None

**VIII. ADJOURNMENT**

- 1.** Marc Blanchard made a motion to adjourn the meeting at 11:15 a.m. Bob Ceccolini seconded. All in favor.

**NEXT MEETING:** April 17, 2012 at 9:30 a.m. in Rocky Hill



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# CRPA EXECUTIVE BOARD MEETING

April 17, 2012



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

**IN ATTENDANCE:** Marc Blanchard, Bob Ceccolini, Frank Cooper, Elle Noel, Mary Hill, Sharon Glasson, Alex Palluzzi, Anna Park, Bill Engle, Chris Rusack, Kristine Vincent and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 9:37 a.m. by Mary Hill
2. **MEMBER COMMENTS:** None
3. **APPROVAL OF MINUTES:** Sharon Glasson made a motion to accept the minutes from the March, 2012 Executive Board Meeting. Bill Engle seconded. All in favor. Motion Passes 11-0.
4. **TREASURERS REPORT:**
  - **Financials:** Bob Ceccolini made a motion to move the \$4,500 in BOA checking to the Webster checking account and the BOA Savings into the Meryl Lynch investment account. Frank Cooper seconded. All in favor. Motion passes 11-0. Valerie provided a check details with the financial reporting this month. Bob Ceccolini suggested Board members go to the QuickBooks online site and navigate around and come back to the next meeting with any questions.
  - **Budget:** Valerie indicated she made some changes to the budget including a moratorium on travel and also updated the line items to reflect the 2 free quarterlies. The book keeper also did a clean-up of the budget. Valerie is also working with the health insurance company to try to get reimbursement for inactive months of insurance coverage. Thus far, she has been able to recoup \$900.
  - **Chart of Accounts:** Valerie indicated that the accountant recommend that we do not change the chart of accounts for 2004-2012 that have already been entered, but rather freeze and save them and start again. Marc Blanchard made a motion that CRPA redo their chart of accounts beginning with the 2012 revised budget. Bob Ceccolini seconded. All in favor. Motion passes 11-0. Valerie will work with the accountant to set things up.
5. **DIRECTORS REPORT:**
  - O&D Insurance is all set as is the copier.
  - Valerie has begun to research options for a new office location.
  - Jason Cohen cannot find the back end page for the CRPA Career page. Valerie will create a page where she can add .pdf's of any jobs that people send to her.
  - Hot Shots went well and Stratford was a great host. Valerie is hopeful they will host again next year.
  - April webinar lost a small amount of money but went well.
  - Spring Quarterly is coming up. The 50 free registrations were sold out after 12 hours of marketing the program.
  - CPSI currently has 26 full registrants. Approximately 7 more people are needed to make the budget. The program has been promoted.
  - Brownstone Park will be hosting the summer quarterly on June 5<sup>th</sup>. Valerie is still working on the schedule.
  - South Windsor will be hosting Camp College on June 9<sup>th</sup>.
  - The State Hershey meet will be held on June 23<sup>rd</sup> at Willowbrook Park. The coordinator could use some assistance with staffing.

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- Conference planning is going well. The vendor packet is almost set and other committees are working hard. Keynote has been secured.
- The office has updated the listserv and deleted any inactive members. They have also updated the ACT database and merged data to avoid duplication.
- Consignment ticket contracts have been signed. Valerie is still working out logistics with the CT Science Center.
- The legislative committee has had a couple of conference calls and also met in person to discuss several topics including background checks, IPM, minimum wage and shared facilities. CRPA has also written and submitted testimony for several bills.

**II. COMMUNICATIONS FROM BOARD MEMBERS:** None

**III. COMMITTEE REPORTS:** See Directors Report

**IV. OLD BUSINESS:** See Directors Report

**V. NEW BUSINESS:** None

**VI. RESIGNATIONS & APPOINTMENTS:** None

**VII. EXECUTIVE SESSION:** None

**VIII. ADJOURNMENT**

1. Bob Ceccolini made a motion to adjourn the meeting at 10:45 a.m. Bill Engle seconded. All in favor.

**NEXT MEETING:** May 15, 2012 at 9:30 a.m. in Rocky Hill

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CONNECTICUT RECREATION  
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# CRPA EXECUTIVE BOARD MEETING

