



## CRPA EXECUTIVE BOARD MEETING

February 15<sup>th</sup> 2011  
Conference Call



**IN ATTENDANCE:** Debbie Gatto, Mary Hill, Bill Engle, Sharon Glasson, Marc Blanchard, Paul Norris, Frank Cooper, Kristine Vincente, Cheryl Hancin, Elle Noel, Bob Ceccolini, Anna Park, Bill Engle and Alison Harle, Executive Director

**ROLL CALL:** Meeting called to order at 9:35 a.m. by Paul Norris

**4) COMMUNICATIONS AND INVITED GUESTS:**

- a) Bob Ceccolini, Alex Palluzzi, and Kristine Vincent (all in-coming board members) were in attendance.

**4) MEMBER COMMENTS** (3 minutes limit per speaker): None

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

Marc Blanchard made a motion to approve the December minutes. Sharon Glasson seconded. All in favor.

**4) DIRECTORS REPORT**

- No Discussion

**4) TREASURERS REPORT**

- Report was distributed ahead and some discussion was held.
- Sean Morrissey discussed investments  
Sean Morrissey  
1-877-353-6489  
Fa.ml.com/fcm.group
- Bonds are okay but are volatile because there are problems with investment rate. It is important to diversify the market. – Virtus is a growth fund but conservative. Investments in these funds will complement our bond piece.
- Tabled voting on fund till next meeting and move to unfinished business

**4) COMMUNICATIONS FROM BOARD MEMBERS:**

- Paul mentioned that the Executive Extension paperwork was being prepared to be filed, as the Lawyer needed further information.

**4) ACCEPTANCE OF COMMITTEE REPORTS:** None

**4) UNFINISHED BUSINESS**

- 2011 Strategic Plan Development (Paul Norris)
  - The committee will meet in March

**4) NEW BUSINESS**

“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”

- Committee Liaison Assignments (Paul Norris)
  - E-mail will be sent out to board members. Please reply back to Paul.
- Website Redesign proposal (Alison Harle)
  - Alison sent out a proposal of need to fund new Website Redesign with 3 company bids. Vote to approve Website Redesign Debbie Gatto made the motion to fund the website redesign from the capitol improvements budget d Cheryl Hancin second the motion: All in Favor

**4) RESIGNATIONS AND APPOINTMENTS: None**

**4) EXECUTIVE SESSION: None**

**4) ADJOURNMENT**

- Bob Ceccolini made a motion to adjourn the meeting at 10:40 a.m. Debbie Gatto seconded. All in favor.

**NEXT MEETING:** March 15<sup>th</sup> at the CRPA Office in Rocky Hill

“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 19th 2011  
Conference Call



**IN ATTENDANCE:** Debbie Gatto, Mary Hill, Sharon Glasson, Paul Norris, Kristine Vincente, Elle Noel, Bob Ceccolini, Alex Palluzzi, and Alison Harle, Executive Director

**1. ROLL CALL:** Meeting called to order at 9:35 a.m. by Paul Norris

**2. COMMUNICATIONS AND INVITED GUESTS:**

**3. MEMBER COMMENTS** (3 minutes limit per speaker): None

**4. ACCEPTANCE OF MEETING MINUTES:**

Mary Hill made a motion to accept the meeting minutes from the February board meeting, Bob Ceccolini seconded. All in favor.

**5. DIRECTORS REPORT**

- Quick review
- Brief discussion about CT Urban Forest Council

**6. TREASURERS REPORT**

- Discussion and presentation of RFP for audit of CRPA financials. With a timelines of May 13<sup>th</sup>
- Motion made by Bob Ceccolini to proceed with the RFP process. Alex Paluzi seconded. All in favor.

**7. COMMUNICATIONS FROM BOARD MEMBERS:**

- a) Paul mentioned that the Executive Extension paperwork filed, and official paperwork was being sent with a favorable outcome for granting of the extension.

**8. ACCEPTANCE OF COMMITTEE REPORTS:** None

**9. UNFINISHED BUSINESS**

- a) 2011 Strategic Plan Development (Paul Norris)
- Paul thanked the committee for the new “thrusts” and indicated another meeting will be needed to identify how to gain member input on these items and thrusts to identify priorities for CRPA.
  - Investments of excess funds from 2010 was reviewed and discussion of CRPA’s current financial policy. Finance committee tasked with making a motion at May board meeting for the movement of funds.

