

CRPA EXECUTIVE BOARD MEETING

February 23, 2016

IN ATTENDANCE: Ben Morse, Chris Rusack, Alex Palluzzi, Mary Joe Archambault, Anna Park, Tom Tyberski, Bill Engle, Carrie Gazda, Amy Watt, Marc Blanchard and Valerie Stolfi-Collins, Executive Director

I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 10:08 a.m. by Marc Blanchard
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Ben Morse made a motion to accept the minutes from the December, 2015 Executive Board Meeting. Bill Engle seconded. All in favor (10-0).
- **APPROVAL OF TREASURERS REPORT:** Bill Engle provided an overview of the Treasurers Report.
 - Budget is on target and CRPA is in great financial shape. Carrie Gazda made a motion to approve the Treasurers report. Alex Palluzzi seconded. All in favor 10-0.
- **EXECUTIVE DIRECTORS REPORT:**
 - **Membership Update:** March renewals have been sent out. Still trying to close out 2015 outstanding membership.
 - **2016 Events:**
 - Winter Quarterly was held at Manchester Community College on 1/14/16. Profit of \$599.59 with 27 attendees.
 - Entertainment Showcase was held in East Hartford on February 18, 2016. Small and large stage both sold out. 30 Table tops sold. 127 attendees. Profit of \$19,323.26
 - CRPA Leadership Meeting will be held on Rocky Hill on March 29th
 - HotShots State Contest will be held in Old Saybrook on April 2nd. Vin Baker has been secured as a special guest. 15 local competitions have been scheduled and \$285 in ribbon sales.
 - CPSI has been scheduled for April 5-7 at the North End Senior Center in East Hartford. 31 registrants so far. 1 lunch sponsorship and 2 coffee sponsorships still available.
 - Spring Quarterly will be held on April 27, 2016 at the Fulton Park Warming House in Waterbury in conjunctions with CPA.
 - CRPA/MRPA Leadership Seminar has been scheduled for May 18, 2016 in Sturbridge, MA.
 - Camp College will be held on June 4th in East Hartford.
 - **Committee Updates:**
 - Aquatics Committee is planning the management school and meeting attendance has been great.
 - Camp Committee met in Canton on 1/13/16 to plan for Camp College. Call for presenters is out and additional session presentation proposals are needed.
 - Legislative: CRPA submitted testimony opposing Concussion Bill HB 5141 and Bill Engle met with Representative Urban to discuss the language of this bill.

II. ACTION ITEMS: N/A

III. COMMITTEE UPDATES:

“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”

- 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 11:08 a.m. Alex Palluzzi seconded. All in favor 10-0.

“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 BOARD OF DIRECTORS MEETING

March 29, 2016

IN ATTENDANCE: Ben Morse, Alex Palluzzi, Mary Joe Archambault, Anna Park, Tom Tyburski, Bill Engle, Carrie Gazda, Amy Watt, Marc Blanchard, Joshua Medeiros and Valerie Stolfi-Collins, Executive Director

I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 9:20 a.m. by Marc Blanchard
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Alex Palluzzi made a motion to accept the minutes from the February, 2016 Executive Board Meeting. Ben Morse seconded. All in favor (10-0).
- **APPROVAL OF TREASURERS REPORT:** Bill Engle provided an overview of the Treasurer's Report. A discussion about the investment account took place. Carrie Gazda made a motion to approve the Treasurer's report. Alex Palluzzi seconded. All in favor 10-0.
- **EXECUTIVE DIRECTORS REPORT:**
- **Membership Update:** April renewals have been sent out.
- **2016 Events:**
 - CRPA Leadership Meeting will be held on Rocky Hill on March 29th. 29 people are registered.
 - HotShots State Contest will be held in Old Saybrook on April 2nd. 14 local competitions have been scheduled and \$285 in ribbon sales.
 - CPSI has been scheduled for April 5-7 at the North End Senior Center in East Hartford. 54 registrants so far. 1 lunch sponsorship and 2 coffee sponsorships still available.
 - Spring Quarterly will be held on April 27, 2016 at the Fulton Park Warming House in Waterbury in conjunctions with CPA. 34 registrants so far. The morning session will feature a tour of Municipal stadium and Fulton Park. The afternoon session will focus on Millennials in the Workplace.
 - CRPA/MRPA Leadership Seminar has been scheduled for May 18, 2016 in Sturbridge, MA. 21 registrants so far (15 from CRPA, 6 from MRPA). The morning session will focus on creating a business plan for influence and decision making. The afternoon session will be about planning for tomorrow.
 - Camp College will be held on June 4th in East Hartford.
 - CRPA Conference will be held on November 21st and 22nd at Mohegan Sub. The theme and logo will be "Navigating the Future". The keynote will be Gary Guller – Everest Summitter.
- **Committee Updates:**
 - Joshua Medeiros discussed that the aquatics committee is planning the supervisor school for May 25th and meeting attendance has been great. There is a section meeting scheduled for April 15th in Wethersfield. The committee is working on an aquatics pamphlet.
 - Camp Committee is planning for Camp College. Call for presenters is out and additional session presentation proposals are needed (only 4 have been submitted).
 - Legislative: The Executive Director shared the legislative brochure. Several bills were discussed.

