

# CRPA EXECUTIVE BOARD MEETING

January 29, 2015 – Rocky Hill Council Chambers

**IN ATTENDANCE:** Marc Blanchard, Tom Tyburski, Carrie Gazda, Bob Ceccolini, Bill Engle, Ben Morse, Alex Paluzzi, Anna Park, Kristine Vincent (9:15 a.m.), Josh Medeiros (9:23 a.m.), Chris Rusack and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 9:09 a.m. by Marc Blanchard. Guests include Tom Cataldi and Elizabeth Mayne.
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Bill Engle made a motion to accept the minutes from the December, 2015 Executive Board Meeting. Alex Paluzzi seconded. All in favor 10-0.
- **APPROVAL OF TREASURERS REPORT:** Bill Engle provided an overview of the Treasurers Report. Financial goal is in excess of 50% and the budget is strong. Valerie made note of the budget figures not including consignment tickets (reserves would sit at 110% of the operating budget). Report on investment account for the year will be provided when accounting files the taxes. Bob Ceccolini made a motion to approve the Treasurers report. Ben Morse seconded. All in favor 11-0.
- **EXECUTIVE DIRECTORS REPORT:**
  - **Website:** Project is ongoing and almost completed. Transition to new logo has been completed. Hoping to be completed by the end of the first quarter.
  - **Executive Directors Meeting:** Met with CPA at the CRPA office to coordinate Legislative Initiatives for 2015.
  - **Membership Update:** Few outstanding 2015 membership. CRPA gained 1 Town and lost 3 Towns in 2014 and currently represents 125 Towns (74%). January and February renewals are out.
  - **2015 Events:**
    - Winter Quarterly in Newington on February 4, 2015. Currently 36 registrants.
    - Entertainment Showcase: East Hartford on February 19, 2015. Small and large stages are sold out. Table tops are sold out. 63 attendees. \$2,780 in ad sales.
    - Hot Shots State Meet: Flood Middle School in Stratford on March 28, 2015. 10 local competitions have been scheduled. \$245.75 in ribbon sales.
    - CPSI: East Hartford March 31-April 2, 2015. 20 registrants. American Playground Surfacing will be sponsoring lunch (\$600). One more lunch sponsor is needed.
    - Spring Quarterly: New Britain Rockcats Stadium and Veterans Memorial Park on April 23, 2015. 1 CRPA morning session is still needed.
    - Camp College: East Hartford on June 6, 2015. Planning is underway.
    - Annual Conference: Mohegan Sun, November 23 & 24, 2015.

## II. ACTION ITEMS: N/A

## III. COMMITTEE UPDATES:

- **Aquatics Committee:** Put out calendar for 2015. Meetings will be held throughout the state. Next meeting will be on Wednesday, February 11, 2015. Lifeguard Training will be held in May.

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- **Camp Committee:** Met in Glastonbury on January 14th. Discussed special needs camp and locations and dates for Camp College. Next meeting is on March 18, 2015 at the CRPA office at 10:00 a.m. with a focus on marketing and promotion of summer camps.
- **Legislative Committee:** Session is underway. SB 2 & 208 is a new issue of concern, which would mandate that all playgrounds are in compliance with CPSC guidelines. CRPA drafted and submitted testimony indicating that CRPA is always in support of safety measures and offers CPSI, however also asked several pertinent questions to highlight that these upgrades would be very costly to municipalities and could result in the closure of many playgrounds. Marshall will be setting up a meeting with the chair of the Children's Committee to discuss pending concussion taskforce legislation.

#### **IV. OLD BUSINESS:**

- Tom Cataldi, CPA Liaison gave a brief update. There will be a winter workshop on February 18, 2015 in Canton presented by Savol.

#### **V. NEW BUSINESS:**

- Marc Blanchard shared some thoughts on his upcoming leadership of CRPA. Has had some discussions with past presidents regarding their goals when they were President and if they felt they were successful. Discussed offering separate pocket trainings targeted training towards upper level management and bringing in high end speakers that would appeal to this group. Public advocacy will be a focus – putting CRPA in a better position statewide to be the training ground for Towns and to promote what local recreation departments do throughout the state. Another focus will be to visit different Towns that are not members and have a discussion about what they do and what CRPA does. Marc would like to work with the Board to make it a priority to express to higher level management that they allow their staff to attend CRPA events and get involved in CRPA committees.

#### **VI. RESIGNATIONS & APPOINTMENTS:**

- Elizabeth Mayne from Cheshire Parks and Recreation is the CRPA representative on the Concussion Task Force and was in attendance at the CRPA Board Meeting.

#### **VII. EXECUTIVE SESSION: N/A**

#### **VIII. ADJOURNMENT**

- Marc Blanchard made a motion to adjourn the meeting at 10:17 a.m. Alex Paluzzi seconded. All in favor 11-0.