**10. NEW BUSINESS**

“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”

- Discussion of the legislative committee and CRPA’s policy on gathering input and deciding what legislative issues will be pursued, backed, supported or not by the association. Alex Palluzzi suggested that a fair representation of both sides of the issue be given to the membership and in regards specifically to pesticide legislation that someone like Jerry Silbert be there to represent the organics pieces. Bob Ceccolini stressed the importance of open communication on the issues, and that transparency be given from the legislative committee on what is supported, to avoid propagation of any one person’s personal agenda. A recommendation that the legislative committee come up with procedures on how best to get input from the membership, and approval from the executive board on legislative issues.
- Mary Hill notified the board of John Silby’s retirement from the profession and the town of Groton, CT. A discussion was held of the qualifications of the lifetime membership. John Silsby qualified. Alex Palluzzi made a motion to grant John Silsby Lifetime membership to CRPA. Bob Ceccolini seconded. All in favor.

**11. RESIGNATIONS AND APPOINTMENTS: None**

**12. EXECUTIVE SESSION: None**

**13. ADJOURNMENT**

- a) Bob Ceccolini made a motion to adjourn the meeting at 10:08 a.m. Alex Palluzzi seconded. All in favor.

**NEXT MEETING:** May 17<sup>th</sup> at the CRPA Office in Rocky Hill

“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

May 17, 2011 – Rocky Hill



**IN ATTENDANCE:** Marc Blanchard, Bob Ceccolini, Frank Cooper, Bill Engle, Sharon Glasson, Cheryl Hancin, Mary Hill, Paul Norris, Alex Palluzzi, Anna Park, Kristine Vincent and Alison Harle, Executive Director

1. **ROLL CALL:** Meeting called to order at 9:32 a.m. by Paul Norris
2. **MEMBER COMMENTS** (3 minutes limit per speaker): None
3. **ACCEPTANCE OF PREVIOUS MINUTES:**  
Bob Ceccolini made a motion to accept the meeting minutes from the April board meeting, Mary Hill seconded. All in favor.
4. **DIRECTORS REPORT**
  - Quick review
  - Brief discussion about CRPA website. Alison would like comments/feedback on the site by 5/31.
5. **TREASURERS REPORT**
  - Quick Review
  - Discussed Audit - Only 1 response received to date. Will extend the deadline and send it out to a new group of potential vendors in addition to reminding those companies that have already received it.
  - Investments: Bill Engle made a motion to transfer \$15,000 in excess 2010 funds to the Virtus Fund. Frank Cooper seconded. All in favor.
6. **COMMUNICATIONS FROM BOARD MEMBERS:**
  - None
7. **ACCEPTANCE OF COMMITTEE REPORTS:**
  - Frank Discussed CRPA Golf Tournament to be held on 9/20 at Rockledge Golf Club. Formal notification about the tournament will be sent out in July, but they will be looking for Towns to be Tee Sponsors (\$25/tee).
  - Bill discussed conference. Vendor packet is online and assistance soliciting both speakers and sponsors is needed.
8. **UNFINISHED BUSINESS**
  - 2011 Strategic Plan Development
    - a. Alison has developed a survey based on information compiled during the previous strategic planning meeting. A link to the

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survey has been sent to the board. Send thoughts, ideas, comments, etc...to Alison by the end of the week.

## **9. NEW BUSINESS**

- Legislative Priorities/Procedure:
  - a. Jay Cohen has resigned as the chair of the legislative committee. Alison Harle has been in contact with a legislative committee member who may have an interest in taking the chair position.
  - b. Alison Harle met with Marshall Collins, CRPA Lobbyist, to discuss some concerns about how things were previously handled, lack of reporting, what has been done, priorities, lack of response etc...
  - c. Discussion was held on opening up to the idea of investigating other potential options for a lobbyist prior to Marshall's contract expiring at the end of 2011.
- Committee Appointments:
  - a. Sean Mullen has stepped down as the chair of Hot Shots – looking for a new chair.
  - b. Matt Scofield is taking over the responsibilities of Hershey Chair for Maggie Winarski for the remainder of the year.