II. ACTION ITEMS:

- **TR Section:** Discussed how to get more CTRS professionals involved in CRPA trainings and conference and getting the TR section back up and running. Mary Jo Archambault and the CRPA Executive Director discussed some ongoing legislation regarding licensure. Mary Jo Archambault made a motion to offer a discounted membership rate of 25% to any professional in

the Therapeutic Recreation field that is a new member to CRPA in 2016. Joshua Medeiros seconded. All in favor (10-0).

- Stories from the Field: Marc Blanchard suggested encouraging members to submit some of their “Parks and Recreation Stories” to be highlighted at the conference. Stories could be funny, crazy, etc...about the day to day happenings in the Parks and Recreation world.

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 10:36 a.m. Alex Palluzzi seconded. All in favor 10-0.

CRPA BOARD OF DIRECTORS MEETING

April 19, 2016

IN ATTENDANCE: Ben Morse, Kristine Vincent, Mary Joe Archambault, Anna Park, Bill Engle, Carrie Gazda (10:06 a.m.), Chris Rusack, Cheryl Preston (10:11 a.m.), Amy Watt, Marc Blanchard, Joshua Medeiros and Valerie Stolfi-Collins, Executive Director

I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 10:05 a.m. by Marc Blanchard
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Josh Medeiros made a motion to accept the minutes from the March, 2016 Executive Board Meeting. Amy Watt seconded. All in favor (9-0).
- **APPROVAL OF TREASURER'S REPORT:** Bill Engle provided an overview of the Treasurer's Report. A discussion about the investment account took place. Chris Rusack made a motion to approve the Treasurer's Report. Josh Medeiros seconded. All in favor (11-0).
- **EXECUTIVE DIRECTORS REPORT:**
- **Membership Update:** May renewals have been sent out.
- **2016 Events:**
 - HotShots State Contest was held in Old Saybrook on April 2nd. 34 kids attended out of the 51 who qualified.
 - CPSI has been scheduled for April 5-7 at the North End Senior Center in East Hartford. 57 registrants so far. Sold \$1,050 in sponsorships.
 - Spring Quarterly will be held on April 27, 2016 at the Fulton Park Warming House in Waterbury in conjunctions with CPA. 45 registrants so far (11 are CPA Members, 40 are CRPA members, 7 are both). The morning session will feature a tour of Municipal stadium and Fulton Park. The afternoon session will focus on Millennials in the workplace.
 - CRPA/MRPA Leadership Seminar has been scheduled for May 18, 2016 in Sturbridge, MA. 33 registrants so far (19 from CRPA, 12 from MRPA). CRPA is at the breakeven point with registrations. The morning session will focus on creating a business plan for influence and decision making. The afternoon session will be about planning for tomorrow.
 - Aquatic Supervisor School is set for East Hartford on May 25th. 1 registration so far.
 - Camp College will be held on June 4th in East Hartford. Sessions have been finalized.
 - CRPA Conference will be held on November 21st and 22nd at Mohegan Sun. The theme and logo will be "Navigating the Future". The keynote will be Gary Guller – Everest Summitter. Awards nomination packet is currently on the website.
- **Committee Updates:**
 - Joshua Medeiros discussed that the aquatics committee is planning the supervisor school for May 25th with great speakers. The next meeting is in June in Avon.
 - Quarterly Committee: Call for Chair and members was sent through the listserv. No response from members.
 - Legislative:
 - HB 5141 Concussion bill currently sits on the House Calendar. Marshall does not think this bill will pass this session.
 - HB 5303 currently sits on the House Calendar
 - SB 296 died due to inaction in the Public Health Committee
 - HB 5627 currently sits on the House Calendar

II. ACTION ITEMS:

- Summer Quarterly: The Quarterly Committee was looking for feedback on the appropriateness of the location/topic for the Summer Quarterly.
- Chair and Volunteer Recruitment: The Executive Director expressed concern that several committees lacked volunteers and/or chairs and that the majority of the work often fell upon one person within the committee. The Board discussed some ideas to generate volunteer interest including a mailing to Directors, personal phone calls to recruit and incentives for committee chairs. Cheryl Preston made a motion that Committee Chairs receive a free Monday night hotel room during the CRPA Conference. Carrie Gazda seconded. Some discussion was held. Cheryl Hancin (1) was in favor; Kristine Vincent, Mary Joe Archambault, Anna Park, Bill Engle, Chris Rusack, Amy Watt and Marc Blanchard (7) were opposed; Ben Morse, Carrie Gazda and Joshua Medeiros (3) abstained. Motion does not pass (1-7-3).
- Meeting Schedule: The May 17th Board Meeting has been rescheduled to May 10th
- ADA Compliance Statement: Marc Blanchard discussed receiving a call from a Hartford Courant reporter about making statement related to how towns intend to comply with the ADA and children with Diabetes. The Board agreed that calls can be referred to the CRPA office and the official statement from CRPA will be as follows: “CRPA encourages our members to support compliance with ADA law. Each municipality will determine how they choose to comply.”
- Hardship Waiver: Josh Medeiros made a motion to grant a hardship waiver to a longstanding CRPA member with the stipulation that they volunteer their time to assist CRPA during that year. Mary Jo Archambault seconded. Some discussion was held - CRPA received a request for a scholarship to be used to pay membership dues. Upon review of the scholarship parameters, the Board determined that membership dues did not qualify as an eligible scholarship expense. All in favor 11-0.
- CRPA Investment Account: Chris Rusack suggested that we shop around to explore other options because we may be paying too much money in fees. Chris Rusack will do some research and provide suggestions of other companies/brokers to share with the Board.