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# CRPA EXECUTIVE BOARD MEETING

February 24, 2015

**IN ATTENDANCE:** Marc Blanchard, Tom Tyburski (Out at 11:30 a.m.), Bill Engle, Ben Morse, Cheryl Hancin (10:14 a.m.), Frank Cooper, Anna Park, Kristine Vincent, Chris Rusack and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 10:09 a.m. by Marc Blanchard.
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Approval of meeting minutes should reflect correction (January 4<sup>th</sup> instead of tg). Bill Engle made a motion to accept the minutes from the January, 2015 Executive Board Meeting. Chris Rusack seconded. All in favor 7-0.
- **APPROVAL OF TREASURERS REPORT:** Bill Engle provided an overview of the Treasurers Report.
  - Investments are down, but this is typical of the market.
  - Budget is in good shape.

Frank Cooper made a motion to approve the Treasurers report. Tom Tyburski seconded. All in favor 8-0.

- **EXECUTIVE DIRECTORS REPORT:**
  - **Website:** Still working on it. Starting the process of updating the content.
  - **Membership Update:** 2014 all collected and closed out.
  - **2015 Events:**
    - Winter Quarterly – Profit of \$965.77
    - Entertainment Showcase was very well attended. Ad revenue was down. 143 attendees. Profit of \$19,490.23. Feedback from performers and participants was positive.
    - Hot Shots – 13 Local Competitions State Meet March 28<sup>th</sup>. Trying to grow event.
    - CPSI (41 registrants) Still need a lunch sponsor and coffee break sponsor.
    - Spring Quarterly on 4/23
    - Camp College booked for June 6<sup>th</sup> in East Hartford. Call for presentations is out.
    - Conference contract has been signed 11/23 & 11/24
    - Aquatics – Over 25 people at the last meeting. Next meeting is in Canton in April.
    - Camp Meeting – Scheduled for March 18<sup>th</sup> at 10:00 a.m. at the CRPA office.
    - Legislative – Several IPM Bills out there. Playground Safety has had no movement. Spoke at public hearing on concession bill in opposition for 5 reasons.
      - i. Definition of “Youth Athletic Activity” is overly broad.
      - ii. Definition of “Operator” creates an unenforceable mandate on Parks and Recreation Departments.
      - iii. CRPA asks that language is added to include dissemination of information via written or electronic means.
      - iv. The statements should be a standard statement developed and approved by the state to be used for all entities.
      - v. The bill lacks liability immunity for volunteer coaches and referees.

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**II. ACTION ITEMS: N/A**

**III. COMMITTEE UPDATES:**

- See Director's report

**IV. OLD BUSINESS: N/A**

**V. NEW BUSINESS:**

- CRPA Goals Brainstorming Session: Marc Blanchard shared some thoughts on his upcoming leadership of CRPA and specific goals he thought that CRPA should focus on for the next few years. The group brainstormed ideas around the following concepts:
  - Recruiting More people to serve on committees
  - Leadership School - Certain Trainings for Certain People – Similar to NRPA Training Schools with different speakers and targeted topics for higher end Directors (transferring reserves to be potentially used for this purpose)
  - Public Awareness Campaign – Resources for members with PR toolkit
  - Potential creation of a Sports Committee within CRPA

**VI. RESIGNATIONS & APPOINTMENTS: N/A**

**VII. EXECUTIVE SESSION: N/A**

**VIII. ADJOURNMENT**

- Kristine Vincent made a motion to adjourn the meeting at 11:41 a.m. Frank Cooper seconded. All in favor 8-0.

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CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

# CRPA EXECUTIVE BOARD MEETING

March 17, 2015



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

**IN ATTENDANCE:** Bill Engle, Ben Morse, Frank Cooper, Anna Park, Kristine Vincent, Chris Rusack, Carrie Gazda, Josh Medeiros, Alex Paluzzi, Bob Ceccolini (10:10 a.m.) and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 10:04 a.m. by Chris Rusack.
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Ben Morse made a motion to accept the minutes from the February, 2015 Executive Board Meeting. Carrie Gazda seconded. Bill Engle, Ben Morse, Frank Cooper, Anna Park, Kristine Vincent, Chris Rusack, Carrie Gazda, Josh Medeiros in favor. Alex Paluzzi abstained. Motion passes (8-1-0).
- **APPROVAL OF TREASURERS REPORT:** Bill Engle provided an overview of the Treasurers Report.
  - Investments are back up, making up everything lost from the last quarter.
  - Budget is on target.
  - Consignments ticket sales are going well thusfar.

Kristine Vincent made a motion to approve the Treasurers report. Josh Medeiros seconded. All in favor 10-0.

- **EXECUTIVE DIRECTORS REPORT:**
  - **Website:** Still ongoing. All content has been inputted. Valerie has requested a few changes to work out some issues with the site. Additionally, registration form and payment processing still needs to be tested.
  - **Membership Update:** April renewals have been sent out.
  - **2015 Events:**
    - Hot Shots – 14 Local Competitions State Meet March 28<sup>th</sup>. 60 kids advanced to the state meet. Ribbon sales exceeded last year by \$150.75.
    - CPSI (61 registrants) 2 lunch sponsor secured (American Playground Surfacing and ME O'Brien). Still need 2 coffee break sponsors.
    - Spring Quarterly on 4/23 at New Britain Rockcats Stadium and Veterans Memorial Park. Social Media and E-Mail Marketing session and Turf Management and Pesticide sessions in the morning. Afternoon session will be on the Veterans Stadium Project. Still looking for a lunch sponsor/happy hour social sponsor.
    - Summer Quarterly will be in Old Saybrook on June 4, 2015.
    - Camp College booked for June 6<sup>th</sup> in East Hartford. Call for presentations is out but not many responses yet.
    - Golf Tournament – Hawks Landing CC on September 24, 2015. The contract has been signed and planning is underway.
    - Conference contract has been signed 11/23 & 11/24. 3 Keynotes have been lined up for the committee to review and choose from at the March meeting. Theme and logo are in process. Call for presenters has been sent out.
    - Aquatics –Next meeting is in Canton on April 7, 2015.
    - Camp Committee – Scheduled for March 18<sup>th</sup> at 10:00 a.m. at the CRPA office. Topic is marketing and promotion of summer camps and communication during Camp.
    - Legislative:

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- i. Several IPM Bills are out there calling for an expansion of the ban to high schools and municipal grounds. CRPA has submitted testimony on 3 IPM bills this year.
- ii. Playground Safety SB2018 has had no movement since testimony was submitted.
- iii. Concussions HB 6722 was voted out of committee to the House calendar. CRPA was successful in getting changes made to this bill. The new language excluded municipalities from the definition of operator if they simply coordinate field usage which alleviated concerns about ensuring that all youth leagues are in compliance. Immunity for volunteers was not included in the new language (which does not really concern CRPA because the new guidelines do not require volunteers to remove a child from play or make a sideline medical determination. The age groups it applies to are 7-19 (not ideal because it could affect adult leagues but a small concession compared to other proposed drafts).

**II. ACTION ITEMS: N/A**

**III. COMMITTEE UPDATES:**

- See Director's report

**IV. OLD BUSINESS: N/A**

**V. NEW BUSINESS:**

- Josh Medeiros attended and presented at the MRPA conference. There is renewed interest to work together on some trainings or in partnership with member rates for reciprocal programs. More discussions to be held.

**VI. RESIGNATIONS & APPOINTMENTS: N/A**

**VII. EXECUTIVE SESSION: N/A**

**VIII. ADJOURNMENT**

- Alex Paluzzi made a motion to adjourn the meeting at 10:54 a.m. Frank Cooper seconded. All in favor 10-0.



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

# CRPA EXECUTIVE BOARD MEETING

April 21, 2015



CONNECTICUT RECREATION  
AND PARKS ASSOCIATION

**IN ATTENDANCE:** Ben Morse, Anna Park, Chris Rusack, Marc Blanchard, Carrie Gazda, Josh Medeiros, Tom Tyberski (10:13 a.m.), Bob Ceccolini and Tom Cataldi (Guest), Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 10:10 a.m. by Marc Blanchard.
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Bob Ceccolini made a motion to accept the minutes from the March, 2015 Executive Board Meeting. Carrie Gazda seconded. All in favor (7-0).
- **APPROVAL OF TREASURERS REPORT:** Valerie provided an overview of the Treasurers Report.
  - Budget is on target.
  - Consignments ticket sales are going well thusfar.

Bob Ceccolini made a motion to approve the Treasurers report. Chris Rusack seconded. All in favor 7-0.

- **EXECUTIVE DIRECTORS REPORT:**
- **Website:** Done! Will be announced at the Spring Quarterly and unveiled shortly after that.
- **ED & Staff Meetings:** CRPA will meet with MRPA on 5/14/15 to discuss a joint leadership meeting for May 2016. Valerie attended a CT Association for Nonprofits training. Valerie participated in an interview panel for the West Hartford Hockey Rink Manager. Valeria was asked to join the CTCSSB Sports Advisory Board.
- **Membership Update:** May renewals have been sent out.
- **2015 Events:**
  - Hot Shots – 14 Local Competitions State Meet was March 28<sup>th</sup>. 60 kids advanced to the state meet (35 participated). Old Saybrook will likely take on the event next year.
  - CPSI (61 registrants) 2 lunch sponsor secured (American Playground Surfacing and ME O'Brien). CIRMA sponsored a coffee break. Tentative profit \$14,773.
  - Spring Quarterly on 4/23 at New Britain Rockcats Stadium and Veterans Memorial Park. Social Media and E-Mail Marketing session and Turf Management and Pesticide sessions in the morning. Afternoon session will be on the Veterans Stadium Project. 78 people registered. Lunch Sponsor: \$800 Tom Irwin; Happy Hour Sponsor \$500 SMRT; APS \$50 Coffee Break Sponsor.
  - Summer Quarterly will be in Old Saybrook on June 4, 2015. David O'Brien will present on Building Employee Engagement. BBQ lunch.
  - Camp College booked for June 6<sup>th</sup> in East Hartford. 24 educational session and 2 team challenges. Registration has been sent.
  - Golf Tournament – Hawks Landing CC on September 24, 2015. The contract has been signed and planning is underway. Registration form will be available after the Spring Quarterly.
  - Conference contract has been signed 11/23/15 & 11/24/15. 3 Keynotes have been chosen (Adrian Benepe, Jason Koteck, Jeff Price). Theme (Do Great Things) and logo are set. Call for presenters have been sent out. Vendor packet has been sent out. Gold sponsor has come in (Ultiplay). Award nominations have been sent. Happy hour social on the trade show floor is being planned (looking for a sponsor).