## **10. RESIGNATIONS AND APPOINTMENTS:**

- None

## **11. EXECUTIVE SESSION:**

- None

## **12. ADJOURNMENT**

- Bob Ceccolini made a motion to adjourn the meeting at 10:46 a.m. Marc Blanchard seconded. All in favor.

**NEXT MEETING:** May 17<sup>th</sup> at the CRPA Office in Rocky Hill

“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

August 17, 2011 – Conference Call



**ON CALL:** Marc Blanchard, Frank Cooper, Bill Engle, Sharon Glasson, Mary Hill, Paul Norris, Alex Palluzzi, Anna Park, Kristine Vincent, Elle Noel, Deb Gatto, and Alison Harle, Executive Director

**1. ROLL CALL:** Meeting called to order at 11:36 a.m. by Paul Norris

**2. MEMBER COMMENTS** (3 minutes limit per speaker): None

**3. ACCEPTANCE OF PREVIOUS MINUTES:**

**4. DIRECTORS REPORT**

- Quick review of Strategic Plan
- Brief discussion about CRPA website.

**5. TREASURERS REPORT**

- Discussed Audit – We have never had one done. Beneficial because they can also make comments on policies and procedures but only go back 1 year. Cost from the 1 respondent was \$5,000 and the Board questioned if this is a reasonable number? Paul indicated that he spoke with some companies that do audits but did not get an idea on cost. Bob Ceccolini and Frank Cooper will investigate audit costs etc... further and determine the appropriate time to conduct one.

**6. COMMUNICATIONS FROM BOARD MEMBERS:**

- None

**7. ACCEPTANCE OF COMMITTEE REPORTS:**

- None

**8. UNFINISHED BUSINESS**

- Executive Director Position – Discussion was held on the proposals submitted by Alison Harle via e-mail in regards to the Executive Director position. The Board discussed the need to work out the details including tax liability, legal implications, and office supervision. Frank Cooper, Bill Engle and Deb Gatto agreed to provide the committee with a report and recommendations at the next meeting.

**9. ADJOURNMENT**

- Bill Engle made a motion to adjourn the meeting at 12:18 p.m. Marc Blanchard seconded. All in favor.

**NEXT MEETING:** September 27<sup>th</sup> at the CRPA Office in Rocky Hill at 9:30 a.m.

“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 27, 2011



**IN ATTENDANCE:** Marc Blanchard, Frank Cooper, Bill Engle, Sharon Glasson, Mary Hill, Paul Norris, Alex Palluzzi, Anna Park, Kristine Vincent, Elle Noel, Deb Gatto, Cheryl Hancin, Bob Ceccolini, and Alison Harle, Executive Director

1. **ROLL CALL:** Meeting called to order at 9:40 a.m. by Paul Norris
2. **MEMBER COMMENTS** (3 minutes limit per speaker): None
3. **ACCEPTANCE OF PREVIOUS MINUTES:**
  - Paul Norris made a motion to accept the minutes from the August, 2011 Conference Call. Frank Cooper seconded. All in favor.
4. **DIRECTORS REPORT**
  - Alison Harle discussed membership drive, consignment ticket sales, strategic plan, SCORP, and Golf Tournament.
  - Paul Norris indicated the new CRPA web site looks great and Board members are encouraged to take a look at the new site.
5. **TREASURERS REPORT**
  - **Audit Review:** Frank Cooper has been in contact with several accounting firms. The one he spoke with did not provide pricing information but did indicate that for small organizations (half a million dollars or less) approximate cost for paperwork alone is \$2,000-\$3,000 dollars and many want multi-year contracts. He is going to investigate further. Additionally, Paul Norris spoke with Peter Shea and he indicated that there is a company that specializes in audits for small non-profit organizations. He has also sent out 5 copies of the RFP and has fielded some questions from the companies that have received them.
6. **COMMUNICATIONS FROM BOARD MEMBERS:**
  - John Silsby sent a thank you note to the Board for attending his roast and for the lifetime membership to CRPA.
  - Margee Charette sent a note of thanks regarding the Lifeguard Competition.
7. **ACCEPTANCE OF COMMITTEE REPORTS:**
  - **Annual Conference:** Discussed sponsorship, exhibitors, silent auction, live auction and awards.
8. **NEW BUSINESS**