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

- Marc Blanchard made a motion to adjourn the meeting at 11:45 a.m. Mary Jo Archambault seconded. All in favor 11-0.

CRPA BOARD OF DIRECTOR'S MEETING

May 10, 2016

IN ATTENDANCE: Ben Morse (10:09 a.m.), Kristine Vincent, Mary Jo Archambault, Anna Park, Bill Engle, Carrie Gazda, Chris Rusack, Cheryl Hancin (10:08 a.m.), Marc Blanchard, Joshua Medeiros, Tom Tyburski, Alex Palluzzi (10:09 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, 2016 Executive Board Meeting. Mary Jo Archambault seconded. All in favor (9-0).
- **APPROVAL OF TREASURERS REPORT:**
 - Bill Engle provided an overview of the Treasurers Report. Highlights included that account receivables for 2015 were completed and taxes were filed on time. CRPA will hold off on transferring funds into the Investment and Capital Improvement account for the time being. Carrie Gazda made a motion to approve the Treasurers report. Mary Jo Archambault seconded. All in favor (12-0).
 - Bill Engle, Chris Rusack, Marc Blanchard and Valerie Stolfi Collins met with 2 independent investment firms to determine if their fees and provided services could better meet the needs of CRPA. RMC in West Hartford and Apella Capital both offered fees that were less expensive than Merrill Lynch currently offers. Valerie will ask all 3 companies for a comparison of a 10 year return projection (hypothetical with RMC and Apella and actual with Merrill Lynch) and associated fees. Additionally, she will request references including a reference from at least one non-profit before any decisions are made. Valerie will also determine if there any costs to liquidate the Merrill Lynch accounts.
- **EXECUTIVE DIRECTORS REPORT:**
- **Membership Update:** June renewals have been sent out.
- **2016 Events:**
 - Spring Quarterly was held on April 27, 2016 at the Fulton Park Warming House in Waterbury in conjunctions with CPA. 54 registrants (15 were CPA Members, 49 were CRPA members, 11 were both). Loss of \$356.11 on the event and CPA was invoiced for half of the loss.
 - CRPA/MRPA Leadership Seminar has been scheduled for May 18, 2016 in Sturbridge, MA. 44 registrants so far (27 from CRPA, 17 from MRPA). CRPA is at the breakeven point with registrations. Kompan is sponsoring the breakfast at \$500.
 - Aquatic Supervisor School is set for East Hartford on May 25th. 38 registrations so far from 9 organizations/towns.
 - Camp College will be held on June 4th in East Hartford. 15 registrations so far from 2 organizations/towns.
 - Summer Quarterly will be held at Stony Creek in Branford on June 8th. 2 hour morning session presented by the DOJ on ADA compliance for camps. 16 registrations so far.
 - CRPA Conference will be held on November 21st and 22nd at Mohegan Sun. The theme and logo will be "Navigating the Future". The keynote will be Gary Guller – Everest Summitter. 10 booths have been sold. \$6,590 in sponsorships have been secured. 1 award nomination and 4 hall of fame nominations have been received.

"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 Updates:**
 - The Aquatics committee is promoting the Aquatic Supervisor School. The next meeting is in June in Avon.
 - The Camp committee will meet at 11:00 a.m. on May 11th in East Hartford to discuss summer staff training/teambuilding.
 - Quarterly Committee is still in need of a chair. Cheryl Hancin, Josh Medeiros and Ben Morse will come up with an action plan for recruitment of committee chairs/member and incentives for committee involvement.
 - Golf Tournament Committee met via conference call on May 4, 2016. The tournament will be moved to Stanley Golf course in New Britain. Will increase the tournament fee to cover the increase in course and food fees. The committee has decided to add a putting contest with a \$10,000 insurance prize for \$350.
 - Legislative:
 - HB 5141 died due to inaction on the House Calendar.
 - HB 5303 passed the Senate and died due to inaction on the House Calendar.
 - SB 296 died due to inaction in the Public Health Committee
 - HB 5627 passed both the House and the Senate and will become law when signed by the Governor

II. ACTION ITEMS: N/A

III. COMMITTEE UPDATES:

- See Director's report

IV. OLD BUSINESS:

- Committee Volunteerism: As discussed under Committee Updates, Cheryl Hancin, Josh Medeiros and Ben Morse will come up with an action plan for recruitment of committee chairs/member and incentives for committee involvement.

V. NEW BUSINESS:

- Affordable Care Act: Alex Palluzzi asked if people knew the guidelines of the Affordable Care Act with respect to hours worked and benefits. A discussion was held.

VI. RESIGNATIONS & APPOINTMENTS: N/A

VII. EXECUTIVE SESSION: N/A

VIII. ADJOURNMENT

- Chris Rusack made a motion to adjourn the meeting at 11:21 a.m. Josh Medeiros seconded. All in favor 12-0.