May 14, 2012



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

**IN ATTENDANCE:** Marc Blanchard, Bob Ceccolini, Bill Engle, Sharon Glasson, Cheryl Hancin, Mary Hill, Elle Noel (10:00 a.m.), Paul Norris, Alex Palluzzi, Anna Park, Chris Rusack, Kristine Vincent and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 9:40 a.m. by Paul Norris
2. **MEMBER COMMENTS:** None
3. **APPROVAL OF MINUTES:** Marc Blanchard made a motion to accept the minutes with spelling correction from the April, 2012 Executive Board Meeting. Sharon Glasson seconded. All in favor. Motion Passes 11-0.
4. **TREASURERS REPORT:**
  - **Financials:** Bob Ceccolini made a motion to move the \$109,997.55 in the Black Rock Multi Core Bond Portfolio to Municipal Bonds. Paul Norris seconded. All in favor. Motion passes 11-0.
  - **Budget:** Check detail and Budget vs. Actuals were presented.
5. **DIRECTORS REPORT:**
  - Valerie and Amy have organized office files and converted the external hard drive to networks.
  - Valerie met with Ed Schwartz, the owner and founder of Innovative CEU's. They provide youth coaching workshops and want to partner with CRPA. Valerie will speak with him again to discuss some sort of mutual agreement.
  - Valerie has visited several units in Farmington, Rocky Hill, Wethersfield, Newington and a few others. Most have been over CRPA's price range and Valerie will continue to look.
  - The Spring Quarterly went well. 68 registered and 5 no shows. Event profit was \$421.03.
  - CPSI had 30 full registrants. Projected profit is \$6,963.10
  - The Fairfield Country Spring meeting will be held on May 17<sup>th</sup> from 10-1.
  - The Summer Quarterly will be June 5<sup>th</sup> at Brownstone Park. There are currently 6 registrants.
  - Camp College will be held on June 9<sup>th</sup> in South Windsor. There are currently 5 registrants.
  - The Hershey State meet is June 23<sup>rd</sup> at Willowbrook Park. CRPA has sold \$625.16 worth of ribbons.
  - Conference planning is going well. The vendor packet has been streamlined and set. There are currently 4 vendor registrations.
  - January-June renewal notices for membership have been sent.
  - Consignment ticket orders have been filled and mailed.
  - The legislative committee has a wrap up conference call on May 17<sup>th</sup> at 2:00 p.m.

II. **COMMUNICATIONS FROM BOARD MEMBERS:** None

III. **COMMITTEE REPORTS:** See Directors Report

IV. **OLD BUSINESS:** See Directors Report

V. **NEW BUSINESS:** None

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**VI. RESIGNATIONS & APPOINTMENTS:** None

**VII. EXECUTIVE SESSION:** Mary Hill made a motion to go into Executive session at 10:17 a.m. Bob Ceccolini seconded. All in favor (12-0). Cheryl Hancin made a motion to adjourn from Executive session at 10:56 a.m. Paul Norris seconded. All in favor (12-0)

**VIII. ADJOURNMENT**

1. Mary Hill made a motion to adjourn the meeting at 10:56 a.m. Bob Ceccolini seconded. All in favor (12-0)

**NEXT MEETING:** June 19, 2012 at 9:30 a.m. in Rocky Hill

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CONNECTICUT RECREATION  
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# CRPA EXECUTIVE BOARD MEETING

June 19, 2012



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

**IN ATTENDANCE:** Marc Blanchard, Bob Ceccolini, Frank Cooper (10:15), Bill Engle, Cheryl Hancin, Mary Hill, Alex Palluzzi, Anna Park, Chris Rusack and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 9:52 a.m. by Alex Paluzzi
2. **MEMBER COMMENTS:** None
3. **APPROVAL OF MINUTES:** Mary Hill made a motion to accept the minutes from the May, 2012 Executive Board Meeting. Bill Engle seconded. All in favor. Motion Passes 8-0.
4. **APPROVAL OF TREASURERS REPORT:**
  - **Financials:** Reviewed Financials at a Glance, Budget Actuals and Check Detail. Valerie will include Memo/Description in Check Detail for next meeting. Marc Blanchard made a motion to approve the treasurers report. Mary Hill seconded. All in favor. Motion passes 9-0.
5. **EXECUTIVE DIRECTORS REPORT:**
  - Valerie met with Kim Ratz, a motivational speaker interested in being the Keynote speaker for the 2013 conference. Valerie also met with the owner of Empower and secured a \$4,000 conference sponsorship package and booth purchase.
  - The Fairfield County Spring meeting took place at Ridgefield Parks and Recreation on May 17<sup>th</sup>. There were 22 attendees. Big Daddy's sponsored breakfast.
  - The Summer Quarterly was held on June 5<sup>th</sup> at Brownstone. 33 people attended. Profit was \$563.40. Branford is potentially interested in hosting the 2013 summer quarterly with the possible inclusion of a cruise around the Thimble Islands.
  - Camp college was held on June 9<sup>th</sup> in South Windsor. 234 people registered and 204 attended. Projected revenue is \$2,127.47. South Windsor has indicated that a committee should be formed to coordinate camp college and have it rotate throughout the state.
  - The Hershey State meet is June 23<sup>rd</sup> at Willowbrook Park. CRPA has sold \$752.90 worth of ribbons. A new committee chair and new members are needed for 2013.
  - Lifeguard Olympics will be held June 29<sup>th</sup> in South Windsor. There are currently no registrations.
  - Conference planning is going well. The vendor packet has been streamlined and set. There are currently 13 vendor registrations, 7 sponsorships and 3 advertisers. Presentations are being finalized by the committee.
  - January-July renewal notices for membership have been sent.
  - Consignment ticket orders have been filled and mailed.