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- Consignment Tickets are starting to come in.
- Aquatics Section met on April 7<sup>th</sup> in Canton. About 15 people attended. Next meeting is on June 10<sup>th</sup> at Esker Point Beach in Groton, CT. Lifeguard University will be held on May 20, 2015 in Rocky Hill. Geared towards Lifeguard level staff. Some educational, testimonials and in water skills. Flyer will be sent out this week.
- Camp Committee – Met on March 18<sup>th</sup> at 10:00 a.m. at the CRPA office. Topic was marketing and promotion of summer camps and communication during Camp. Next meeting will be on May 20, 2015 in East Hartford with topic of staff training and round table discussion of issues that have come up.
- Legislative:
  - i. 4 IPM Bills are out there calling for an expansion of the ban to high schools and municipal grounds. CRPA has submitted testimony on 3 IPM bills this year. SB 1063 has been referred to the Planning and Development committee. SB 366 was approved by the Environment Committee and is on the Senate Calendar. HB 6035 was approved by the Environment Committee and is on the House Calendar. HB 6897 was approved by the Children and Public Health Committees and is on the House Calendar.
  - ii. HB 6888 Public Swimming Pool Regulations died due to inaction in the Public Health Committee but was resurrected via HB 5101. HB 5101 would not bypass the regulation review process but instead sets new definitions for pool subcategories. CRPA will ask membership to review categories to determine if definitions create any problems for municipals recreation departments.
  - iii. Playground Safety SB2018 has died in the Children’s Committee.
  - iv. Concussions HB 6722 was voted out of committee to the House calendar. CRPA was successful in getting changes made to this bill. The new language excluded municipalities from the definition of operator if they simply coordinate field usage which alleviated concerns about ensuring that all youth leagues are in compliance. Immunity for volunteers was not included in the new language (which does not really concern CRPA because the new guidelines do not require volunteers to remove a child from play or make a sideline medical determination. The age groups it applies to are 7-19 (not ideal because it could affect adult leagues but a small concession compared to other proposed drafts). CRPA is keeping an eye on this bill.

**II. ACTION ITEMS: N/A**

**III. COMMITTEE UPDATES:**

- See Director’s report

**IV. OLD BUSINESS: N/A**

**V. NEW BUSINESS:**

- CPA Update: CPA Golf Tournament will on May 28, 2015 in Simsbury. NEPA Meeting in Meriden on May 15, 2015 at 9:15 a.m. in Meriden.
- MRPA Meeting – If anyone has any ideas for dynamic speaker for this meeting in 2016, please let Valerie Know.
- Website Review: Reviewed the new website.

**VI. RESIGNATIONS & APPOINTMENTS: N/A**

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**VII. EXECUTIVE SESSION: N/A**

**VIII. ADJOURNMENT**

- Carrie Gazda made a motion to adjourn the meeting at 11:26 a.m. Ben Morse seconded. All in favor 8-0.

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# CRPA EXECUTIVE BOARD MEETING

May 19, 2015

**IN ATTENDANCE:** Ben Morse, Anna Park, Marc Blanchard, Carrie Gazda, Josh Medeiros, Tom Tyberski, Kristine Vincent, Bill Engle, Alex Palluzzi(10:12 a.m.) and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 10:07 a.m. by Marc Blanchard.
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Kristine Vincent made a motion to accept the minutes from the April, 2015 Executive Board Meeting. Josh Medeiros seconded. All in favor (8-0).
- **APPROVAL OF TREASURERS REPORT:** Valerie provided an overview of the Treasurers Report.
  - Budget is on target.
  - Next month will show a decrease in the CIP budget due to the web site payment. Ben Morse made a motion to approve the Treasurers report. Bill Engle seconded. All in favor 8-0.
- **EXECUTIVE DIRECTORS REPORT:**
  - **Website:** Website is live. 3 website sponsors have been secured which helps defer hosting costs.
  - **ED & Staff Meetings:** CRPA met with MRPA on 5/14/15 to discuss a joint leadership meeting for May 2016. The groups has a good discussion and decided to plan a joint event to take place in Sturbridge in 2016. Alex Palluzzi made a motion to allocate \$3,000 in the 2016 budget for a joint MRPA, CRPA Leadership Meeting. Carrie Gazda seconded. All in favor (9-0). Valerie also met with Waterbury Parks and Recreation elected officials about Rod Dixon's Kids Marathon.
  - **Membership Update:** June renewals have been sent out.
  - **2015 Events:**
    - Spring Quarterly on 4/23 at New Britain Rockcats Stadium and Veterans Memorial Park. Social Media and E-Mail Marketing session and Turf Management and Pesticide sessions in the morning. Afternoon session was on the Veterans Stadium Project. 80 people registered. Lunch Sponsor: \$800 Tom Irwin; Happy Hour Sponsor \$500 SMRT; APS \$50 Coffee Break Sponsor.
      - Aquatics Section Lifeguard University will be held on May 20, 2015 in Rocky Hill. Geared towards Lifeguard level staff. Some educational, testimonials and in water skills. 53 registrants from 7 Towns. Last Aquatics meeting was April 7<sup>th</sup> in Canton. Next meeting will be at Esker Point Beach in Groton on June 10, 2015.
    - Summer Quarterly will be in Old Saybrook on June 4, 2015. David O'Brien will present on Building Employee Engagement. BBQ lunch and 2 hour boat trip up the CT River. 46 registrants so far.
    - Camp College booked for June 6<sup>th</sup> in East Hartford. 25 educational session and 2 team challenges. Currently 64 registrants from 3 Towns.
    - Golf Tournament – Hawks Landing CC on September 24, 2015. 8 Golfers registered. \$570 in sponsorships so far.
    - Conference Keynotes have been chosen (Adrian Benepe, Jason Koteck, Jeff Price). Theme (Do Great Things) and logo are set. Call for presenters have been sent out. Vendor packet has been sent out. 14 Booths so far. \$3,525 in sponsorship. \$725 in ads. 1 Award Nomination.
    - Consignment Tickets are ongoing.
    - 2016 Confirmed Events: Entertainment Showcase in East Hartford (2/18/15); CPSI in East Hartford (April 5-7), Hot Shots in Stratford 1<sup>st</sup> weekend in April.