“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 BOARD OF DIRECTOR'S MEETING

June 21, 2016

IN ATTENDANCE: Marc Blanchard, Chris Rusack, Mary Jo Archambault (exited at 11:00), Joshua Medeiros, Ben Morse, Cheryl Preston (arrived at 10:10 a.m.), Tom Tyburski, Kristine Vincent, Amy Watt, Alex Palluzzi, Jr. and Valerie Stolfi Collins, Executive Director

I. RITUAL ITEMS

- **ROLL CALL:** Meeting called to order at 10:03 am by Marc Blanchard
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Ben Morse made a motion to accept the minutes from the May, 2016 board meeting. MaryJo Archambault seconded. All in favor (10-0).
- **APPROVAL OF TREASURERS REPORT:**
 - The Executive Director provided an overview of the Treasurer's Report, in the Treasurers' absence. Areas of concern include the Lake Compounce group consignment ticket and website advertisements income line items.
MaryJo Archambault made a motion to approve the Treasurer's Report. Amy Watt seconded. All in favor (10-0).
- **EXECUTIVE DIRECTORS REPORT:**
 - **Conference Room Furniture:** Per board approval at the December 2015 board meeting, the CRPA new conference room furniture has been ordered from WB Mason and should be in by the September board meeting. The Executive Director explained that she received three quotes, of which WB Mason had the best pricing.
 - **Membership Update:** The Executive Director reviewed the membership report included in the packet.
 - **2016 Events:**
 - CRPA/MRPA Leadership Seminar - May 18, 2016 in Sturbridge, MA. 48 registrants (28 from CRPA, 20 from MRPA).
 - Aquatic Supervisor School - East Hartford on May 25th. 117 registrations from 25 organizations/towns.
 - Camp College - June 4th in East Hartford. 289 registrations from 22 organizations/towns.
 - Summer Quarterly - Stony Creek in Branford on June 8th. 2 hour morning session presented by the DOJ on ADA compliance for camps. 94 registrations.
 - Golf Tournament – Stanley Golf Course, New Britain, September 22nd. Marketing has just commenced.
 - CRPA Conference will be held on November 21st and 22nd at Mohegan Sun. The theme and logo will be “Navigating the Future”. The keynote will be Gary Guller – Everest Summitter. 22 booths have been sold. \$8,340 in sponsorships have been secured. 1 award nomination and 4 hall of fame nominations have been received. All educational sessions have been finalized by the committee. CRPA is waiting on a few speaker agreements and will start laying out the brochure and getting CEU approval.

II. ACTION ITEMS

- **Investment Account Change:** The Executive Director reviewed the memo detailing information about the investment firm search. The Executive Director reviewed the fees associated with the two new companies and compared them with our current company. The Executive Director also reviewed the comparison of earnings from the 5 year prospective portfolios provided by both new firms versus the 5 year earnings from our current company. Information received from contacting two references from each company was also reviewed.

Motion to change investment firms from Merrill Lynch to Resource Management Corp. made by Marc Blanchard and seconded by MaryJo Archambault. All in favor (9-0) with 1 abstention – Chris Rusack.

- **Volunteer Plan:** A sub-committee of board members comprised of Joshua Medeiros, Cheryl Preston, and Ben Morse presented the board with a plan to increase volunteerism within the association. The plan included two options to reward Committee Chairs for their service.
 1. a free hotel room (valued at \$150) at conference each year or
 2. a \$150 credit to be used for any association event/seminar or membership.

To receive these benefits the Chair must:

- Be a member in good standing of the association
- Serve as the Chair of the Committee for at least 6 months with a full year commitment
- Meet the objectives of the committee in which they Chair

The credit will be awarded annually to individuals serving as Committee Chairs or Co-Chairs and may be used for CRPA Membership or any CRPA seminar or event.

Credits cannot be used for consignment tickets or group trips. The credit will be valid from January 1st through December 31st of the calendar year in which it is awarded and will expire if not used by that date. Chairs will receive new credits each year they serve.

Motion to give a credit of \$150 to each committee chair upon completion of their goals and the above outlined criteria made by Alex Palluzzi, Jr. and seconded by Cheryl Preston. All in favor: 6-2 with 1 abstention: Josh Medeiros and 1 absent and not voting: MaryJo Archambault who left the meeting early.

The board tabled the discussion on providing board members free quarterly seminar registrations.

III. COMMITTEE REPORTS

- **The Aquatics Committee:** reported that the supervisor school was a success and that they met on June 9th in Avon and discussed changing the format of the lifeguard training next year to include more information on customer service and talking to parents. They will be meeting again on August 9th in Simsbury. They will be holding AFO in February.
- **Camp Committee:** will be meeting again in September.
- **Quarterly Committee:** secured a new chair: Josselyn Salafia from Haddam-Killingworth.
- **Golf Tournament Committee:** marketing for the tournament commenced on June 8th.
- **Legislative Committee:** The Executive Director reviewed the bills of interest to CRPA members that passed and failed in the 2016 legislative session. A packet of information on all the bills was provided to the board in the Association Update. A legislative wrap-up will be sent to the members in the coming weeks.