## II. ACTION ITEMS:

1. **OFFICE SEARCH:** Valerie has found a potential space for the new office. The space at 135 Day Street in Newington offers 950 square feet, 4 offices, one large common area, a private bathroom and free use of the 1st floor conference room. The building is owner occupied on the 1<sup>st</sup> floor. The owner has agreed to a 5 year rate lock at \$750/month. Mary Hill made a motion that we proceed forward with the lease at 135 Day Street in Newington. Bob Ceccolini seconded. Some discussion was held. All in favor. Motion passes 9-0.

## III. COMMITTEE REPORTS: See Directors Report

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- 1. BYLAWS COMMITTEE:** Mary Hill reported that the bylaws committee met and found several areas within the bylaws that need to be reviewed. Additionally, there have been changes made over the years that may affect compliance with the 501(C)(3) status. Chris Rusack made a motion that we grant the bylaws committee \$660 to have attorneys from Reid and Riege, PC review the bylaws. Cheryl Hancin seconded. All in favor. Motion passes 9-0.

**IV. OLD BUSINESS:** See Directors Report

**V. NEW BUSINESS:**

- 1. R. PETER LEDGER YOUNG PROFESSIONAL AWARD:** Chris Rusack has requested that the funds received from the R. Peter Ledger Young Professional Award that he received in 2011 be extended through 2014 so that he may attend the National Conference that year. The award currently allows 18 months in which to spend the funds. Bob Ceccolini made a motion that the funds from the 2011 R. Peter Ledger Award be extended through the 2014 National Conference. Cheryl Hancin seconded. Some discussion was held. The motion was tabled to the next meeting after Chris has some time to do additional research.

**VI. RESIGNATIONS & APPOINTMENTS:** None

**VII. EXECUTIVE SESSION:** Mary Hill made a motion to go into Executive session at 11:05 a.m. Bob Ceccolini seconded. All in favor (9-0). Mary Hill made a motion to adjourn from Executive session at 11:26 a.m. Marc Blanchard seconded. All in favor (9-0)

**VIII. ADJOURNMENT**

- 1.** Mary Hill made a motion to adjourn the meeting at 11:26 a.m. Bill Engle seconded. All in favor (9-0).

**NEXT MEETING:** July 17, 2012 at 9:30 a.m. in Rocky Hill

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CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

# CRPA EXECUTIVE BOARD MEETING

July 17, 2012



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

**IN ATTENDANCE:** Marc Blanchard, Bob Ceccolini, Bill Engle, Sharon Glasson, Elle Noel (9:48 a.m.), Paul Norris, Anna Park, Chris Rusack, Kristine Vincent and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 9:42 a.m. by Paul Norris
2. **MEMBER COMMENTS:** None
3. **APPROVAL OF MINUTES:** Bill Engle made a motion to accept the minutes from the June, 2012 Executive Board Meeting with a change under "Executive Session" that the adjournment was at 11:26 and not 12:26. Sharon Glasson seconded. All in favor. Motion Passes 8-0.
4. **APPROVAL OF TREASURERS REPORT:**
  - **Financials:** Reviewed Financials at a Glance, Budget Actuals and Check Detail. There is a projected deficit of \$4,481.00. Valerie is hoping to make up some of this with conference, quarterlies, etc...
5. **EXECUTIVE DIRECTORS REPORT:**
  - **Office Move:** The new lease has been signed and notarized. Changes to the lease include a reduction in the fire insurance requirement from \$300,000 to \$100,000, and annual cap on the quarterly CAM charges of \$1,500/year, added free use of the conference room and cleaning of carpet and changing of ceiling tiles prior to move in. Konover has been notified and e-blasts will be sent to the membership and to select vendors. Bob Ceccolini and Alex Paluzzi plus some of their staff will assist with the move.
  - Lifeguard Olympics is being held on July 29<sup>th</sup> in South Windsor. There are currently 5 team registrations from 3 Towns (Rocky Hill, South Windsor and Redding).
  - Rockledge Golf Club in West Hartford will be hosting the CRPA Golf Tournament on Thursday, September 20<sup>th</sup>. A committee of 7 volunteers has been secured. A flyer will be going out soon.
  - Fall Quarterly speaker will be Kathy Gips, NE ADA Center. The quarterly will be held on October 2, 2012. Valerie is still looking for a location, possibly Advanced SportsPlex in Middletown or Windsor Recreation Center. The quarterly will be free to the first 50 that register. Mark made a motion that only the first 3 from each department that register will qualify for the first 50 free. Bob Ceccolini seconded. All in favor. Motion passes 9-0.
  - There are currently 20 vendor registrations for the conference.
  - January-July renewal notices have been sent.
  - Consignment ticket orders have been filled, mailed and delivered.