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- Camp Committee –Next meeting will be on May 20, 2015 in East Hartford with topic of staff training and round table discussion of issues that have come up.
- Legislative:
  - i. 4 IPM Bills are out there calling for an expansion of the ban to high schools and municipal grounds. CRPA has submitted testimony on 3 IPM bills this year. SB 1063 originally would have expanded the current K-8 ban to the nonemergency application of lawn care pesticides on municipal parks, greens, athletic fields and playgrounds. This section of the bill was removed by the Planning and Development Committee. They changed the bill by passing substitute language that established restrictions on applying pesticides but also allowed emergency applications to eliminate immediate threats to human health. The bill also creates electronic public notice requirements for these applications. The bill was approved by the Environment Committee, changed by the Planning and Development Committee and is on the Senate calendar. SB 366 was approved by the Environment Committee and was referred by the Senate to the Committee on Education. SB 366 has 2 amendments that are not available to the public yet. HB 6035 was approved by the Environment Committee and is on the House Calendar. HB 6897 was approved by the Children and Public Health Committees and is on the House Calendar.
  - ii. HB 6888 Public Swimming Pool Regulations died due to inaction in the Public Health Committee but was resurrected via HB 5101. HB 5101 specifically classifies splash pads and spray parks and public pools and thus subject to the fees and DPH oversight. The bill was passed by the Public Health Committee and currently sits on the House calendar.
  - iii. Playground Safety SB2018 has died in the Children’s Committee.
  - iv. Concussions HB 6722 was voted out of the Children’s & Appropriations Committee and currently sits on the House calendar. CRPA was successful in getting changes made to this bill. The new language excluded municipalities from the definition of operator if they simply coordinate field usage.

**II. ACTION ITEMS:**

- **Approval of Final 2014 Budget:** Bill Engle made a motion to approve the final 2014 budget as presented. Alex Palluzzi seconded. All in favor 9-0.
- **Approval of Transfer to Investment Account:** Carrie Gazda made a motion to 75% of the 2014 budget profit to the Investment Account and 25% of the 2014 budget profit to the CIP Account. Total transfer of \$36,201.64. Ben Morse seconded. All in favor 9-0.

**III. COMMITTEE UPDATES:**

- See Director’s report

**IV. OLD BUSINESS: N/A**

**V. NEW BUSINESS: N/A**

**VI. RESIGNATIONS & APPOINTMENTS: N/A**

**VII. EXECUTIVE SESSION: N/A**

**VIII. ADJOURNMENT**

- Carrie Gazda made a motion to adjourn the meeting at 11:03 a.m. Josh Medeiros seconded. All in favor 9-0.

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# CRPA EXECUTIVE BOARD MEETING

June 16, 2015

**IN ATTENDANCE:** Ben Morse, Anna Park, Josh Medeiros, Tom Tyberski, Bill Engle, Bob Ceccolini, Frank Cooper and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 10:14 a.m. by Bill Engle.
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Ben Morse made a motion to accept the minutes from the May, 2015 Executive Board Meeting. Josh Medeiros seconded. All in favor (7-0).
- **APPROVAL OF TREASURERS REPORT:** Valerie provided an overview of the Treasurers Report.
  - Budget is on target.
  - Next month will show an increase in the CIP budget due to the transfer of funds from budget surplus.  
Bob Ceccolini made a motion to approve the Treasurers report. Tom Tyberski seconded. All in favor 7-0.
- **EXECUTIVE DIRECTORS REPORT:**
  - **Website:** 4 sponsors have been secured.
  - **Membership Update:** July renewals have been sent out.
  - **2015 Events:**
    - Aquatics Section Lifeguard University was held on May 20, 2015 in Rocky Hill. 68 registrants from 9 Towns.
    - Summer Quarterly was held in Old Saybrook on June 4, 2015. David O'Brien presented on Building Employee Engagement. BBQ lunch and 2 hour boat trip up the CT River. 70 total registrants. Profit of \$725.35
    - Camp College was held June 6<sup>th</sup> in East Hartford. 25 educational session and 2 team challenges. 319 registrants from 20 Towns.
    - Golf Tournament – Hawks Landing CC on September 24, 2015. 10 Golfers registered. \$745 in sponsorships so far.
    - Conference Keynotes have been chosen (Adrian Benepe, Jason Koteck, Jeff Price). Theme (Do Great Things) and logo are set. Sessions have been finalized. 21 Booths so far. \$4,350 in sponsorship. \$875 in ads. 8 Award Nominations.
  - Consignment Tickets are ongoing.
  - 2016 Confirmed Events: Entertainment Showcase in East Hartford (2/18/16); CPSI in East Hartford (April 5-7, 2016), Hot Shots in Stratford April 2, 2016.
  - Aquatics Committee will meet again in Bristol in August, 2015.
  - Camp Committee will meet again in September, 2015.
  - Legislative:
    - Several IPM Bills are out there calling for an expansion of the ban to high schools and municipal grounds. CRPA has submitted testimony on 3 IPM bills this year. SB 1063 originally would have expanded the current K-8 ban to the nonemergency application of lawn care pesticides on municipal parks, greens, athletic fields and playgrounds. This section of the bill was removed by the Planning and Development Committee. They changed the bill by passing substitute language that established restrictions on applying