IV. OLD BUSINESS: N/A

V. NEW BUSINESS: N/A

VI. RESIGNATIONS & APPOINTMENTS: N/A

VII. EXECUTIVE SESSION: The president called the board into Executive Session at 11:25 am and adjourned Executive Session at 11:40 am. Motion to increase the Executive Directors Salary to \$60,000 retroactive to January 1, 2016 made by Marc Blanchard and seconded by Alex Palluzzi, Jr. All in favor 7-0 (two members had left prior to the Executive Session: Amy Watt and Tom Tyburski)

VIII. ADJOURNMENT

- Chris Rusack made a motion to adjourn the meeting at 11:42 am and Josh Medeiros seconded. All in favor 7-0.

CRPA BOARD OF DIRECTOR'S MEETING

September 20, 2016

IN ATTENDANCE: Marc Blanchard, Chris Rusack, Joshua Medeiros, Ben Morse, Cheryl Preston (arrived at 10:30 a.m.), Tom Tyburski, Kristine Vincent, Amy Watt, Carrie Gazda, Bill Engle, Alex Palluzzi, Jr.(on phone from 10:15-11:00 am) and Valerie Stolfi Collins, Executive Director

I. RITUAL ITEMS:

- **ROLL CALL:** Meeting called to order at 10:03 am by Marc Blanchard
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Chris Rusack made a motion to accept the minutes from the June, 2016 board meeting. Ben Morse seconded. All in favor (9-0).
- **APPROVAL OF TREASURERS REPORT:**
 - The Treasurer provided an overview of the Treasurer's Report and explained the changes in the investment account reporting on the financials at a glance statement. Carrie Gazda made a motion to approve the Treasurer's Report. Josh Medeiros seconded. All in favor (9-0).

II. INVESTMENT ACCOUNT PRESENTATION:

- Update from new investment account firm, Resource Management Group. RMG representatives were Mike Herlihy and Bill Weaver, who provided an overview of the new account which was switched to them in July of 2016 per CRPA Board approval. They explained that the asset allocation of 60% Equity and 40% Fixed was a conservative approach to investing and is in line and average with what all of their other nonprofit clients are doing. Some are more risky because they have a good deal more money to invest than CRPA. The representatives stated that they took over management of CRPA's investments about 60 days ago and have all but about \$36,000 invested. They estimate that they will invest about \$20,000 more in about ½ stocks and ½ bonds. They will likely leave about 1-2% in cash reserves which is about \$5,000. They recommend follow ups at about 6 months and 1 year time frames thereafter, as this portfolio is set up for long term growth.

III. EXECUTIVE DIRECTORS REPORT:

- **Conference Room Furniture:** Furniture has arrived, balance will be paid this month and transferred from the Capital Improvement account, per board approval Dec. 2015.
- **Membership Update:** The Executive Director reviewed the membership report included in the packet.
- **Website Sponsors:** The Executive Director reviewed the sponsor report included in the packet.
- **Board of Director Nominations:** The Executive Director reviewed the list of nominees included in the packet.
- **2016 Events:**
 - Golf Tournament – Stanley Golf Course, New Britain, September 22nd. The Executive Director expressed concern over the number of golfers and lack of tee sponsors for this year's tournament and asked the board to help secure some additional players and sponsors.
 - Fall Quarterly: The Executive Director reported that this event underway and attendance is going very well.
 - CRPA Conference will be held on November 21st and 22nd at Mohegan Sun. The theme and logo will be "Navigating the Future". The keynote will be Gary Guller – Everest Summitter. 79 booths have been sold. \$18,605 in sponsorships have been secured. \$1,500 in ad sales, 22 award nominations, and 4 hall of fame nominations have been received. 144 Delegates have registered so far. The Executive Director expressed concern over low sponsor and ad sales so far this year.

- **2017 Events:**
 - Entertainment Showcase: East Hartford CCC - February 16, 2017
 - AFO: Hartford: Metzner Recreation center - February 28, 2017
 - CPSI: East Hartford: North End Senior Center - April 4-6, 2017
 - MRPA/CRPA Leadership Meeting: May 2017 - Planning is under way
- **Consignment Tickets:** The Executive Director reviewed the consignment ticket sales and reported that we are down about 237 in ticket sales this year so far. We are still awaiting final reconciliations from Six Flags and the Science Center.

IV. ACTION ITEMS:

- **2017/2018 Government Relations Contract Approval:** The Executive Director and Legislative Committee Chair provided a memo outlining the contract to the Board. There is no increase from 2016 and no other changes to the contract. Motion to approve the contract made by Josh Medeiros and Seconded by Carrie Gazda. All in favor (10-0).

V. COMMITTEE REPORTS:

- **The Aquatics Committee:** Josh Medeiros, Aquatics Committee Co-Chair reported that they will be holding AFO in February. That they are planning to develop an aquatics section information pamphlet for distribution at conference, and have created a Facebook group for information sharing such as: job postings, trainings, advice, minutes, and agendas. They are also looking to do a WSI school and more classroom based education since hands-on trainings are covered by most towns.
- **Camp Committee:** Will be meeting again in September.
- **Quarterly Committee:** Secured a new chair: Josselyn Salafia from Haddam-Killingworth. Committee will be meeting on Sept 29th to start planning the 2017 quarterlies.