## II. ACTION ITEMS:

1. **LIFETIME MEMBERSHIP:** Sharon Glasson made a motion that a Lifetime Membership and plaque be awarded to Barbara Zakrewski upon her retirement. Bob Ceccolini seconded. All in favor. Motion passes 9-0.

## III. COMMITTEE REPORTS: See Directors Report

## IV. OLD BUSINESS: See Directors Report

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**V. NEW BUSINESS:**

**VI. RESIGNATIONS & APPOINTMENTS:** None

**VII. EXECUTIVE SESSION:**

**VIII. ADJOURNMENT**

1. Marc Blanchard made a motion to adjourn the meeting at 10:38 a.m. Kristine Vincent seconded. All in favor. Motion passes 9-0.

**NEXT MEETING:** August 21, 2012 at 9:30 a.m. in Newington.



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

# CRPA EXECUTIVE BOARD MEETING

September 18, 2012



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

**IN ATTENDANCE:** Marc Blanchard, Bob Ceccolini, Frank Cooper, Bill Engle, Sharon Glasson, Cheryl Hancin, Mary Hill, Elle Noel, Paul Norris (9:51), Alex Palluzzi, Anna Park, Chris Rusack, Kristine Vincent and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 9:45 a.m. by Alex Palluzzi
- **MEMBER COMMENTS:** None
- **APPROVAL OF MINUTES:** Marc Blanchard made a motion to accept the minutes from the July, 2012 Executive Board Meeting with a change under “Fall Quarterly” that Marc be spelled with a “c” and not a “k”. Bob Ceccolini seconded. Marc Blanchard, Bob Ceccolini, Frank Cooper, Bill Engle, Sharon Glasson, Cheryl Hancin, Elle Noel, Anna Park, Chris Rusack, and Kristine Vincent in favor. Mary Hill and Alex Palluzzi abstain. Motion Passes 10-2.
- **APPROVAL OF TREASURERS REPORT:**
- **Financials:** Reviewed Financials at a Glance and Budget Actuals. Valerie indicated we were down a little in consignment tickets but the science center consignment tickets helped to bring this number up. Mary Hill made a motion to approve the Treasurers report. Bill Engle seconded. All in favor. Motion passes 13-0.
- **EXECUTIVE DIRECTORS REPORT:**
  - **Office Move:** Branford, Cheshire and Big Daddy’s assisted with the move. The office was unpacked and organized within 3 days. The actual amount spent on the move was \$603.10.
  - **Membership Update:** January-November renewals have been sent.
  - **Lifeguard Olympics:** The 2012 Lifeguard Olympics were canceled due to weather. Trophies were purchased and will be saved for next year.
  - **Golf Tournament:** There are 54 golfers registered, 19 tee signs sold, \$450 in other sponsorships sold and \$50 in raffle tickets sold. The event is currently \$642 below the projected profit.
  - **Fall Quarterly:** 57 currently registered, 7 paying to attend. The current projected loss is \$915.
  - **Executive Board Nominations:** The nomination form was revamped and e-mailed to people in August. Positions up for election are Nerc Reps, Secretary, Treasurer, President Elect and 3 Members at Large.
  - **Consignment Tickets:** Total estimated profit on consignment tickets is \$16,054.75
  - **2013 Program Updates:** CPSI is scheduled for May 7-9, 2013 in Woodbury. Stratford is interested in hosting Hotshots again. Entertainment Showcase was looking for a new venue and Kristine indicated that East Hartford would be willing to host. Hershey needs a new chair. Camp College is looking for a new location and committee members. Valerie will find out when other areas are offering AFO to determine if it makes sense to skip to 2014.
  - **Legislative Committee:** The committee will meet September 27<sup>th</sup> to set a legislative agenda for 2013.
  - **Bylaw Committee Update:** The committee will meet on September 27<sup>th</sup> to make changes recommended by the attorney.