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- **NRPA Congress:** Paul Norris indicated the budget for the President to attend the NRPA Congress is \$800. He is requesting \$1,200 to cover expenses including registration, hotel and airfare. Alex Palluzzi made a motion to increase the amount provided for the President to attend Congress to \$1,200 this year. Bob Ceccolini seconded. Some discussion was held. All in favor.

## 9. RESIGNATIONS & APPOINTMENTS

- A reminder was made to reach out to colleagues to run for the Board.

## 10. EXECUTIVE SESSION

- **Executive Session:** Anna Park made a motion to go into Executive Session at 10:23 a.m. Paul Norris seconded. Some discussion was held. All in favor. Cheryl Hancin made a motion to come out of Executive session at 11:45 a.m. Frank Cooper seconded. All in favor.

## 11. UNFINISHED BUSINESS

- **Executive Director Position:** Cheryl Hancin made a motion to reexamine CRPA hiring practices to include alternative options. Deb Gatto seconded. Some discussion was held. Frank Cooper, Bill Engle, Sharon Glasson, Alex Palluzzi, Anna Park, Kristine Vincent, Deb Gatto, Cheryl Hancin and Bob Ceccolini were in favor. Marc Blanchard, Paul Norris, and Elle Noel were opposed. Motion passes 9-3. Cheryl Hancin made a motion for the Executive Board to develop and negotiate a contract with Alison Harle to be the Executive Director of CRPA. Deb Gatto seconded. Frank Cooper, Bill Engle, Alex Palluzzi, Anna Park, Kristine Vincent, Deb Gatto, Cheryl Hancin and Bob Ceccolini were in favor. Marc Blanchard, Paul Norris, Sharon Glasson and Elle Noel were opposed. Motion passes 8-4. Paul Norris made a motion that the Personnel committee, in conjunction with Board members Frank Cooper and Deb Gatto, begin conversation on developing a contract with Alison Harle. Deb Gatto seconded. All in favor.

## 12. ADJOURNMENT

- Frank Cooper made a motion to adjourn the meeting at 12:05 p.m. Marc Blanchard seconded. All in favor.

## NEXT M

**MEETING:** October 18<sup>th</sup> at the CRPA Office in Rocky Hill at 9:30 a.m.

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# CRPA EXECUTIVE BOARD MEETING

October 18, 2011

Town of Newington Council Auditorium



**IN ATTENDANCE:** Marc Blanchard, Frank Cooper, Bill Engle, Sharon Glasson, Mary Hill, Paul Norris, Alex Palluzzi, Anna Park, Kristine Vincent, Deb Gatto, Cheryl Hancin, Bob Ceccolini, Maggie Winiarski, Bill DeMaio, Erik Barbieri, Ellen Clow, Cindy Fisher, Chris Rusack, Robin Collins, Anita Pizzutiello, Elizabeth Mayne, Sandy Petela, Bruce Dinnie, Jim Capodiece, Scott Brown, Bruce Till, Paul Merritt, Robyne Brennan, Liz Gambacorta, Mark Zebora, Glen Marston, Wendy Rubin, Wendy LaMontagne, Barbara Zakrewski, Mary Keller, Alison Alberghini, Ray Favreau, and Alison Harle, Executive Director

## 1. ROLL CALL

- Meeting called to order at 10:08 a.m. by Paul Norris

## 2. MEMBER COMMENTS

The following members provided comment and/or asked questions:

- Bruce Till
- Bill DeMaoi
- Wendy LaMontagne
- Mary Keller
- Cindy Fisher
- Ben Morse
- Robin Collins
- Wendy Rubin
- Mark Zebora
- Ellen Clow
- Ryan Kane
- Eric Barbieri
- Ray Favreau
- Chris Rusack
- Robyne Brennan
- Glen Marston
- Jim Capodiece

## 3. ACCEPTANCE OF PREVIOUS MINUTES

- Marc Blanchard made a motion to accept the September meeting minutes with the amendment that the minutes reflect that Mary Hill left the meeting prior to the Executive Board vote. Mary Hill seconded. All in favor.