VI. OLD BUSINESS: N/A

VII. NEW BUSINESS:

- **Investment Account: Review of Policy and Guidelines:** Board reviewed the policy that was set back in November of 2009. After discussing the policy it was decided to leave it in place and make no changes to the policy.
- **Listsrv: Review of Policy and Guidelines:** Board reviewed the current listsrv rules provided on the CRPA website and in the board packets. The Board engaged in discussion. Carrie Gazda made a motion to limit the listsrv to questions and advice for professional members and for marketing purposes for affiliate members. Motion was seconded by Tom Tyburski. All in Favor. (10-0)
- **Lifetime Membership Awards:**
 - Motion to approve Jim Urhig as a lifetime member made by Kristine Vincent. Seconded by Ben Morse. All in favor (10-0)
 - Motion to approve Bruce Dinnie as a lifetime member made by Marc Blanchard. Seconded by Amy Watt. All in favor (10-0)

VIII. RESIGNATIONS & APPOINTMENTS: N/A

IX. ADJOURNMENT:

- Chris Rusack made a motion to adjourn the meeting at 11:40 am and Josh Medeiros seconded. All in favor 10-0.

CRPA BOARD OF DIRECTOR'S MEETING

October 18, 2016

IN ATTENDANCE: Marc Blanchard, Chris Rusack, Joshua Medeiros, Ben Morse, Cheryl Preston, Tom Tyburski, Kristine Vincent, Amy Watt, Carrie Gazda, and Valerie Stolfi Collins, Executive Director

I. RITUAL ITEMS:

- **ROLL CALL:** Meeting called to order at 10:07 am by Marc Blanchard
- **MEMBER COMMENTS:** N/A
- **APPROVAL OF MINUTES:** Chris Rusack made a motion to accept the minutes from the September board meeting. Tom Tyburski seconded. All in favor (9-0).
- **APPROVAL OF TREASURERS REPORT:**
 - The Executive Director, in the absence of the Treasurer, provided an overview of the Treasurer's Report.
Kristine Vincent made a motion to approve the Treasurer's Report. Ben Morse seconded. All in favor (9-0).

II. EXECUTIVE DIRECTORS REPORT:

- **Membership Update:** The Executive Director reviewed the membership report included in the packet.
- **Website Sponsors:** The Executive Director reviewed the sponsor report included in the packet.
- **Board of Director Nominations:** The Executive Director reviewed the list of nominees included in the packet. Ballots were mailed to all members in good standing on 10/13/16 and are due back by 11/2/16
- **2016 Events:**
 - Golf Tournament: Stanley Golf Course, New Britain, September 22nd. The Executive Director reported that the committee chair pulled together a great tournament at the last minute. It was the most successful to date from a budget standpoint and the raffle was very successful.
 - Fall Quarterly: Took place at Powder Ridge, Middlefield, CT October 4, 2016. There were 97 registrants due to the great topics.
 - CRPA Conference will be held on November 21st and 22nd at Mohegan Sun. 88 booths have been sold. \$19,255 in sponsorships have been secured. \$3,325 in ad sales, 24 award nominations, and 4 hall of fame nominations have been received. 207 Delegates have registered so far. The Executive Director expressed concern over low sponsor and ad sales so far this year.
- **2017 Events:**
 - Entertainment Showcase: East Hartford CCC - February 16, 2017
 - AFO: Hartford: Metzner Recreation center - February 28 - March 1, 2017
 - CPSI: East Hartford: North End Senior Center - April 4-6, 2017
 - MRPA/CRPA Leadership Meeting: May 2017 - Planning is under way
The board discussed maintaining this event with MRPA in the future and several board members thought it was a useful topic and event.
- **Consignment Tickets:** The Executive Director reviewed the consignment ticket sales and reported that we are down about 236 in ticket sales this year so far. We are still awaiting final reconciliations from the Science Center since ticket sales are ongoing into December.

III. ACTION ITEMS: N/A

IV. COMMITTEE REPORTS:

- **The Aquatics Committee:** Josh Medeiros, Aquatics Committee Co-Chair reported that they had over 15 people attend their last meeting. They will be looking to create an aquatics section information pamphlet to be added to the conference registration bags. They will be creating a 2017 calendar and will be looking to do an

aquatics academy in West Hartford. It will be more classroom based education since hands-on trainings are covered by most towns. Their next meeting will be December 6th in Mansfield.

Chris Rusack inquired about the aquatics pamphlet by asking who would be printing it and if the aquatics section would mind if the CRPA office would proof the pamphlet prior to printing. The Co-chair answered that each Canton and West Hartford would be printing half the brochures and agreed that the CRPA office would be able to proof the brochure prior to printing.

- **Camp Committee:** The Committee met on September 28th at 10:00 am in Wethersfield.
- **Quarterly Committee:** The Committee met on September 29th at 1:00 pm at the CRPA office to plan the 2017 events. Winter and spring are almost finished being planned.

The board suggested possible quarterly topics: Contractor vs. Employee HR Session, Roundtable on Nurses in Camps, Managing Special Revenue Funds and Policies Associated with Special Revenue Funds.