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**II. ACTION ITEMS:** None

**III. COMMITTEE REPORTS:**

- **Legislative Committee:** See Director's Report
- **Bylaw Committee:** See Director's Report
- **Conference Committee**
  - The Keynote will be Travis Roy. There will be a parks track on Monday offered by CPA and on Tuesday by NEPA. CEU's have been approved and all but 3 contracts have been received. Brochures were mailed to all delegates as well as e-blasts and PTA's, PTO's and Athletic Directors have been invited to attend the vendor hall. There are 50 vendors registered with a goal of 70. The main social is sponsored by Empower from 5-7:30 with a cash bar featuring entertainment by Kick, the Past President acknowledgment and a live auction at 6:15 p.m. The Late night social will be held at the Dubliner and sponsored by Tom Irwin. Ray Foley will play guitar and there will also be a DJ. E-mails have been sent to students and the general membership asking for volunteers. The call for nominations was sent out via e-mail. Awards luncheon will be held on Tuesday.

**IV. OLD BUSINESS:** See Directors Report

**V. NEW BUSINESS:** None

**VI. RESIGNATIONS & APPOINTMENTS:** None

**VII. EXECUTIVE SESSION:**

- **Executive Session:** Bob Ceccolini made a motion to go into Executive Session at 10:49 a.m. Mary Hill seconded. All in favor. Motion passes 13-0. Mary Hill made a motion to come out of Executive Session at 11:05 a.m. Cheryl Hancin seconded. All in favor. Motion passes 13-0.
- **Motion:** Marc Blanchard made a motion to offer Valerie Stolfi-Collins the permanent Executive Director position effective immediately. Mary Hill seconded. Some discussion was held. All in favor. Motion passes 13-0. Paul Norris was asked to speak with Valerie regarding the offer and subsequently inform the membership if the offer was accepted.

**VIII. ADJOURNMENT**

- Marc Blanchard made a motion to adjourn the meeting at 11:09 a.m. Sharon Glasson seconded. All in favor. Motion passes 13-0.

**NEXT MEETING:** October 16, 2012 at 9:30 a.m. in Newington.

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# CRPA ANNUAL BUSINESS MEETING

November 19, 2012

Mohegan Sun Conference Center, Uncasville, CT



**IN ATTENDANCE:** Executive Board (Chris Rusack, Cheryl Hancin, Mary Hill, Anna Park, Marc Blanchard, Paul Norris, Bill Engle, Sharon Glasson, Frank Cooper, Elle Noel, Alex Palluzzi, Bob Ceccolini, and Kristine Vincent), General Membership, and Valerie Stolfi-Collins, Executive Director

**ROLL CALL:** Meeting called to order at 1:02 p.m. by Paul Norris.

**1) ACKNOWLEDGEMENT OF COMMITTEE CHAIRS:**

- 2012 CRPA Conference Committee Chairs were acknowledged.

**2) APPROVAL OF MINUTES OF 2011 ANNUAL MEETING:**

- Roger Moss made a motion to accept the 2011 Annual Meeting Minutes. Deb Anderson seconded. All in favor.

**3) INSTALLATION OF NEW OFFICERS**

- Newly elected officers and current officers were installed.

**4) TREASURER'S REPORT**

- Financials at a Glance, FY12 P&L Statements and Income and Expense by Category were available at each table.

**5) STANDING COMMITTEES REPORT**

- Association Updates were available at each table.
- CRPA office move was discussed.
- Paul Norris acknowledged the work of the legislative committee and lobbyist Marshall Collins.
- By-Law Committee works and changes were highlighted.
- Paul Norris informed the General Membership that Valerie Stolfi-Collins was offered and accepted the permanent CRPA Executive Direction position.

**6) OLD BUSINESS**

- No old business.

**7) NEW BUSINESS**

- No new business.

**8) CORRESPONDENCE**

- No correspondence.

**ADJOURNMENT:** Mary Hill made a motion to adjourn the Annual Meeting at 1:18 p.m. Claudia Collins seconded. All in favor.