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pesticides but also allowed emergency applications to eliminate immediate threats to human health. The bill also creates electronic public notice requirements for these applications. **The bill was approved by the Environment Committee, changed by the Planning and Development Committee and the Senate recommitted it to the Environment Committee which killed it. SB 366 was approved by the Environment Committee, the Committee on Education and was passed by the Senate with a strike all amendment. The bill was not called in the house and died due to inaction. However, it may be taken up in special session. HB 6035 was approved by the Environment & Appropriations Committees and died due to inaction in the House. HB 6897 was approved by the Children and Public Health Committees and died to inaction in the House.**

- **HB 6888 Public Swimming Pool Regulations died due to inaction in the Public Health Committee but was resurrected via HB 5101. HB 5101 was passed by the Public Health Committee, the House and the Senate and will be statute effective October 1, 2015.**
- **Playground Safety SB2018 died due to inaction in the Children’s Committee.**
- **Concussions HB 6722 was voted out of the Children’s, Appropriations and Planning & Development Committees was amended and passed by the House and died due to inaction in the Senate.**

**II. ACTION ITEMS: N/A**

**III. COMMITTEE UPDATES:**

- See Director’s report

**IV. OLD BUSINESS: N/A**

**V. NEW BUSINESS:**

- Meeting Time: Discussed meeting time change to 10:00 a.m. and if it was more convenient for people.

**VI. RESIGNATIONS & APPOINTMENTS: N/A**

**VII. EXECUTIVE SESSION: N/A**

**VIII. ADJOURNMENT**

- Josh Medeiros made a motion to adjourn the meeting at 11:03 a.m. Ben Morse seconded. All in favor 7-0.

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# CRPA BOARD OF DIRECTORS MEETING

September 8, 2015

**IN ATTENDANCE:** Marc Blanchard, Chris Rusack, Kristine Vincent, Ben Morse, Josh Medeiros, Tom Tyberski, Bill Engle, Bob Ceccolini, Carrie Gazda and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 10:06 a.m. by Marc Blanchard.
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Bob Ceccolini made a motion to accept the minutes from the June, 2015 Board of Directors Meeting. Chris Rusack seconded. All in favor (9-0).
- **APPROVAL OF TREASURERS REPORT:** Bill Engle, Treasurer provided an overview of the Treasurer's Report.
  - The Treasurer reviewed the income and expenses for the period and account balances. The budget is on target. No concerns are apparent at this time.  
Carrie Gazda made a motion to approve the Treasurer's report. Josh Medeiros seconded. All in favor 9-0.
- **EXECUTIVE DIRECTORS REPORT:**
  - **Website:** 7 sponsors have been secured.
  - **Membership Update:** A monthly breakdown is included in the packet. October renewals have been sent out.
  - **Board of Director Nominations:** Three spots will be open this election cycle and three nominations have been received so far.
  - **2015 Events:**
    - Golf Tournament - Hawks Landing CC on September 24, 2015. 45 Golfers registered. \$2,515 in sponsorships so far. CRPA needs more golfers, sponsors and raffle prizes.
    - Fall Quarterly - Wallingford Community Center – October 6, 2015. 2 Sessions one on basketball league management and one on character education. There are currently 68 registrants and this may be the max capacity of the room.
    - Conference - 71 Booths so far. \$20,784 in sponsorships. \$1,950 in ads. 18 Award Nominations and 119 attendees so far. CRPA needs to make an additional \$1,600 in sponsorships to account for the increased cost for the happy hour and speaker fees.
  - Consignment Tickets are ongoing, final number will be given at the October meeting. The group and good any day sales are going better than anticipated.
  - **2016 Confirmed Events:** Winter Quarterly at MCC (1/14/16); Entertainment Showcase in East Hartford (2/18/16); CRPA Board Leadership Meeting in Rocky Hill (3/22/16); HotShots in Stratford April 2, 2016; CPSI in East Hartford (April 5-7, 2016), CRPA/MRPA Leadership Meeting in Sturbridge, MA (5/18/16).  
The Board asked to change the leadership meeting from March 22 to the following week of March 29<sup>th</sup>. Chris will work on reserving the date with Rocky Hill.
  - **Maternity Leave Plan for Executive Director:** The Executive Director plans to work up until her delivery. Based on her due date her target return date is Feb 5, 2016 but this is a sliding date based on what date she starts her leave. The Executive Director plans to come into work for 5-6 days during her leave to prepare the conference budget and BEO's, for conference budget wrap up, CRPA 2016 budget planning, and the December 2015 Board meeting to present the budget to the Board. Whatever days she works she will extend her leave by that time. The Executive Director has preplanned as much of the 2015 conference as possible and written a 5 page "cheat sheet" for staff, committee and president to use during conference. She has also preplanned as much of the 2016 calendar as possible including event flyers, budgets and email marketing for each event.