V. OLD BUSINESS: N/A

VI. NEW BUSINESS:

- **Contracting with a Nurse Consultant:** Chris Rusack asked the board if CRPA would be interested in contracting out with a nurse consultant to answer member's questions about ADA compliance issues. Some board members expressed concerns that their towns would not utilize such a service. The board suggested looking further into this and discussing it at a later date.
- **CPA Golf Tournament:** Josh Medeiros and Kristine Vincent asked the Board if they would be interested in having CRPA's Golf Tournament merged with CPA's. The president said that he would be happy to discuss this further with CPA and gather more information from CPA.
- **State Park Changes:** Ben Morse discussed an issue that came up at their regional meeting recently. The state parks are now allowing division heads to make programing decisions and some towns are having an issue being allowed to use the state parks in their towns for major events. The Executive Director asked if he could get more specific information on this prior to her contacting DEEP.

VII. RESIGNATIONS & APPOINTMENTS: N/A

VIII. ADJOURNMENT:

- Chris Rusack made a motion to adjourn the meeting at 11:35 am and Kristine Vincent seconded. All in favor 9-0.

CRPA ANNUAL BUSINESS MEETING

November 21, 2016

Mohegan Sun Conference Center, Uncasville, CT

IN ATTENDANCE: Board of Directors (Anna Park, Chris Rusack, Ben Morse, Cheryl Hancin, Marc Blanchard, Bill Engle, Alex Palluzzi, Amy Watt Josh Medeiros, Tom Tyberski and Kristine Vincent), General Membership, and Valerie Stolfi Collins, Executive Director

ROLL CALL: Meeting called to order at 12:20 p.m. by Marc Blanchard.

1) WELCOME COMMENTS:

- Marc welcomed the General Membership.

2) APPROVAL OF MINUTES OF 2015 ANNUAL MEETING:

- Alex Palluzzi made a motion to accept the 2015 Annual Meeting Minutes. Chris Rusack seconded. All in favor.

3) ACKNOWLEDGEMENT OF PAST PRESIDENTS:

- Past Presidents were acknowledged.

4) ACKNOWLEDGEMENT OF COMMITTEE CHAIRS:

- Committee Chairs were acknowledged.

5) INSTALLATION OF BOARD OF DIRECTORS

- Newly elected officers and current officers were installed.

6) OUTGOING & INCOMING PRESIDENTS COMMENTS

- Marc Blanchard and Chris Rusack shared comments with the group.

ADJOURNMENT: Alex Palluzzi made a motion to adjourn the Annual Meeting at 12:40 p.m. Bill Engle seconded. All in favor.

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CRPA BOARD OF DIRECTORS MEETING

December 20, 2016

IN ATTENDANCE: Bill Engle, Cheryl Hancin, Kristine Vincent, Marc Blanchard, Joshua Medeiros, Alex Palluzzi (10:55 a.m.), Tom Tyberski, Carrie Gazda, Anna Park, Chris Rusack, Mary Jo Archambault, Amy Watt, Ben Morse 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:**
 - Chris Rusack indicated that some members have expressed concerns regarding the policy to provide credit for committee chairs to attend CRPA trainings. Marc Blanchard indicated that when the policy was created, it was with the caveat that it would be revisited in subsequent years.
 - Chris Rusack proposed amending the agenda to add “Board Communication” under New Business. Bill Engle seconded. All in favor 12-0.
- **APPROVAL OF MINUTES:** Bill Engle made a motion to accept the minutes from the October, 2016 Executive Board Meeting. Chris Rusack seconded. All in favor 12-0.
- **APPROVAL OF TREASURERS REPORT:**
 - **Financials:** Reviewed Financials at a Glance and Budget Actuals. Bill indicated there is a projected profit for the year, but current bottom line does not include the final payment to Mohegan. Additionally, the investment account has rebounded. Bill and others have indicated that the membership has commented about what CRPA plans to do with some of the excess profits. Several ideas were discussed and will continue to be discussed in the coming year. Kristine Vincent made a motion to accept the Treasurer’s Report. Carrie Gazda seconded. All in favor 12-0.
- **EXECUTIVE DIRECTORS REPORT:**
 - **SCORP Council Update:** CRPA Director and Dave Putnam have been selected to sit on the SCPR Council which will provide oversight for the creation of the plan needed to maintain LWC funding per Federal requirements. CRPA has agreed to help DEEP with reviewing and recommending changes/additions to the survey for municipal directors.
 - **Membership Update:** January, 2016-December, 2016 renewals have been sent. Some outstanding renewals still remain.
 - **2016 Events:**
 - Conference: 95 booths were sold (5 more than last year). \$19,255 was sold in sponsorships (\$3,325 less than last year). \$4,375 in ad sales were sold (exceeded last year by \$975). 269 delegates registered (exceeded last year by 20). Of the 269 attendees, 53 were students from SCSU, MCC and Springfield College, including 13 free students. Additionally, 86 people purchased Awards only tickets and 12 purchased Social only tickets for a total of 367 attendees.
 - Award Nominations: 24 award nominations and 4 Hall of Fame nominations were received (2 less than last year).
 - **2017 Events:**
 - Winter Quarterly: February 1, 2017 at the Glastonbury Academy Building Cafeteria (4 registered thus far)