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CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

# CRPA EXECUTIVE BOARD MEETING

October 16, 2012



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

**IN ATTENDANCE:** Marc Blanchard, Bob Ceccolini, Bill Engle, Sharon Glasson, Cheryl Hancin, Mary Hill, Paul Norris, Alex Palluzzi (10:10), Anna Park, Chris Rusack, and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 9:45 a.m. by Paul Norris
- **MEMBER COMMENTS:** None
- **APPROVAL OF MINUTES:** Bill Engle made a motion to accept the minutes from the September 2012 Executive Board Meeting. Sharon Glasson seconded. All in favor 9-0.
- **APPROVAL OF TREASURERS REPORT:**
- **Financials:** Reviewed Financials at a Glance, Budget Actuals and Check Detail. Mary Hill made a motion to approve the Treasurers report. Sharon Glasson seconded. All in favor 9-0.
- **EXECUTIVE DIRECTORS REPORT:**
  - **Membership Update:** January-November renewals have been sent.
  - **Golf Tournament:** There were 64 golfers total, 22 tee signs sold, \$450 in other sponsorships sold, \$185 Mulligan sales and \$1,030 in raffle tickets sold. The event profited \$2,969.
  - **Fall Quarterly:** 69 registered with 20 paying to attend. The net loss was \$449.67.
  - **Executive Board Nominations:** Ballots were mailed 10/10/12 and were due back to the CRPA office by 10/31/12 at 4:00 p.m. Winning candidates will be installed at the CRPA annual meeting on November 19, 2012 at Mohegan Sun.
  - **Conference 2012:** Currently there are 68 booths sold and 64 companies. \$15,696 in sponsorships has been collected. \$1,975 has been sold in ad sales. The current delegate total is 163 (31 Monday only, 4 Tuesday only, 79 two day and 49 supersaver). There were 27 award nominations. TR & Youth Leadership categories received no nominations.
  - **Consignment Tickets:** Total estimated profit on consignment tickets is \$16,175.25
  - **2013 Program Updates:** Winter Quarterly topic and location are still pending. Entertainment Showcase will be hosted in East Hartford on February 21, 2013 (snow date of February 28, 2013). Hotshots State Competition will be held in Stratford once again with a date still to be determined. The committee is looking for members. CPSI will be May 7-8, 2013 in Woodbury. Camp College is still in need of a committee chair and location host. Matt Scofield from New Britain has volunteered to chair the Hershey Committee.

## II. ACTION ITEMS:

- **Legislative Committee Report:**
  - **Approval of Legislative Agenda:** The Board reviewed the CRPA 2013 Legislative Agenda Draft. The draft focused on 6 main areas including pesticide management, preservation of funding (Rails to Trails, LWCF, LOCIP and the Federal Surface Transportation Act), background checks, limitations on municipal liability for the recreational use of land, shared facility agreements and early childhood programs. Bob Ceccolini made a motion to accept the legislative agenda draft with the addition a 7<sup>th</sup> main area related to obesity and support of healthy lifestyles. Alex Paluzzi seconded. Some discussion was held. CRPA was also invited to join the CT School Grounds Management Coalition that consists of member agencies such as CPA, CASC, School AD's and others). Marc Blanchard made a motion that CRPA be

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represented on the CT School Grounds Management Coalition. Mary Hill seconded. All in favor 10-0.

- **Approval of Marshall R. Collins & Associates Government Relations Contract:** Bill Engle made a motion to sign the contract to retain Marshall R. Collins & Associates as the CRPA Lobbyist. Bob Ceccolini seconded. Some discussion was held. All in favor 10-0.
- **Bylaw Committee Report:**
  - **Approval of Bylaw Changes:** Mary Hill, Ray Favreau, Dave Putnam and Wendy Rubin formed the committee that reviewed the CRPA Bylaws along with Reid and Riege, P.C. (a law firm hired to review the Bylaws for compliance with the Connecticut Revised Non-stock Act and/or relevant Federal tax-exempt law). The presented document included several changes crafted to improve consistency and clarity in the language selected. Sharon Glasson made a motion that “Article V – Officers Section 2: Qualifications” be changed to state “Nominees of the offices of the President and President-Elect shall be a member of the Association in good standing with at least five (5) years of experience as full-time professionals and four (4) years of service on the board”. Mary Hill seconded. Some discussion was held. Sharon Glasson, Anna Park, Bill Engle, Paul Norris and Mary Hill in favor. Cheryl Hancin and Chris Rusack opposed. Alex Paluzzi and Marc Blanchard abstained. Motion passes 5-2-2. Marc Blanchard made a motion to approve the CRPA Bylaws. Bill Engle seconded. Sharon Glasson, Anna Park, Bill Engle, Paul Norris, Mary Hill, Bob Ceccolini, Chris Rusack and Marc Blanchard in favor. Cheryl Hancin opposed. Alex Paluzzi abstained. Motion passes 8-1-1.