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#### **4. REPORTS OF APPOINTED AND STANDING COMMITTEES**

- **Annual Conference:** Bill Engle reported the conference planning was pretty well complete. Registration is currently ahead of budget with the exception of sponsorships which is down.

#### **5. TREASURERS REPORT**

- **Financials:** Financials were reviewed and fund balance was discussed. Board discussed requiring a second signature for check signing and also adding Bob Ceccolini, Paul Norris and Alex Paluzzi as authorized signers.

#### **6. DIRECTORS REPORT**

- Alison Harle indicated she will e-mail the Directors Report to the Board. She had a meeting with Marshall Collins to discuss items for 2012 for the legislative committee including being reactive and responding to bills, being proactive, regionalized legislative days and IPM.

#### **7. NEW BUSINESS**

- **Election Ballots:** Ballots have been mailed.
- **Posting Minutes and Agendas:** Minutes and Agendas have not been posted on the website. Alison will post all minutes on the website and indicate that they are unapproved.

#### **8. RESIGNATIONS & APPOINTMENTS**

#### **9. EXECUTIVE SESSION**

- **Executive Session:** Sharon Glasson made a motion to go into Executive Session at 12:49 p.m. Cheryl Hancin seconded. Some discussion was held with Alison Harle present in Executive session. At 1:31 p.m. Alison was asked to step out of the meeting until Executive session was completed. Some additional discussion was held. Cheryl Hancin made a motion to come out of Executive session at 2:21 p.m. Sharon Glasson seconded. All in favor.

#### **10. UNFINISHED BUSINESS**

- **Executive Director Position:** Mary Hill made a motion that CRPA contract with Alison Harle's company from 11/4/11-12/31/11 to continue as the Executive Direction of CRPA at her current salary with the option to extend the contract on a month to month basis at the discretion of the Executive Board. Marc Blanchard, Frank Cooper, Bill Engle, Sharon Glasson, Alex Palluzzi, Anna Park, Kristine Vincent, Deb Gatto, Cheryl Hancin and Bob Ceccolini were in favor. Mary Hill and Paul Norris were opposed. Motion passed 10-2.

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Alison Harle was asked to return to the meeting and Paul Norris presented the Board vote information to her. Additionally, Paul indicated that the Board would be recruiting for an interim Executive Director to begin in January, 2012 for one year. After the completion of one year, the position would be posted again so that anyone could apply. The administrative assistant position was also discussed and Paul asked Alison to contact a temp agency and/or some retired professionals in the field to provide assistance in that area for the time being.

## **11. ADJOURNMENT**

- Mary Hill made a motion to adjourn the meeting at 2:05 p.m. Cheryl Hancin seconded. All in favor.

**NEXT MEETING:** November 15<sup>th</sup> at the CRPA Office in Rocky Hill at 9:30 a.m.

“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**  
**Minutes**  
**November 15<sup>th</sup> in Rocky Hill**



**In Attendance:** Debbie Gatto, Cheryl Hancin, Mary Hill, Anna Park, Marc Blanchard, Paul Norris, Bill Engle, Sharon Glasson, Frank Cooper, Alex Palluzzi, Bob Ceccolini, Kristine Vincent and Alison Harle, Executive Director via phone.

**Roll Call:** Meeting called to order at 9:37 a.m. by Paul Norris.

**1. Member Comments (3 minutes limit per speaker)**

**2. Acceptance of Previous Minutes**

- a. Mary Hill made a motion to accept the October minutes. Bill Engle seconded. All in favor.

**3. Directors Report**

- a. Amy is working in the office and will be assisting at conference. The Board is encouraged to go say hello.
- b. The website jobs page needs to be updated. Alison will talk to Jay about a proposal and potential barter for services/membership.