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- Entertainment Showcase will be held February 26, 2017 at the East Hartford Cultural & Community Center. Small stage has 1 spot remaining; Large stage is sold out. 5 Table top exhibits have been sold. \$1,825 in ad sales, 5 attendees registered.
- AFO will be held at the Metzner Recreation Center in Hartford from February 28-March 1, 2017. 5 attendees registered so far.
- Hot Shots will be held in Old Saybrook on April 1, 2017. 3 Towns holding local competitions so far.
- CPSI will be held April 4-6, 2017, in East Hartford at the North End Senior Center. 2 registrants thusfar.
- Spring Quarterly will be held April 12, 2017 at the Meriden Old Library in conjunction with CPA.
- MRPA/CRPA Leadership meeting will be held in May, 2017.

II. ACTION ITEMS:

- **2017 Legislative Agenda:** The legislative committee met and developed the proposed 2017 Legislative Agenda & Brochure. Cheryl Hancin made a motion to approve the Legislative Agenda as proposed by the Legislative Committee. Mary Jo Archambault seconded. All in favor 13-0.
- **2017 Budget Approval:** Valerie provided explanation of the 2017 Budget document. Cheryl Hancin made a motion to adjust the presented budget by adding \$6,000 to the Program Expense line item to be used at the Executive Director's discretion (without increasing costs to the membership) Marc Blanchard seconded. Some discussion was held. All in favor 13-0. Kristine Vincent made a motion approve the adjusted budget. Cheryl Hancin seconded. All in favor 13-0.

III. COMMITTEE REPORTS:

- **Aquatics Committee:** Josh Medeiros reported that meeting dates for 2017 have been set. AFO has been scheduled for February and an Aquatics Academy in May. The committee is also planning to do an Aquatics Salary Survey and study regarding best practices that will potentially be presented at conference.
- **Camp Committee Report:** The committee is planning meeting dates and is interested in building a website page/shared docs through the CRPA site specifically for camp committee related materials. Valeri is working with the group to determine the best way to accomplish this.
- **Legislative Update:** A conference call with Marshall Collins and his new employee has been scheduled.

IV. OLD BUSINESS: N/A

V. NEW BUSINESS:

- **Board Retreat Proposal:** Chris Rusack provided information regarding a proposed Board Training for January, 2017. The training would incorporate survey development, review of survey results, development of materials for training, training facilitation and a goals document. The proposal included a total of 16 hours at a cost of \$3,200. Valerie indicated that two companies had been approached for proposals and the proposal from Fio Partners, LLC would best meet the needs of the organization. Tom Tyberski made a motion to include the proposed training in the budget. Cheryl Hancin seconded. Some discussion was held. Valerie indicated there was potential to do a shorter survey potentially bringing the cost down to \$2,600 (3 hours instead of 6 hours for survey development). Carrie Gazda made a friendly amendment to the motion to include the proposed training in the budget with the 3 hours for survey development at a total cost of \$2,600. Mary Jo Archambault seconded. Bill Engle, Cheryl Hancin, Josh Medeiros, Kristine Vincent, Anna Park, Carrie Gazda, Amy Watt, Mary Jo Archambault, Ben Morse, Alex Palluzzi and Chris Rusack voted in favor. Marc Blanchard and Tom Tyberski were opposed. Vote passes 11-2.

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- **Board Communication:** Chris Rusack clarified some potential miscommunication issues dating back to a June meeting including the Executive Director evaluation and raise, investment information and the Board retreat. Chris indicated there was no malicious or underhanded intent, but rather time issues and difficulties with process that may have caused the miscommunication. Chris urged members of the Board to contact him or Kristine Vincent, President Elect, in the future with any concerns. Chris explained his intended plan for 2017 will include 3 subcommittees (personnel, finance, membership/marketing) and requested that Board members review CRPA bylaws prior to the January meeting. It was also agreed upon that meetings will take place on Wednesdays at 10:00 a.m.

VI. RESIGNATIONS & APPOINTMENTS:

VII. EXECUTIVE SESSION:

- Kristine Vincent made a motion to go into Executive Session at 11:56 a.m. Tom Tyberski seconded. All in favor 13-0. Bill Engle made a motion to come out of Executive Session at 12:13 p.m. Marc Blanchard seconded. All in favor 13-0.
- Anna Park made a motion to provide a 3% Cost of Living Increase and 2% merit increase (with guidelines to be established by the personnel committee in 2017) to Valerie Stolfi Collins, Executive Director and a 5% increase to Amy Wilcox, Administrative Support, equivalent to \$15.36/hour. Marc Blanchard seconded. Bill Engle, Cheryl Hancin, Josh Medeiros, Anna Park, Carrie Gazda, Amy Watt, Mary Jo Archambault, Ben Morse, Alex Palluzzi, Chris Rusack, Marc Blanchard and Tom Tyberski were in favor. Kristin Vincent was opposed. Vote passes 12-1.

VIII. ADJOURNMENT

- Tom Tyberski made a motion to adjourn the meeting at 12:32 p.m. Amy Watt seconded. All in favor 13-0.

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