### III. COMMITTEE REPORTS:

- **Conference Committee**
  - Chris Rusack reported that the committee has been working diligently to finalize things for the conference. Everything is going well and Board members have been asked to assist with hosting sessions and volunteering in other area on the day of the conference.

### IV. OLD BUSINESS:

- **Chris Rusack Scholarship Request:** Chris Rusack sent correspondence to Valerie Stolfi-Collins requesting a check be sent to NEPA for \$700 to cover conference registration for the 2013 and 2014 Fall NEPA conferences. Additionally, Chris requested the remaining \$300 on a Visa gift card to be used for future trainings TBD. Cheryl Hancin made a motion to approve Chris’ request. Sharon Glasson seconded. Some discussion was held. Chris Rusack, Anna Park, Bill Engle, Bob Ceccolini and Cheryl Hancin in favor. Mary Hill, Marc Blanchard and Paul Norris opposed. Alex Paluzzi and Sharon Glasson abstained. Motion passes 5-3-2.

V. **NEW BUSINESS:** None

VI. **RESIGNATIONS & APPOINTMENTS:** None

VII. **EXECUTIVE SESSION:**

VIII. **ADJOURNMENT**

- Mary Hill made a motion to adjourn the meeting at 12:07 p.m. Cheryl Hancin seconded. All in favor 10-0.

**NEXT MEETING:** November 19 at 12:30 a.m. in Uncasville @ Mohegan Sun (Annual Meeting)

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CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

# CRPA EXECUTIVE BOARD MEETING

December 18, 2012



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

**IN ATTENDANCE:** Marc Blanchard, Bill Engle, Sharon Glasson, Cheryl Hancin, Mary Hill, Elle Noel (until 11:11 a.m.), Paul Norris, Alex Palluzzi, Anna Park, Chris Rusack, Kristine Vincent and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 9:40 a.m. by Paul Norris
- **MEMBER COMMENTS:**
  - Chris Rusack mentioned that Barbara Zakrewski did not know that Lifetime Membership did not specifically include CRPA Conference registration. Paul Norris indicated he had spoken with Barbara and she was all set.
  - Chris Rusack suggested that CRPA do something for Newtown in light of the tragedy, such as a field day. Some discussion was held centering around a donation to the Newtown Parks fund. Chris will reach out to the Director in Newtown after the holidays to see what type of support would be best. Additionally, Valerie will reach out to Frank Cooper in the neighboring Town of Monroe to see if CRPA can assist with anything in that area.
- **APPROVAL OF MINUTES:** Sharon Glasson made a motion to accept the minutes from the October 2012 Executive Board Meeting with an amendment to the minutes under section IV “Old Business”, the first bulleted item “Chris Rusack Scholarship Request” that Chris Rusack abstain from the motion. The amended minutes should read: “**Chris Rusack Scholarship Request:** Chris Rusack sent correspondence to Valerie Stolfi-Collins requesting a check be sent to NEPA for \$700 to cover conference registration for the 2013 and 2014 Fall NEPA conferences. Additionally, Chris requested the remaining \$300 on a Visa gift card to be used for future trainings TBD. Cheryl Hancin made a motion to approve Chris’ request. Sharon Glasson seconded. Some discussion was held. Anna Park, Bill Engle, Bob Ceccolini and Cheryl Hancin in favor. Mary Hill, Marc Blanchard and Paul Norris opposed. Alex Paluzzi, Sharon Glasson and Chris Rusack abstained. Motion passes 4-3-3.” Bill Engle seconded. All in favor 11-0.
- **APPROVAL OF TREASURERS REPORT:**
  - **Financials:** Reviewed Financials at a Glance, Budget Actuals and Check Detail. The current year to date budget reflects a net income of \$36,216.50. Valerie indicated there are still some bills remaining to be paid. Marc Blanchard made a motion to approve the Treasurers report. Alex Paluzzi seconded. All in favor 11-0.
- **EXECUTIVE DIRECTORS REPORT:**
  - **Membership Update:** January, 2012-January, 2013 renewals have been sent.
  - **Conference 2012:** There were 73 booths sold and 69 companies. \$14,851 in sponsorships were collected. \$2,850 were sold in ad sales. The delegate total was 205 (43 Monday only, 12 Tuesday only, 100 two day, 50 supersaver, 32 awards lunch only and 2 social only). There were 27 award nominations. TR & Youth Leadership categories received no nominations. The revenue was \$125,505.50 and estimated expenses (with 1 bill remaining to be paid) were \$72,508.09. Estimated net income is \$52,997.41 (with 1 bill remaining to be paid).
  - **2013 Events:**
    - Leadership Breakfast to be held in January will potentially be in Rocky Hill. Chuck Ramondo from New England Recreation Group has agreed to provide up to \$500 in sponsorship for the event.
    - Winter Quarterly will be held on February 6, 2013 in Wethersfield.