**4. Treasures Report**

- a. New P&L report is a bit shorter and easier to read. Displays totals only.
- b. Investment proposal was reviewed. Some of the money has returned and is sitting in investments. Frank Cooper made a motion to accept the proposal presented by the investment firm. Bill Engle seconded. All in favor.
- c. Check signing was discussed. Alex Paluzzi, Paul Norris and Bob Ceccolini will all be added as authorized signers.
- d. Budget will be presented for a vote at the next board meeting. Paul Norris expressed an interest in having the general membership vote on the budget.
- e. Audit was discussed. At the previous meeting, Wendy Rubin indicated they had done an audit for CRPA during her term as Executive Director. Paul spoke with the company that performed that audit and they suggested NOT doing an audit but rather creating a financial handbook with cash handling policies and best practices. They indicated they could provide assistance with this.

**5. Communications from Board Members**

- a. Alex Paluzzi discussed the Awards committee. Currently, they meet one time per year but he would like to see the committee be more active.
- b. Paul Norris indicated that several people have indicated an interest in involvement in various committees. Paul will correspond with these individuals to get them involved. A discussion was also held about getting more involvement state-wide and having volunteer for committee forms available at the conference.

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## **6. Acceptance of Committee Reports**

- a. Bill Engle gave a report regarding the Annual Conference. There are still many little things to be done but things are progressing nicely. Bill also asked the Board if they were comfortable with returning to Mohegan for the 2012 Annual Conference. A discussion was held on cost reduction since it seems some of the membership may not see the cost reductions and the reasons why Mohegan is the most cost effective alternative. Frank Cooper indicated a possible joining of forces with CPA since they don't have a conference. Mary Hill indicated that in 8 years the conference has increased by only \$100 and is now 2 days and more sessions are offered. Marc Blanchard indicated that an option would be to offer quarterlies at a loss or at a very inexpensive price as an option for those that may not be able to afford the conference.

## **7. Unfinished Business**

### **8. New Business**

- a. Mary Hill made a motion to approve the new 2012 slate of officers as e-mailed with spelling corrections to Sharon Glasson's name (one r) and Bob Ceccolini's name (no h). Alex Paluzzi seconded. All in favor. A thank you to Deb Gatto was expressed by the Board for her time and service.

## **9. Resignations and Appointments**

## **10. Executive Session**

### **11. Adjournment**

- a. Paul Norris made a motion to adjourn the meeting at 10:37 a.m. Mary Hill seconded. All in favor.

Next Meeting: December 20<sup>th</sup> (CRPA)

“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 ANNUAL BUSINESS MEETING

November 22, 2011

Mohegan Sun Conference Center, Uncasville, CT



**IN ATTENDANCE:** Executive Board (Debbie Gatto, 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 Alison Harle, Executive Director

**ROLL CALL:** Meeting called to order at 12:31 p.m. by Paul Norris.

**1) APPROVAL OF MINUTES OF 2010 ANNUAL MEETING:**

Roger Moss made a motion to accept the 2010 Annual Meeting Minutes. Patty Tomascak seconded. All in favor.

**2) ACKNOWLEDGEMENT OF COMMITTEE CHAIRS:**

- 2010 CRPA Conference Committee Chairs were acknowledged.

**3) TREASURER'S REPORT**

- Paul Norris reviewed the Financials at a Glance

**4) INSTALLATION OF NEW OFFICERS**

- Paul Norris installed newly elected officer Chris Rusack.

**5) STANDING COMMITTEES REPORT**

**6) OLD BUSINESS**

- No old business.

**7) NEW BUSINESS**

- No new business.

**8) CORRESPONDENCE**

- No correspondence.

**ADJOURNMENT:** Roger Moss made a motion to adjourn the Annual Meeting at 12:54 p.m. Robynne Brennan. All in favor.

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CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

# CRPA EXECUTIVE BOARD MEETING

December 20, 2011



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

**IN ATTENDANCE:** Marc Blanchard, Elle Noel, Sharon Glasson, Mary Hill, Paul Norris, Alex Palluzzi, Anna Park, Elle Noel, Deb Gatto (via conference call), Cheryl Hancin, Bob Ceccolini, and Alison Harle (via conference call), Executive Director

**1. ROLL CALL:** Meeting called to order at 9:39 a.m. by Paul Norris

- **Invited Guests:** Chris Rusack (Incoming Board Member 2012)

**2. MEMBER COMMENTS** (3 minutes limit per speaker): None

**3. ACCEPTANCE OF PREVIOUS MINUTES:**

- Mary Hill made a motion to accept the minutes from the November, 2011 Executive Board Meeting and the 2011 Annual Meeting held in November. Marc Blanchard seconded. All in favor.