The Executive Director has suggested to the board that a temp be hired during her 12 week maternity leave for 10 hours per week (two 5 hour work days). She received two quotes from two different staffing agency's both in the range of \$16-\$20 per hour. That would be between \$1,920-\$2,400 in expenses which would be recouped by the Executive Director not attending two NRPA conferences in 2015. The total amount saved by not attending the conferences was about \$2,600.

Motion to approve the hiring of a temp made by Bob Ceccolini and seconded by Tom Tyberski. All in favor (9-0).

**II. ACTION ITEMS: N/A**

**III. COMMITTEE UPDATES:**

- Aquatics Committee will meet again in New Canaan on October 7, 2015.
- Camp Committee will meet again in September 9, 2015.
- Legislative: (The Executive Director provided the legislative update.)

**Sales Tax on Municipal Parking Lots:** Public Act 15-244 and Public Act 15-5 passed during special Session. It has been brought to CRPA's attention that the sales tax on parking passed June 30<sup>th</sup> in special session may effect municipal parking lots, whether it's seasonal non-metered lots over 30 spaces or all municipal non-metered lots over 30 spaces is unclear. We are hearing that DRS is interpreting it to be seasonal non-metered lots over 30 spaces but we see no language stating that in the public act and don't understand how DRS is interpreting it in this manner.

**IV. OLD BUSINESS: N/A**

**V. NEW BUSINESS:**

**VI. RESIGNATIONS & APPOINTMENTS: N/A**

**VII. EXECUTIVE SESSION: N/A**

**VIII. ADJOURNMENT**

- Josh Medeiros made a motion to adjourn the meeting at 11:33 a.m. Ben Morse seconded. All in favor 9-0.

# CRPA BOARD OF DIRECTORS MEETING

October 20, 2015

**IN ATTENDANCE:** Marc Blanchard, Chris Rusack, Ben Morse, Josh Medeiros (late), Tom Tyberski, Bill Engle, and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 10:09 a.m. by Marc Blanchard.
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Bill Engle made a motion to accept the minutes from the September 2015 Board of Directors Meeting. Ben Morse seconded. All in favor (6-0).
- **APPROVAL OF TREASURERS REPORT:** Bill Engle, Treasurer provided an overview of the Treasurer's Report.
  - The Treasurer reviewed the income and expenses for the period and account balances. The investment account has lost about \$11,900 over the last two months as the market has taken a dip. We have lost less than compared to the S&P 500 though so that is a good sign and we will continue to closely monitor this over the coming months. Receivables have come down from last month from over \$100,000 outstanding to only about \$25,000. CRPA will continue to collect outstanding revenue. The budget is on target. No concerns are apparent at this time. Tom Tyberski made a motion to approve the Treasurer's report. Chris Rusack seconded. All in favor 6-0.
- **EXECUTIVE DIRECTORS REPORT:**
  - **Membership Update:** A monthly breakdown is included in the packet. Renewals have been sent out through the end of the year in order to collect December receivables earlier. The first half of the year has been closed out. The board would like the Executive Director to send out the rules to the listserv again.
  - **Board of Director Nominations:** Three spots will be open this election cycle and 8 nominations were received. Ballots were mailed October 14<sup>th</sup> and are due back November 3<sup>rd</sup>.
  - **2015 Events:**
    - Golf Tournament - Hawks Landing CC on September 24, 2015. 74 golfers registered 66 played. \$3,145 in sponsorships. Most profitable tournament to date.
    - Fall Quarterly - Wallingford Community Center - October 6, 2015. Two sessions one on basketball league management and one on character education. There were 73 registrants.
    - Conference - 90 Booths. \$22,534 in sponsorships sold. \$3,150 in ads. 26 Award Nominations and 186 attendees so far.
  - Consignment Tickets sales ended and there was an increase in sales for each park this year.
  - **2016 Confirmed Events:** Winter Quarterly at MCC (1/14/16); Entertainment Showcase in East Hartford (2/18/16); CRPA Board Leadership Meeting in Rocky Hill (3/29/16); HotShots in Stratford April 2, 2016; CPSI in East Hartford (April 5-7, 2016), CRPA/MRPA Leadership Meeting in Sturbridge, MA (5/18/16), Camp College June 4<sup>th</sup>.

## II. ACTION ITEMS: N/A

## III. COMMITTEE UPDATES:

- Aquatics Committee will meet again in Mansfield on December 8, 2015 at 10:00 am. The committee is looking to put together a pamphlet on aquatics resources to share with members.
- Camp Committee will meet again on November 4<sup>th</sup> in Seymour at 10:00 am.
- Legislative: (The Executive Director provided the legislative update.)