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- Entertainment Showcase will be held in East Hartford on 2/21/13 with a snow date of 2/28/13. The small stage is sold out. The large stage has 2 spots left. \$1,325 has been sold in ads. Only one table top has been sold.
- Hot Shots Statewide Competition will be held in Stratford on either 3/24/13 or 4/7/13. Looking for committee members to help at the event.
- CPSI will take place in Woodbury May 7-9, 2013.
- **Executive Director Meetings:**
  - Valerie attended the Safe Grounds Coalition meeting with Legislative Chair and Lobbyist on 12/10/12. Valerie also attended the CPA Holiday Party on 12/12/12.

## II. ACTION ITEMS:

- **CRPA and CPA:**
  - Mary Hill made a motion that CRPA create an ad-hoc committee for Parks which can act as a liason to the Board. Marc Blanchard seconded. All in favor. Motion passes 12-0.
  - CRPA met with CPA to discuss cooperative arrangements for some events/services. The groups agreed to host one joint quarterly, have a CPA liason attend CRPA Board Meetings, have CPA provide 2 sessions at the CRPA 2013 Conference and cross market events and information via each organizations list serve.
- **2013 Proposed Budget:**
  - Valerie presented and explained the CRPA 2013 Budget Overview and 2013 Proposed Budget. The 2013 Proposed Budget reflects a \$13,750 decrease in revenue as compared to 2012 actuals. This is attributed to \$4,600 less in program revenue, \$10,750 less in conference revenue, \$1,500 less in consignment ticket revenue and \$3,100 more in dues due to a proposed dues increase. The Proposed Budget reflects a \$15,500 increase in expenses compared to 2012 actuals (a decrease in the proposed 2012 expenses of \$9,000). This is attributed to \$5,170 in cost savings (\$1,800 less in program expenses, \$1,200 less in consignment ticket expenses, \$1,670 less in bookkeeping and legal expenses, and \$500 less in health insurance expenses from the former ED) and \$20,645 in additional expenses (\$4,600 in conference expenses, \$1,650 in general office and credit card fees, \$235 in dues to professional organizations, \$360 in Constant Contact E-Mail marketing, \$6,100 in travel expenses to the NRPA Forum and Congress conferences, \$500 in biannual ethics filing fees, \$4,500 in additional rent for office move, CAM Charges and 2 months paid in 2011 for 2012 rent, \$550 in scholarship expense due to non-use of funds in 2012, \$1,150 in travel and meeting expenses, and \$1,000 in miscellaneous minor expenses). Mary Hill made a motion that the 2013 Proposed Budget be accepted as presented. Cheryl Hancin seconded. Bill Engle, Sharon Glasson, Cheryl Hancin, Mary Hill, Paul Norris, Alex Palluzzi, Anna Park, Chris Rusack and Kristine Vincent in favor. Marc Blanchard opposed. Motion passes 9-1.

## III. COMMITTEE REPORTS:

- **Conference Committee:**
  - Chris Rusack thanked everyone for their involvement in conference and reiterated some items from the ED report.

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- **Legislative Committee:**
  - Valerie indicated that there would be some aquatics legislation coming up in 2013 and that it will be important to get the aquatics section to work in tandem with those working on the proposed legislation. Additionally, Valerie attended the Safe Grounds Coalition meeting with the Legislative Chair and Lobbyist on 12/10/12.
- **Aquatics Section:**
  - The new chairs of the Aquatics Section are now Joshua Medeiros from Bristol and Jaime Krajewski of South Windsor. The group met recently in Norwich to discuss a potential state-wide aquatics manual and other aquatics related topics.

**IV. OLD BUSINESS:** None

**V. NEW BUSINESS:** None

**VI. RESIGNATIONS & APPOINTMENTS:** None

**VII. EXECUTIVE SESSION:**

- Mary Hill made a motion to go into Executive Session at 11:26 a.m. Marc Blanchard seconded. All in favor 10-0. Mary Hill made a motion to come out of Executive session at 11:49 a.m. Bill Engle seconded. All in favor 10-0.

**VIII. ADJOURNMENT**

- Mary Hill made a motion to adjourn the meeting at 11:53 a.m. Bill Engle seconded. All in favor 10-0.

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