**4. DIRECTORS REPORT**

- Alison Harle discussed CRPA web site. Links have been fixed and she is working on the 2012 calendar page. Speaker handouts and presentations will be posted on the site in the beginning of January.
- Entertainment Showcase is still looking for a host. Currently, Pratt and Whitney and a facility in Greenwich are potential options.
- Josh from Bristol has indicated an interest in being a quarterly co-chair. One more co-chair for this committee is still needed and an announcement will be made at the quarterly coming up in January.
- March Blanchard discussed that he would like to see a more detailed breakdown of monthly expenses within the budget. Alison Harle indicated it would be possible to provide a check register each month. A discussion was held on including this information within the best practices and policy and procedures for the office manual.

**5. TREASURERS REPORT**

- **Budget 2012:** Bob Ceccolini made a motion to accept the 2012 proposed budget of \$408,720. Sharon Glasson seconded. Some discussion was held. Marc Blanchard, Elle Noel, Sharon Glasson, Mary Hill, Alex Palluzzi, Anna Park, Elle Noel, Deb Gatto, Cheryl Hancin and Bob Ceccolini were in favor. Paul Norris was opposed. Motion passes 10-1.
- A discussion was held on the possibility of creating a special revenue fund for consignment tickets since this is where the bulk of the budget increases exists.
- **Bank Signatures:** Alex Paluzzi will be completing the required paperwork to authorize him as a check signer.

**6. COMMUNICATIONS FROM BOARD MEMBERS:**

- Alex Paluzzi inquired as to why Paul Norris was opposed to the budget. Paul indicated that he personally felt the budget was over-inflated and that travel for the Executive Director should be removed since there will be a temporary person in the position.

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- Marc Blanchard proposed that CRPA offer free quarterlies in spring and fall in 2012 to the first 50 people to register. Bob Ceccolini seconded. Some discussion was held. All in favor. Motion passes.

## **7. ACCEPTANCE OF COMMITTEE REPORTS:**

- **Annual Conference:**

## **8. NEW BUSINESS**

- **Committee Chairs 2012:** Paul Norris indicated there were some committees that still need chairs. A review needs to be completed on how chairs are appointed/assigned as there may be a conflict with the Bylaws and the policy and procedure manual in this regard.
- **2012 Board Meetings Tentative Schedule:** Paul Norris made a motion to approve the 2012 Board Meeting schedule as presented. Deb Gatto seconded. All in favor.

## **9. RESIGNATIONS & APPOINTMENTS**

- None

## **10. EXECUTIVE SESSION**

- **Executive Session:** Paul Norris made a motion to go into Executive Session at 10:39 a.m. Alex Paluzzi seconded. Some discussion was held. All in favor. Marc Blanchard made a motion to come out of Executive session at 10:59 a.m. Bob Ceccolini seconded. All in favor.

## **11. UNFINISHED BUSINESS**

- **Executive Director Position:** The position was advertised in the Hartford Courant, Career Builder, CT Association of Non-Profits website and in the CRPA office. At present, approximately 50 applications have been received. The position posting closes on 12/31. After this time, Paul will screen initial applications and then a search committee will continue with the process. Paul Norris made a motion that the search committee consist of the personnel committee and 2 other members. Deb Gatto seconded. All in favor.
- **AHA Contract Extension:** Paul Norris made a motion to extend the contract with AHA through January, 31, 2012. Marc Blanchard seconded. All in favor.

## **12. ADJOURNMENT**

- Bob Ceccolini made a motion to adjourn the meeting at 11:02 a.m. Deb Gatto seconded. All in favor.