The legislative committee will meet today at 1:00 pm to review and make a 2016 session agenda for board approval at the December board meeting. Possible new issue in 2016 is a ban on advertising at school sponsored sporting events and could affect park and recreation facilities used to host these events.

**IV. OLD BUSINESS:** The Executive Director updated the board on the temp hired to help during maternity leave. The Executive Director interviewed a candidate last week and is set to move forward with hiring her for a 12 week period per approval at the last board meeting. The price per hour is on the higher end of the budget approved by the board at the September board meeting. The board is set to move forward with this per last board meeting.

**V. NEW BUSINESS:**

Ben Morse introduced an idea from New London Parks and Recreation for CRPA to get involved in running a statewide triathlon meet similar to the Hershey Track program. The board discussed the idea at length and had concerns about member participation to run the event (taking into account the dwindling support to run Hershey over the last several years, liability for CRPA with swimming, road closures, finding a location each year to accommodate the facilities and dealing with police in each town for road closures required and the cost of liability insurance.

The board decided it would not be in the best interest of CRPA to run an event such as this. Ben will follow up with New London Park and Recreation.

**VI. RESIGNATIONS & APPOINTMENTS: N/A**

**VII. EXECUTIVE SESSION: N/A**

**VIII. ADJOURNMENT**

- Marc Blanchard made a motion to adjourn the meeting at 11:35 a.m. Frank Cooper seconded. All in favor 7-0.

# CRPA BOARD OF DIRECTORS MEETING

December 17, 2015

**IN ATTENDANCE:** Carrie Gazda, Bob Ceccolini, Frank Cooper, Cheryl Preston, Chris Rusack (late), Ben Morse, Josh Medeiros, Tom Tyberski, Bill Engle, and Valerie Stolfi-Collins, Executive Director

## I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 10:06 a.m. by Bill Engle.
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Bob Ceccolini made a motion to accept the minutes from the October 2015 Board of Directors Meeting. Josh Medeiros seconded. All in favor (9-0).
- **APPROVAL OF TREASURERS REPORT:** Bill Engle, Treasurer provided an overview of the Treasurer's Report.
  - The Treasurer reviewed the income and expenses for the period and account balances. The 2015 Estimated Year End Profit was reviewed and discussed. The budget is on target. No concerns are apparent at this time.  
Carrie Gazda made a motion to approve the Treasurer's report. Frank Cooper seconded. All in favor (9-0).
- **EXECUTIVE DIRECTORS REPORT:**
  - **Membership Update:** A monthly breakdown is included in the packet. Renewals have been sent out through the end of the year in order to collect December receivables earlier. The first half of the year has been closed out. There are about \$3,200 in dues still outstanding.
  - **Board of Director Nominations:** The New Board was sworn in at the Annual Meeting in November.
  - **2015 Conference Update:**  
90 Booths. \$23,030 in sponsorships sold. \$3,400 in ads. 26 Award Nominations and 248 attendees. Largest profit for a CRPA conference to date.
  - Consignment Tickets sales ended and there was an increase in sales for each park this year.
  - **2016 Confirmed Events:** Winter Quarterly at MCC (1/14/16); Entertainment Showcase in East Hartford (2/18/16); CRPA Board Leadership Meeting in Rocky Hill (3/29/16); HotShots in Stratford April 2, 2016; CPSI in East Hartford (April 5-7, 2016), CRPA/MRPA Leadership Meeting in Sturbridge, MA (5/18/16), Camp College June 4<sup>th</sup>.

## II. ACTION ITEMS:

- **2016 Legislative Agenda:**  
The 2016 legislative agenda was presented to the board. The board would colors and pictures to be changed and updated to give the brochure a fresh look. The agenda working was approved by the board. Motion to approve the working of the 2016 Legislative agenda made by Bob Ceccolini and seconded by Frank Cooper. All in favor (9-0).
- **2016 Budget:**  
The Executive Director reviewed the 2016 proposed budget and highlighted areas of increase revenue and expense. A motion was made by Frank Cooper to approve the budget as presented to the board and seconded by Chris Rusack. All in Favor (9-0).

## III. COMMITTEE UPDATES:

- **Aquatics Committee:** The committee is looking to put together a pamphlet on aquatics resources to share with members and will be planning a supervisor school for May of 2016.
- **Camp Committee** will meet again on January 13<sup>th</sup> in Canton at 10:00 am.

- Legislative: See Action Items above.

**IV. OLD BUSINESS: N/A**

**V. NEW BUSINESS:**

- Motion to approve purchasing a laptop and projector from the capital improvement account in 2015 made by Bob Ceccolini and seconded by Josh Medeiros. All in Favor (9-0).
- Motion to approve purchasing the module table and chair set for the CRPA conference room from the capital improvement account in 2016 made by Frank Cooper and Seconded by Carrie Gazda. All in Favor (8-0). 1 Abstention – Bob Ceccolini

**VI. RESIGNATIONS & APPOINTMENTS: N/A**

**VII. EXECUTIVE SESSION: N/A**

**VIII. ADJOURNMENT**

- Josh Medeiros made a motion to adjourn the meeting at 11:30 a.m. Bob Ceccolini seconded. All in favor 9-0.