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

“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

## AMENDED

December 20, 2011



**IN ATTENDANCE:** Marc Blanchard, Elle Noel, Sharon Glasson, Mary Hill, Paul Norris, Alex Palluzzi, Anna Park, Deb Gatto (via conference call), Cheryl Hancin, Bob Ceccolini, and Alison Harle (via conference call), Executive Director

1. **ROLL CALL:** Meeting called to order at 9:39 a.m. by Paul Norris

- **Invited Guests:** Chris Rusack (Incoming Board Member 2012)

2. **MEMBER COMMENTS** (3 minutes limit per speaker): None

3. **ACCEPTANCE OF PREVIOUS MINUTES:**

- Mary Hill made a motion to accept the minutes from the November, 2011 Executive Board Meeting and the 2011 Annual Meeting held in November. Marc Blanchard seconded. All in favor.

4. **DIRECTORS REPORT**

- Alison Harle discussed CRPA web site. Links have been fixed and she is working on the 2012 calendar page. Speaker handouts and presentations will be posted on the site in the beginning of January.
- Entertainment Showcase is still looking for a host. Currently, Pratt and Whitney and a facility in Greenwich are potential options.
- Josh from Bristol has indicated an interest in being a quarterly co-chair. One more co-chair for this committee is still needed and an announcement will be made at the quarterly coming up in January.
- Marc Blanchard discussed that he would like to see a more detailed breakdown of monthly expenses within the budget. Alison Harle indicated it would be possible to provide a check register each month. A discussion was held on including this information within the best practices and policy and procedures for the office manual.

5. **TREASURERS REPORT**

- **Budget 2012:** Bob Ceccolini made a motion to accept the 2012 proposed budget of \$408,720. Sharon Glasson seconded. Some discussion was held. Marc Blanchard, Elle Noel, Sharon Glasson, Mary Hill, Alex Palluzzi, Anna Park, Elle Noel, Deb Gatto, Cheryl Hancin and Bob Ceccolini were in favor. Paul Norris was opposed. Motion passes 10-1.
- A discussion was held on the possibility of creating a special revenue fund for consignment tickets since this is where the bulk of the budget increases exists.
- **Bank Signatures:** Alex Paluzzi will be completing the required paperwork to authorize him as a check signer.

6. **COMMUNICATIONS FROM BOARD MEMBERS:**

- Alex Paluzzi inquired as to why Paul Norris was opposed to the budget. Paul indicated that he personally felt the budget was over-inflated and that travel for the Executive Director should be removed since there will be a temporary person in the position.

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- Marc Blanchard proposed that CRPA offer free quarterlies in spring and fall in 2012 to the first 50 people to register. Bob Ceccolini seconded. Some discussion was held. All in favor. Motion passes.

## **7. ACCEPTANCE OF COMMITTEE REPORTS:**

- **Annual Conference:**

## **8. NEW BUSINESS**

- **Committee Chairs 2012:** Paul Norris indicated there were some committees that still need chairs. A review needs to be completed on how chairs are appointed/assigned as there may be a conflict with the Bylaws and the policy and procedure manual in this regard.
- **2012 Board Meetings Tentative Schedule:** Paul Norris made a motion to approve the 2012 Board Meeting schedule as presented. Deb Gatto seconded. All in favor.

## **9. RESIGNATIONS & APPOINTMENTS**

- None

## **10. EXECUTIVE SESSION**

- **Executive Session:** Paul Norris made a motion to go into Executive Session at 10:39 a.m. Alex Paluzzi seconded. Some discussion was held. All in favor. Marc Blanchard made a motion to come out of Executive session at 10:59 a.m. Bob Ceccolini seconded. All in favor.

## **11. UNFINISHED BUSINESS**

- **Executive Director Position:** The position was advertised in the Hartford Courant, Career Builder, CT Association of Non-Profits website and in the CRPA office. At present, approximately 50 applications have been received. The position posting closes on 12/31. After this time, Paul will screen initial applications and then a search committee will continue with the process. Paul Norris made a motion that the search committee consist of the personnel committee and 2 other members. Deb Gatto seconded. All in favor.
- **AHA Contract Extension:** Paul Norris made a motion to extend the contract with AHA through January, 31, 2012. Marc Blanchard seconded. All in favor.

## **12. ADJOURNMENT**

- Bob Ceccolini made a motion to adjourn the meeting at 11:02 a.m. Deb Gatto seconded. All in favor.

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

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